Regulation Selection Criteria and Procedure
For the bachelor programme Aerospace Engineering

The Dean of the faculty of Aerospace Engineering establishes the following regulation, respecting the
Selection Criteria and Placement Regulations of Executive Board and after advice of the Faculty Student Council
of the faculty of Aerospace Engineering.

1. General regulations
   I. A candidate may participate up to 3 times in the selection procedure of the bachelor programme
      Aerospace Engineering. A candidate can only participate once per academic year.
   II. The obtained ranking number is only valid during the selection and admission procedure preceding
       that specific academic year. It is not possible to use obtained ranking numbers for later academic
       years.
   III. The execution of this regulation is appointed to the Education and Student Affairs Department of the
        Faculty Aerospace Engineering.
   IV. All candidates must register in Studielink before the deadline of January 15th.
   V. Candidates without a Dutch education diploma (VWO) must also apply at the Central International
      Office of the TU Delft (i.e. via the Online Application Tool). This application also entails submitting the
      complete application file before January 15th.
   VI. Failing to register in time will mean that the candidate will not be included in the selection procedure.
   VII. Participating in the selection procedure (or receiving a ranking number), does not automatically mean
       that a candidate meets the stated prerequisites for admission, such as the right prior education.
       Verifying entry requirements, such as prior education, is outside the scope of the selection procedure.
   VIII. When offered a place for the bachelor programme Aerospace Engineering, the candidate has 14 days
        to accept this offer in Studielink. In case the offer is not accepted in Studielink within that time, the
        reserved spot will be made available for the next candidate in line (next ranking number waiting).
   IX. Non-EU candidates that need services (a visa/residence permit in order to enter the Netherlands;
       housing accommodations; a bank account etc.), can only be supported in their application procedure
       by the Central International Office when ranked amongst the top 440 candidates.
   X. Candidates will be informed via email about their final score and ranking number no later than April
      15th.

2. Selection criteria
   I. Selection for the bachelor programme Aerospace Engineering is based on two criteria, i.e. Motivation
      and Academic Performance. Several steps are defined to select candidates, some of which are not
      necessarily linked to a single selection criterion, but are part of the selection procedure.
3. Selection procedure

3.1 Selection method

**General method**

I. The email addresses used in the selection procedure will be equivalent to the email addresses used for the Studielink registration by the candidates.

II. The Motivation and Academic Attitude Questionnaire, and each of the three sections of the Academic Test, will individually count for ¼ of the final selection score. This means that the Motivation and Academic Attitude Questionnaire will count for ¼ and that the Academic Test will count for ¾ of the final selection score.

III. Candidates need to complete all steps in the selection procedure in order to receive a ranking number. Failure to complete each step can result into being excluded from the final ranking.

IV. The ranking number of a candidate is determined by his/her final selection score, compared to other candidates. Higher final selection scores result in better ranking numbers.

**Step 1 – mini-MOOC**

I. The mini-MOOC “Introduction to the Bachelor’s Aerospace Engineering at TU Delft” is a 3-hour online introductory course. All candidates that completed the mini-MOOC before February 1st will be invited via email to complete the next steps of the selection procedure.

II. Failure to complete the mini-MOOC before February 1st will result into exclusion from the selection procedure. Candidates that are excluded from the selection procedure will be informed via email after February 1st.

**Step 2 - The Motivation and Academic Attitude Questionnaire**

I. The Motivation and Academic Attitude Questionnaire assesses the motivation of the candidate and the results on this questionnaire will be used to score the first criterion (i.e. Motivation).

II. The results for the criterion Motivation will count for ¼ of the final selection score.

**Step 3 - The Academic Test**

I. The Academic Test will assess the academic abilities of the candidate. The results for the Academic Test will be used to score the second criterion (i.e. Academic Performance).

II. The Academic Test consists of three sections, i.e. mathematics, physics and first year material of Aerospace Engineering.

III. Each section will count for ¼ for the final selection score.

IV. There will be more questions in each section of the Academic Test, than (most) candidates can complete within the time set for that specific section. The score on a specific section, for each individual candidate, will be determined by comparing his/her score with the scores of fellow candidates.

**Step 4 - The Self-Reflection**

I. Candidates must reflect on their application by answering a Self-Reflection question.

II. In case two (or more) candidates have exactly the same final selection score on the combined criteria of Motivation and Academic Performance, the Self-Reflection will be used to determine the final ranking amongst these candidates (that have scored the same). This is a subjective evaluation, based on how well the candidate reflects on his/her chances to be successful in the bachelor programme.
3.2 Selection measures

Step 1 – mini-MOOC

I. Completing the mini-MOOC is mandatory in order to be included in the selection procedure.
II. The mini-MOOC is available all-year round.
III. Candidates ideally complete the mini-MOOC before the registration deadline of January 15th. Candidates who have not completed the mini-MOOC before this date, will receive a single reminder via email in the week after the registration deadline and will be given the opportunity to complete the mini-MOOC before February 1st.
IV. Candidates that completed the mini-MOOC before the application deadline, will be informed in the week after January 15th that they are included in the selection procedure (provided all criteria under section “1. General regulations” have been met). There are no further actions required from these candidates until February 1st.
V. Before January 15th, there will be no confirmation email that the mini-MOOC is completed for the candidates.
VI. Validating the completion of the mini-MOOC will be based on candidates’ email addresses. It is urged that candidates use the same email address for both the mini-MOOC and registration in Studielink. In case the email address used in Studielink and the email address for the mini-MOOC differ, candidates can also provide a screen shot of their Progress Report in the mini-MOOC, including their used email address. This must be done after they receive the reminder to complete the mini-MOOC, and before February 1st.
VII. Performance in the mini-MOOC will not be used for determining the final selection score.

Step 2 - The Motivation and Academic Attitude Questionnaire

I. All candidates that have completed the mini-MOOC before February 1st will be invited in the first week of February to complete the Motivation and Academic Attitude Questionnaire. The invitation contains the necessary information to access the selection portal.
II. All sections of the Motivation and Academic Attitude Questionnaire are compulsory.
III. The Motivation and Academic Attitude Questionnaire consists of 81 questions on a 7-point Likert scale.
IV. The total score will be determined by matching the candidates answers with a reference group consisting of successful Aerospace Engineering students.
V. The Motivation and Academic Attitude Questionnaire must be completed before March 1st.

Step 3 - The Academic Test

I. In February, candidates receive a login code and link to the first year material (including practice questions) that they can study in preparation for the First Year Material section of the Academic Test.
II. Candidates will be informed via email that the Academic Test is available in the week of March 1st.
III. Each section of the Academic Test can be taken at any time during the month March. Once candidates start a section, they must complete that section.
IV. Candidates can go forward and backwards in the test. With respect to sequencing the questions, it is aimed that questions become gradually more difficult as that section of the Academic Test progresses.
V. The time for each section is limited, and the maximum time per section is communicated beforehand.
VI. Candidates that are diagnosed with learning disabilities and/or have extenuating circumstances can contact selection-ae@tudelft.nl during the selection procedure to request extra time for sections of the Academic Test. This must be done before March 1st.
VII. The following items are allowed to be used during the Academic Test: a dictionary, identification card, provided formula sheets, guidelines for entering answers in Maple TA, (blank) paper in single sheets, pencils/pens, regular calculator (a simple one for basic algebra). A graphical/programmable calculator is not allowed, nor is a calculator on a mobile phone, tablet or second computer allowed.
VIII. The Academic Test is online proctored, which means that candidates are ‘followed’ online to check whether the test is completed under the correct conditions. Candidates receive a Quick Guide about online proctored exams. This guide describes the strict regulations that candidates need to follow when taking the Academic Test. In general applies that the candidate will need to take sections of the Academic Test as under regular (Dutch) exam settings.

IX. By taking the online proctored test, candidates agree upon making and monitoring video recordings, keystrokes, and screenshots. An examiner will have access to this data to judge if the test was completed according to the regulations. Collected data will only be used for this purpose.

X. Candidates can also take (sections of) the Academic Test on the TU Delft campus at no extra costs. The exact time, date and location will be communicated through email during the selection procedure. This also allows candidates without the necessary resources, or who have principal issues against online proctoring, to take the Academic Test. Candidates must apply by email (selection-ae@tudelft.nl) to register for this opportunity.

XI. Candidates who are flagged with suspicious behaviour and concluded to have committed fraud will be awarded zero points on the criterion Academic Performance (so for ¾ of the final selection score). This will be determined by a Selection Committee, consisting of a member of the Education and Student Affairs department of the Faculty Aerospace Engineering, a member of the Educational Management Team (in most cases; the First-Year-coordinator), and a member of the Board of Examiners of the Faculty Aerospace Engineering.

XII. The score of each section is determined by the number of correct answers. Candidates’ scores are compared with the scores of the other applicants. Therefore, there is no fixed pass or fail grade. No feedback on the scores will be provided, except for the final results in the email containing the final ranking number.

XIII. All sections of the Academic Test must be completed before April 1st.

Step 4 - The Self-Reflection

I. The self-reflection question is available in the month March.

II. In case candidates obtain exactly the same final selection score, the candidates’ self-reflections will provide the decisive ranking amongst these candidates. This will be determined by a member of the Education and Student Affairs department.

III. There is no minimum or maximum number of characters to use for the self-reflection.

IV. The Self-Reflection Application has to be completed before April 1st.

4. Establishing the outcome of the selection procedure and ranking

I. Candidates’ final selection scores are based on the criteria Motivation and Academic Performance, measured by the sum of the total scores of The Motivation and Academic Attitude Questionnaire and the Academic Test. Based on the final selection score, candidates are given a ranking number.

II. The total score for Motivation is based on the Motivation and Academic Attitude Questionnaire and counts for ¼ of the total score.

III. The total score on Academic Performance is determined by the scores of the three sections of the Academic Test. Each section will count for ¼ of the final score.

Thus established by the Dean of the faculty of Aerospace Engineering,

Prof.dr.ir. Rinze Benedictus, a.i.

January 2017