

PLACEMENT REGULATIONS

MASTER'S DEGREE PROGRAMME

Aerospace Engineering

DELFT UNIVERSITY OF TECHNOLOGY

For Academic Year 2024-2025

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Paragraph 1 – Definitions

Candidate	A candidate is the (prospective) student that wants to start the Master programme Aerospace Engineering, and includes all prospective students (incl. external (non-)EER applicants, bridging students, and students from the bachelor programmes at TU Delft).
Eligibility	Eligibility checks whether candidates are eligible for the master programme Aerospace Engineering. Eligibility is determined on Master programme level, implying that eligible candidates have sufficient prior knowledge to follow any MSc track. For EWEM candidates a separate eligibility process is arranged.
Track preferences	Candidates can indicate their desired track preference in MyStudyPlanning. This concerns the 5 tracks and excludes EWEM (i.e. there is no limitation for this programme).
Placement procedure	The placement procedure is comprised of the three components, i.e. expressing the track preferences, a General Knowledge Test, and the Essay. Information on the procedure can also be found on the AE Student Portal. ¹
Placement test	The placement test is effectuated in the situation when the maximum capacity for a certain track is exceeded, and consists of two components: a General Knowledge Test and an Essay. The track capacity is considered exceeded if the number of candidates for a specific track (indicated by the first choice) is higher than the stated capacity in these regulations. The placement test determines which candidates will be allocated in their first track choice and aims for the best student-track fit.
Ranking number	The number that determines the sequence of placement for the candidates. Every candidate that participated in the placement Test will receive a number, and candidates with ranking numbers lower than the capacity will be allocated in the track. The other candidates will be placed on a Waiting list.
Waiting List	The list of candidates that participated in the placement procedure, and have not been directly allocated in their desired track. A candidate is placed from the Waiting list in the situation that another candidate will not use their place. The order of placement from the Waiting list is based on the ranking number the candidates have received, whereby lower ranking numbers are allocated a place before the higher ranking numbers.
Track limitation	The track limitation implies the maximum capacity that is available for each track, i.e.:

Track	Capacity
Track Aerospace Structures & Materials	110
Track Aerodynamics & Wind Energy	85
Track Control & Operations	130
Track Flight Performance & Propulsion	60
Track Space	96

Paragraph 2 – General provisions

Article 1 - Applicability of the regulations

1. These Faculty regulations apply to the placement procedure for the Master's programme Aerospace Engineering of Delft University of Technology for the Academic Year 2024-2025, or at least those components for which the Faculty of Aerospace Engineering has an assigned responsibility or involvement.

¹ See: <https://www.tudelft.nl/onderwijs/opleidingen/masters/ae/msc-aerospace-engineering/placement-procedure>

2. These Faculty regulations support the Teaching and Examination Regulations for the Master's degree programme, and should be considered a further elaboration of the general provisions regarding the requirements and conditions for programme admission as stipulated in aforementioned document.
3. These regulations apply to applicants who wish to enrol in any of the following tracks that the programme offers:
 - Aerodynamics & Wind Energy
 - Control & Operations
 - Space
 - Flight Performance & Propulsion
 - Aerospace Structures & Materials

These regulations do not apply to the placement process for the track Rotor Design as part of the European Wind Energy Master (EWEM), nor any of the other tracks within the EWEM programme.²

Article 2 - Governance

The establishment and implementation of these regulations is appointed to the Director of Education. The Director of Education ensures a suitable announcement of these regulations and any amendments to them.

Article 3 - Requirements eligibility

The requirements for the admission to the Master's degree programme are stipulated in the Teaching and Examination Regulations of the Master programme Aerospace Engineering.

Paragraph 3 – Track capacities

Article 4 – Establishing track capacity

1. The Faculty Management Team establishes the track limitations before October 15 of the preceding academic year and these will be published online. There is no further break-down of the track limitations to profiles within the tracks.
2. On Master programme Aerospace Engineering level, no capacity limitations are installed.
3. In case all track capacities are exceeded after the registration deadline for indicating track preferences, the Dean will determine the increase of capacity for each track to ensure access for all eligible candidates.

Paragraph 4 – Track registration

Article 5 - Deadline for applying for a track

1. The deadlines to submit a candidate's track preferences are posted on the AE Student Portal website³. Track preferences must be submitted in MyStudyPlanning by indicating the top 5 track preferences of the candidate. The deadlines for submitting the track preferences are posted online before October 15 of that preceding year.
2. All candidates (incl. external (non-)EER applicants and bridging students) will have to submit their track preferences in MyStudyPlanning in order to be considered for the tracks of their preference.
3. Candidates must indicate their top 5 preferences in MyStudyPlanning, and placement will be based on their indicated preferences. In the situation where the candidate cannot be placed in their first track preferences (due to the limited capacity), the candidate will be placed in the track of their next preference with sufficient capacity. Prior to the start of the academic year, candidates are allowed to switch to another track with sufficient capacity in MyStudyPlanning when registrations are opened again, i.e. after the placement procedure.

² For EWEM procedures, please visit <https://www.tudelft.nl/ewem>

³ Specifically: <https://www.tudelft.nl/studenten/faculteiten/lr-studentenportal/onderwijs/master/application>

4. For candidates that fail to submit their track preferences in time (i.e. after the indicated deadline), it can imply that they can only be allocated a place in tracks with sufficient capacity after the placement test (based on first come, first serve).
5. In the month following the track preference deadline, the track registration in MyStudyPlanning will be closed and candidates will not be able to switch tracks. After the placement procedure has been concluded, candidates are allowed to switch to tracks that still have sufficient capacity (based on first come, first serve).
6. As an exception to the previous stipulation, candidates can switch tracks when the Track Registration in MyStudyPlanning has closed to a track with sufficient capacity, as long as the placement test has not taken place yet. They can do this via email to msctrackplacement-ae@tudelft.nl and emails will be processed on first come, first serve basis.

Article 6 – Starting a track other than per September

1. Candidates that can start the Master programme Aerospace Engineering at other moments during the academic year (e.g. per February) are still required to submit their track preferences in MyStudyPlanning before the stated deadlines. Track registrations will only be considered when the candidate is able to formally start the Master programme (i.e. meets all entry requirements) after conclusion of that educational quarter.
2. These candidates are allowed to start any of the preferred tracks, as long as those tracks are not exceeded in capacity. The capacity described in the first paragraph of these regulations are valid for the entire academic year. Entry will be based on first come, first serve for these places.
3. For tracks where the capacity has been exceeded with the influx per September, the track limitations is considered full for the entire academic year. This implies that it will not be possible for candidates to register in MyStudyPlanning for these tracks after September (incl. for the TU Delft bachelor students). This means that students cannot start these tracks at another time than per September.
4. If necessary, the right is reserved to enforce a placement procedure for other times during the academic year as well.

Article 7 – Allocation in tracks

1. After the deadline for submitting track preferences has passed, candidates will be conditionally allocated to the track of their first preference.
 - a. In the situation where the number of candidates with their first choice on a particular track is *lower* than the track limitation, the candidate will immediately be placed in this track. Candidates will not have to take further action in light of their track placement.
 - b. In the situation where the number of candidates with their first choice on a particular track is *higher* than the track limitation, all candidates for that track will have to participate in a placement test.
2. Candidates will be informed via email if they have to participate in a placement test in the first week after the indicated deadline for the Track Registration.
3. Switching between tracks during an Academic Year is only allowed to tracks with sufficient capacity and with approval of the Master track coordinator from that track.

Paragraph 5 – Placement procedure

Article 8 - Participation

1. The placement test is offered only once for a candidate, implying that there are no resit possibilities or accommodations possible for other moments.
2. There are no costs involved for candidates to participate in this placement procedure.
3. Participating in the placement procedure (or receiving a ranking number) does not automatically mean that a candidate meets the stated prerequisites for admission, such as the correct prior education. Verifying entry requirements, such as prior education, is outside the scope of this placement procedure.
4. Candidates who have previously been enrolled (and completed courses) in the Master programme Aerospace Engineering but have (temporarily) discontinued their studies do not have to participate in the placement procedure (again). They will be allowed to continue with their indicated track.
5. A candidate may participate up to two times in the placement test for the master programme Aerospace Engineering. In addition:

- a. A candidate can only participate in the placement procedure once per academic year.
 - b. Candidates can only take part in the placement test of their first track preference. This implies that when multiple tracks are exceeded in capacity, candidates can only take part in the placement test of their first preference and not for the other preferred tracks.
6. Failing to complete all steps in the placement procedure, or registering too late for the track preferences, can imply that the candidate will not be allocated a place in the track of their first preference.
 7. In the situation where after conclusion of the placement procedure, another track will exceed in capacity (due to moving candidates to their lower preferred tracks), the results from the General Knowledge Test in the placement test will be used to determine the order of these candidates for placement in their next preferred tracks. Candidates that have already been allocated in any of those tracks (i.e. as their first track preference) will be guaranteed their place in that track.
 8. Communication during the participation of the placement procedure will be digital (i.e. via email).
 9. Candidates that have the right for extra time because of their disability will be granted this (i.e. extra 10 minutes per hour). All candidates that need this provision (incl. current TU Delft students) are required to request this exemption by emailing horizon-esa@tudelft.nl **no later than 09.00 AM, 1st of May 2024 (GMT+1)**. Information on these requests can be found online and are incorporated the syllabus. Requests must contain the following information:
 - a. Reason for applying for extra time
 - b. The candidates' full name and TU Delft student number
 - c. In the subject line of the email must be noted 'Extension of exam time – placement procedure AE'
 - d. In attachment a digital scan of the official medical statement bearing the diagnosis. This document does not need to be sent in case a candidates is currently a TU Delft student who has already extra exam time. In this case, candidates only need to send (a), (b) and (c), mentioning that they are a student currently studying at TU Delft.

Article 9 – Components of the placement procedure

1. The placement procedure entails three components and aims for a best student-track fit. In the placement procedure, the following criteria are considered: Preference, Motivation, Academic Aptitude, Creativity, and Insight in developments of the field of expertise. Below is indicated, in level of importance, how these criteria relate to the different components in the placement procedure:
 - i. The Track Preference (Preference and Motivation).
 - ii. A General Knowledge Test (Academic Aptitude).
 - iii. An Essay (Academic Aptitude (incl. writing skills), Motivation, Creativity, Insight).
2. Placement for the preferred track is initially completely determined by Track Preference.
3. If, after the Track Preferences have been expressed it shows that the number of candidates indicates more students than capacity for one or more tracks, candidates who have expressed their first preference for one of these tracks must complete the two additional steps (General Knowledge Test and Essay). The weight distribution is stipulated in article 12 (Results placement Procedure).
4. The General Knowledge Test and Essay are tested consecutively on the same day. The intention of these elements is to test the knowledge and skills present, and is not considered an exam that candidates must study for.
5. Candidates that can be allocated a place by their Track Preference only (i.e. where the track capacity is not exceeded based on candidates' first preferences) are guaranteed of their place, irrespective of the outcome of the placement procedure for the allocation of places in the other tracks.

Article 10 – General Knowledge Test

1. The General Knowledge Test is a multiple-choice test with a limited duration, and is offered to all candidates at the same time to ensure that all candidates will take the exact same test. The test can be completed on-campus or via online proctoring.
2. The questions in the General Knowledge Test assess the candidates' general knowledge of undergraduate (i.e. bachelor programme) knowledge in the field of Aerospace Engineering. As reference, the final qualifications (which are not track-specific) of the TU Delft Bachelor programme Aerospace Engineering are taken.

3. The questions in the General Knowledge Test are devised from key domains in the field of Aerospace Engineering, whereby several key domains are more relevant for certain tracks than others. The overview of which key domains are relevant for which tracks are described in a syllabus that is posted online.⁴
4. The syllabus describes expected knowledge for relevant topics that pertain to the key domains.
5. Questions that are relevant for the preferred track (i.e. represent the relevant key domains) will determine the score on the General Knowledge Test. The other questions will only count in the situation when the final results from the full placement test (i.e. incl. Essay) results in exactly the same results between candidates.
6. The questions are aimed to be relatively intuitive and to require little-to-no calculations. This is to assess the insight and general knowledge of the candidates in the field of Aerospace Engineering, intending that candidates with a higher academic aptitude for the preferred track have a higher chance of being assured a place.
7. The General Knowledge Test is constructed such that it allows candidates to go back and forth in the test, and that the questions do not necessarily go up or down in level of difficulty. It is not indicated which questions focus on which key domains (i.e. relevance for which track) as this is part of assessing the insight of the candidate, and all questions (relevant for a track) can be completed within the timeframe of the test.
8. Candidates obtain positive points for the correct answers, zero points for not submitting an answer and negative points for incorrect answers. The notion of this is to assess the actual general knowledge of the candidate and minimise obtaining scores by guessing.
9. Candidates are not allowed to have access to material other than provided to them by the test organization during the test. Regular Exam Settings⁵ apply.

Article 11 - Essay

1. The Essay implies drafting an essay with a limited-words maximum which has to be written within a limited time. The topic of the essay ("propositions") will be track-specific and dependent on the relevant track for the candidates first preference.
2. The Essay is offered to all candidates at the same time, and can be completed on campus or via online proctoring. It will be offered directly after the General Knowledge Test.
3. Candidates are offered a set of 5 propositions from which they can choose one to write the Essay on. Candidates are not allowed to access any material (e.g. any external material such as online information, books, etc.), except for their own knowledge and insight. The use of AI-tools are prohibited.
4. The Essay will assess the candidates' Academic Aptitude (such as general knowledge of developments within the relevant field and writing skills), Motivation (such as displaying the interest in the field of knowledge how to a stated proposition is argued), Creativity (such as considering innovative views on the proposition), and Insight (i.e. being able to view the different perspectives for a certain proposition). This is translated to an assessment of the Essay by awarding points on *relevance*, *understanding*, *persuasiveness*, *coherence*, and *originality*.
5. Regular exam settings apply⁶.

Article 12 – Results placement procedure

1. The combined scores for the General Knowledge Test and Essay will result into a final score. The Knowledge Test will have a 60% weight in the final score and the Essay a 40% weight. In order to obtain a final score, candidates must have completed both these elements.
2. Candidates are offered a ranking number based on their final score, indicating their position for entry to the preferred track.
3. Candidates with the highest final scores (i.e. best ranking numbers) are placed in the track of their first preference until that track capacity is reached. The other candidates will be placed on a Waiting List.
4. Candidates are required to validate their place in the track within 2 weeks. This also applies to candidates that have been directly placed after submitting their Track Preference. Otherwise, this place will be offered to the next candidate on the Waiting List. The request for validation will be emailed together with the results of the placement procedure.
5. Candidates whose final scores in the placement procedure do not result in placement in their first-choice track will be placed in their next preferred track where the maximum capacity has not yet been reached.

⁴ See: <https://www.tudelft.nl/onderwijs/opleidingen/masters/ae/msc-aerospace-engineering/placement-procedure>

⁵ See also: <https://www.tudelft.nl/en/student/education/courses-and-examinations/examinations>

⁶ See also: <https://www.tudelft.nl/en/student/education/courses-and-examinations/examinations>

- a. If the allocation of remaining places in a particular track then leads to this track exceeding its maximum capacity, the candidates who scored highest on the General Knowledge Test on the relevant key domains for this specific track will be given priority.
 - b. Candidates that scored lower on these key domains are placed in the next available track of their preference.
 - c. This will continue until all candidates have been placed.
6. Candidates that do not meet the entry requirements of the Master Programme before the start of the Master programme, will be informed that they will be actively deregistered from their track if this concerns a track that is exceeded in capacity in order to allocate this place to an eligible candidate. The place in the track is then voided for this particular candidate. This stipulation specially concerns only the placement procedure, and does not consider the regular admission procedures regarding entry to the Master programme Aerospace Engineering.
7. Tracks that exceeded in capacity for the September influx will be closed in MyStudyPlanning. Candidates on the Waiting List will be continued to be placed until August 15 and informed via email if a place for them becomes available. From June to August 15, candidates on the Waiting List will be contacted via email if a place becomes available for them. Candidates will be informed (digitally) about the communication scheme during the Placement Procedure.
8. The obtained final result (and thereby ranking number) is only valid during the placement procedure preceding that specific influx moment. It is not possible to use obtained ranking numbers for later moments or future Academic Years.
9. In case of misconduct by candidates, or fraud, the place of the candidate will be voided and offered to the next candidate on the Waiting List.

Paragraph 6 – Final provisions

Article 13 - Fraud

If there is a suspicion of fraud, this will be discussed with the Board of Examiners. The regulations of fraud can be found in Article 7, 7a, 7b and 8 of the Teaching and Examination Regulations.

Article 14 - Conflicts with the regulations

In the case of conflict between provisions in these Placement regulations and the Teaching and Examination Regulations, the latter shall take precedence.

Article 15 - Amendments to the regulations

1. Amendments to these regulations are adopted separately by the Dean.
2. Amendments that are applicable to the current academic year will be made only if they do not reasonably damage the interests of students. Amendments to these regulations may not lead to disadvantageous changes to any decisions that have been made with regard to individual students.
3. In the event of unforeseen circumstances or measures, the Dean may decide to deviate from these regulations, including the actual form of the placement procedure.

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

Prof.dr. H.G.C. Werij
December 2023