



Registration and intake procedure

MASTER OF APPLIED IT

Table of Contents

Introduction.....	1
Step 1: Signing up	1
Step 2: Application portfolio	1
Step 3: Intake meeting.....	3
Step 4: Ranking	3

Introduction

Since the number of students that we can accept is limited, a ranking of all candidates will be established. The top 25 students in this ranking are accepted into the master. It should be noted already that the date of signing up is an important sorting criterion on the ranking, so we advise to sign up early. We will describe the full registration procedure up until acceptance below.

Step 1: Signing up

When you sign up, you need to fulfil the following formal conditions:

1. You need to have a completed Bachelor in IT or equivalent
2. You must have a B2-level in English according to the CEFR standard
3. When applying for the Education for Professionals, you also need to have a project¹ that can serve as a graduation project to start a year after the start of the master.

Step 2: Application portfolio

After signing up, you will be asked to compile a portfolio with the following additional information within three weeks after signing up or at least two weeks before the master starts (whichever comes first):

1. Your **competence profile** mapped on the HBO-i competence framework. For most applicants from the Netherlands this can be found in the Terms and Exam Regulations of their Bachelor studies. For other applicants this requires

¹ If you do not yet have a project available, you should at least have a job position where such projects can be executed and supervised by company peers.

a study of the HBO-i framework and mapping their work from their bachelor onto this framework. Professional competences (non-technical) must also be included. More information about this will be sent after signing up.

2. **Motivation letter.** Why do you think our educational method suits your need? What do you wish to learn? (i.e. what are your target competences in the HBO-i framework?) For Education for Professionals also why does your project (or at least your job position) qualify?
3. **Curriculum Vitae** to document your education and/or working experience.

This portfolio will be scored by our intake team on the following aspects, each ranked on a scale from 0 till 5:

Competence profile:

- are your start competences HBO-i level 2 and 3 described and motivated sufficiently?
- are your target competences HBO-i level 3 and 4 described and motivated sufficiently?
- do you have a clear view on what professional competences you have to further develop?

Motivation Letter:

- is it explained clearly why you choose this Master of Applied IT at FHICT?
- do you have a correct understanding of the type of education we provide?
- do you explain why this educational model meets your needs?

Curriculum Vitae:

Your CV will not be scored, but will provide us with a better image about your professional career and education so far. A few things we will be looking for in your CV:

- does your CV contain your personal background? (this part is optional)
- does your CV reflect your educational experience?
- does your CV contain an understandable short description of working experiences and projects?

The sum of scores yields a number between 0 and 30. The applicants will then be put in four groups:

- A. Score of 25 or more
- B. Score between 20 and 24
- C. Score between 15 and 19
- D. Score below 15

Students in groups A, B and C will be invited for an intake meeting to further elaborate on their application. Students in group D will not be accepted into our master.

Step 3: Intake meeting

During the intake meeting the portfolio of the applicant will be discussed with two members of the admission committee. The same scoring as in step 2 will be applied, but now the verbal explanations of the applicant will be taken into account. This can result in a higher, but also in a lower score.

After the intake meeting, the applicants will again be put in four groups, like in step 2. Students in group A and B will continue to step 4. Students in group C and D will not be accepted into our master.

Step 4: Ranking

Students that were put in group A or B during step 3 will be ranked in a list of which the top 25 students will be admitted into our master. The ordering of this list is as follows:

First all applicants of group A are sorted on the date when they signed up. Then follow the applicants of group B sorted on the date when they signed up. The top 25 applicants on this list are admitted into the master and can register within two weeks after receiving the admission letter.

If an applicant that is admitted does not register, his position will be assigned to the next student on the list and so on.

A new list is constructed for every start moment of the master. If you got on the final list, but were not admitted, you are not automatically added to the list for the next start moment. You can explicitly claim a place on the next list, however, retaining your original group and sign up date.

If you were not admitted to the master's program and the process did not go well, you may object by sending a letter of objection to FHICTmaster@fontys.nl