



Bouwkunde guide

2024/2025

Quick Reference

Faculty of Architecture and the Built Environment

Julianalaan 134
2628 BL Delft
+31 15 278 9805
tudelft.nl/bk

Opening hours

Monday to Thursday
08.00 - 22.00

Friday
08.00 - 19.00

Weekend
Closed

**BK is an open access building,
but we advise students and staff
to always bring a valid TU Delft
campus card.**

Emergency

On campus
+31 15 278 8888

General

Faculty homepage
tudelft.nl/bk

BK Student Portal
<https://www.tudelft.nl/en/student/a-be-student-portal>

Employee Portal
intranet.tudelft.nl

Brightspace
brightspace.tudelft.nl

Course Guide
studyguide.tudelft.nl

Exchange Students
bk.tudelft.nl/erasmus

The campus

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With this guide we hope to familiarise you with our faculty. Please check the website for the most up-to-date information.

Dear students and colleagues,

**I would like to warmly welcome you
to our vibrant faculty.**

**This booklet is made to help
you become familiar with our
organisation and our building.**

**I wish you an inspiring time during
your study or work at our faculty.**

**Kind regards,
Dick van Gameren
Dean**





The Campus Facilities

Aula

Building 20, Mekelweg 5
Aula-CREFM-balie@tudelft.nl
+31 15 278 8022

Monday – Friday
08.00 - 22.00

Faculty Club:
Monday - Friday
09.30 - 20.00

Self-service restaurant Aula:
Monday – Friday
11.00 - 14.00 | 17:00 - 19:30

TU Delft shop:
Monday - Friday
08.30 - 21.30

The Aula Congress Centre houses the Auditorium, several lecture halls and the central TU Delft restaurant.

TU Delft Library

Library Learning Centre,
Prometheusplein 1, Building 21
library.tudelft.nl | library@tudelft.nl
+31 15 278 5678

Monday - Sunday
08.00 - 24.00 | Special opening
hours apply during holidays.

The Library Learning Centre is a place for study, meeting and inspiration. Search the extensive collection in the online catalog. Experience lectures, debates and exhibitions or experiment with Virtual Reality, Augmented Reality and eXtended Reality at the XR-Zone.

Student Administration

Building 30a, Jaffalaan 9a
tudelft.nl/studenten/administratie
contactcentre-esa@tudelft.nl
+31 15 278 8012

The Student Administration is the office to contact for queries concerning registration at TU Delft, tuition fees, campus card, studielink and confirmation of attendance/enrolment. Registration for each academic year via Studielink (www.studielink.nl) is required.

Students can see the status of their registration at TU Delft in their Studielink account.

X TU Delft

Mekelweg 8

tudelft.nl/x

hosts-x@tudelft.nl

+31 15 278 2442

Monday - Friday

07.00 - 01.00

Weekends

07.00 - 23.00

X TU Delft is a place on campus where you can develop yourself in areas that are not always part of the academic curriculum, but invaluable none the less. X focuses on the needs of young people and has an extensive offer in the fields of sports, games, arts, crafts, reflection & lifestyle. They offer ranges from courses, ticket hours, events and projects to free, use of a student kitchen and living room, and initiating activities and / or programming yourself.

Interactive map

map.tudelftcampus.nl

TU Delft Campus is easily accessible by bicycle, public transport and car. You can walk to your destination from the central parking areas and bus stops. Building numbers are used to help you find your way around the campus. On this website you find the accessibility of the campus.

The interactive map shows all places where you can find food and beverages. The campus has plenty of places to eat and drink on any budget. There is always something you fancy, whether it's breakfast, coffee, lunch, drinks or an evening meal.

Also, an overview of all the major (building and maintenance) activities which are taking place on campus is shown on the website.

Bouwkunde

Floor plan

Ground floor (BG&BG+)

- 1** Service Desk
- 1** @Hok
- 2** Stylos
- 3** Waltman Bookshop
- 4** Printshop
- 5** Modelling Hall
- 6** Secretariat for Education and Student Affairs
- 7** International Office
- 8** Academic counsellors

- ||** Ketelhuis (restaurant)
- ☞** Espresso bar
- ☞** Bouwpub (faculty pub)

First floor (1)

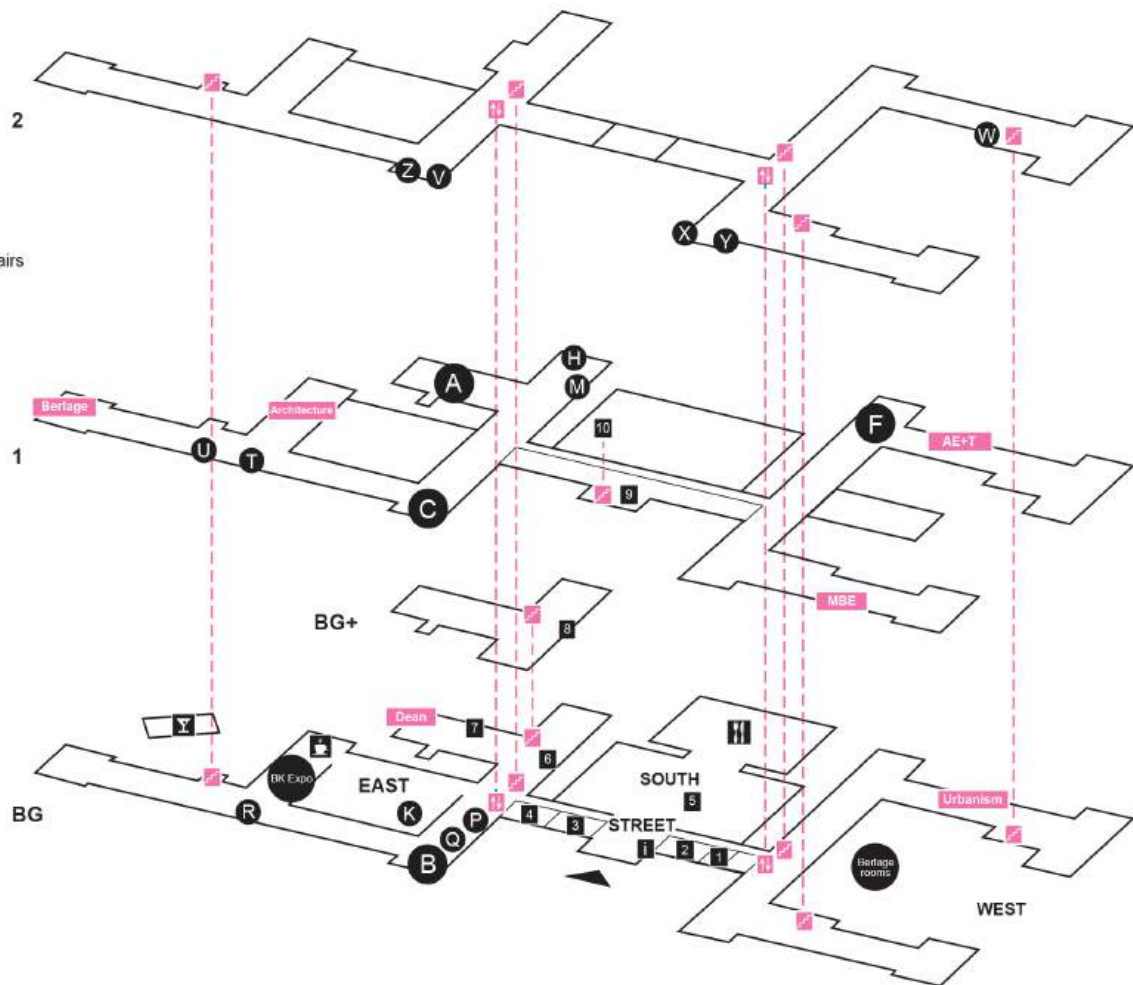
- 9** Library
- 10** Map room

General

- Lecture room
- ☞** Stairs
- ↑** Lift

Studio Location

The studio schedule for 2024-2025 can be found on the link below.
<https://www.tudelft.nl/en/student/a-be-student-portal/education/bk-studio-location>



Bouwkunde

Facilities

Service Desk

servicepunt-bk@tudelft.nl
+31 15 278 9805

Monday - Thursday
08.00 - 22.00
Friday
08.00 - 19.00

The service desk is the primary point of contact for students, staff members and visitors for all Education & Student Affairs, ICT and facility questions.

Students and employees are welcome here for questions or support on:

- NetID
- First aid.
- Reporting breakdowns.
- Borrowing equipment.
- Handing in or retrieving lost property.
- All general questions regarding the faculty.

Lift

There are two lifts in the building. Use of them is restricted, students and employees can temporarily request a pass at the Service Desk.

Lockers

Lockers can be found all around the faculty. Using your campus card, you can activate one locker at a time.

@Hok Student ICT Support

adhok.bk.tudelft.nl
sid-adhok@tudelft.nl

Monday - Friday
09.00 - 17.00

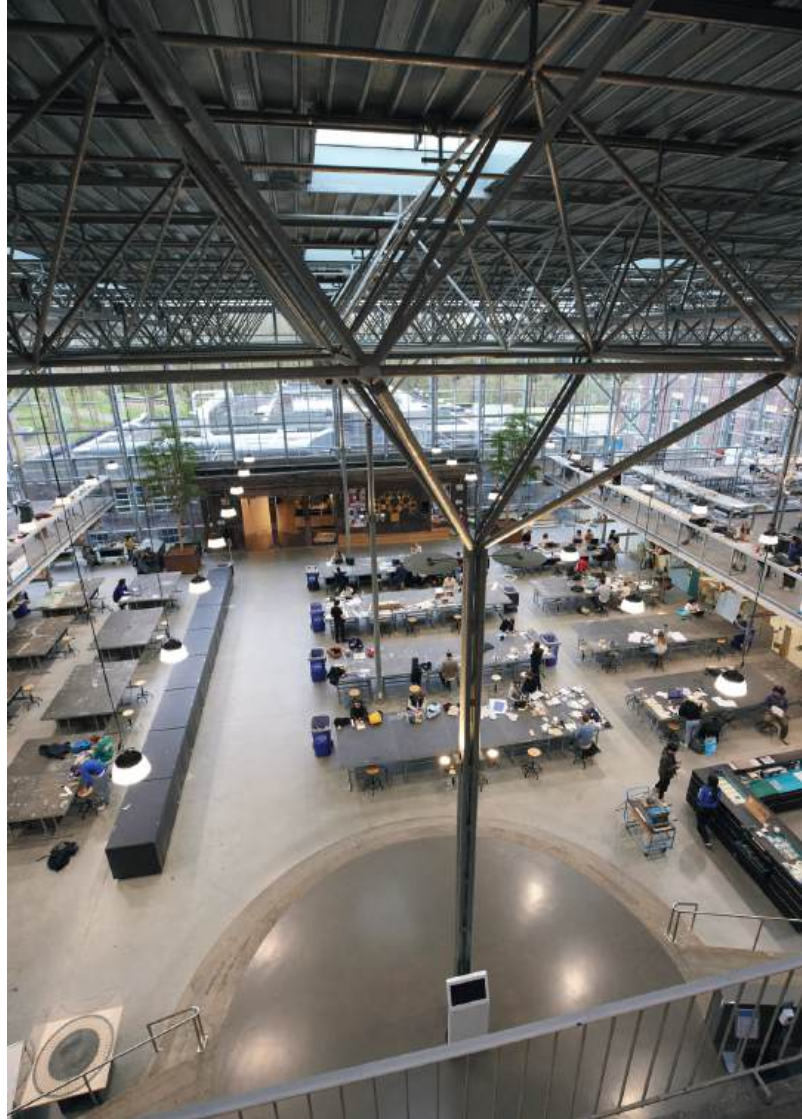
@Hok is the place where students help other students with all kinds of software and hardware problems.

Visit @Hok if you need:

- Help on how to use frequently used programs like Rhino, Grasshopper, Photoshop Illustrator and InDesign.
- Help with installing software.
- Advice about laptops and other hardware.
- Any other information regarding software and hardware.

Visit @Hok online for:

- a chat with us.



Waltman's Bookshop

waltmanbouwshop@tudelft.nl
Juliananlaan 134, 2628 BL Delft
+31 15 278 3529

Monday - Friday
09.00 - 17.00

Waltman is the faculty's official bookshop selling textbooks for all courses, books on architecture and urbanism, study materials and modelling materials.

BK-Prints

+31 15 278 4444
Bk-prints@tudelft.nl

Monday - Friday
08:45 – 12:15
13:00 – 17:30

At BK prints we can help you with:
Printing : A3 – A4 – A5 – A6 etc.
Plotting : A0 – A1 – A2 – A3
Laminating : A4 – A3
Binding : Metal ring and/or Glue back binding.

Come visit us. You will find all examples and prices in the print shop. To have something printed, email the file to:
BK-prints@tudelft.nl





Communication

communicatie-bk@tudelft.nl
08.BG.Mid.140

Contact Communication for faculty-wide communication advise and news sharing.

Stay up-to-date with what's happening in our faculty:

- Find news, stories and events on the website tudelft.nl/bk
- Regularly check the intranet at intranet.tudelft.nl/bk for policy and practical information (for employees only)
- Read the bi-weekly digital newsletter BK News for research and education stories, news and announcements, events and successes.
- Have a look at the screens in the faculty for news, events and announcements.
- Follow the faculty on social media:

 [bk.tudelft](https://www.instagram.com/bk.tudelft)
 bk.tudelft.nl
 [@BKTUDelft](https://twitter.com/BKTUDelft)
 [/BKTUDelft](https://www.facebook.com/BKTUDelft)



Bnieuws

bnieuws-bk@tudelft.nl
b-nieuws.bk.tudelft.nl

Bnieuws is the independent periodical of the Faculty of Architecture and the Built Environment, curated by students. They publish written and graphic contents with external contributors, as well as host BKINO movie nights. This magazine is free online and available in hard copies at the Bouwkunde. Please contact them via their email with questions or collaboration opportunities.

Stylos

www.stylos.nl | info@stylos.nl
BG.Midden.110
+31 15 278 3697

Monday - Friday
09.00 - 17.00

Stylos is the faculty's student association for bachelor students that organises all kinds of supplementary activities such as: workshops, excursions, competitions, lectures, trips and parties for and by students. As a member of Stylos, you can participate in all these events and even organise them yourself by joining a committee.

Master Study Associations

Besides Stylos the faculty also has several study associations specifically aimed at each master (track). They organise events, trips and more. The study associations for each master (track) are:

Architecture

ARGUS | insta: argus_tud
BG.Oost.500
argus-bk@tudelft.nl

Urbanism and Landscape Architecture

Polis | insta: polistudelft
01.West.350
www.polistudelft.nl

Building Technology

BouT | insta: bout_tud
02.West.090
www.praktijkverenigingbout.nl

Management in the Built Environment

BOSS | insta: bosstudelft
01.West.640
www.bosstudelft.nl

Geomatics

GEOS | insta: geos_tu_delft
02.West.060
www.geostudelft.nl





Study spaces

Studios for Bachelor students are located on the second floor East. All studios are used by all three BSc years. Your timetable shows where you have your tutoring

Zuidserre

Machine Workshop and CAMlab:
Monday - Friday
09.00 - 12.15
13.00 - 17.15

The Modelling Hall is located in the centre of the building. It houses tables for model-making, machinery and the CAMlab. The CAMlab offers 3D printing, laser cutting and CNC milling.

Photofilm-lab

K1.oost.240
tudelft.nl/bk/photostudio
photofilm-bk@tudelft.nl

The photofilm lab offers facilities, lectures and workshops to support students and staff in taking photos or videos.

The faculty has its own photo studio in the basement with professional equipment. In addition, there is a mobile set that can be reserved by studio coordinators.

The studio offers walk-in hours, during these hours students can pass by without an appointment.

If you want to use the studio at a different time or borrow equipment you can fill in the request form online. Find more information on the website for upcoming events, current walk-in hours and/or to make an appointment.

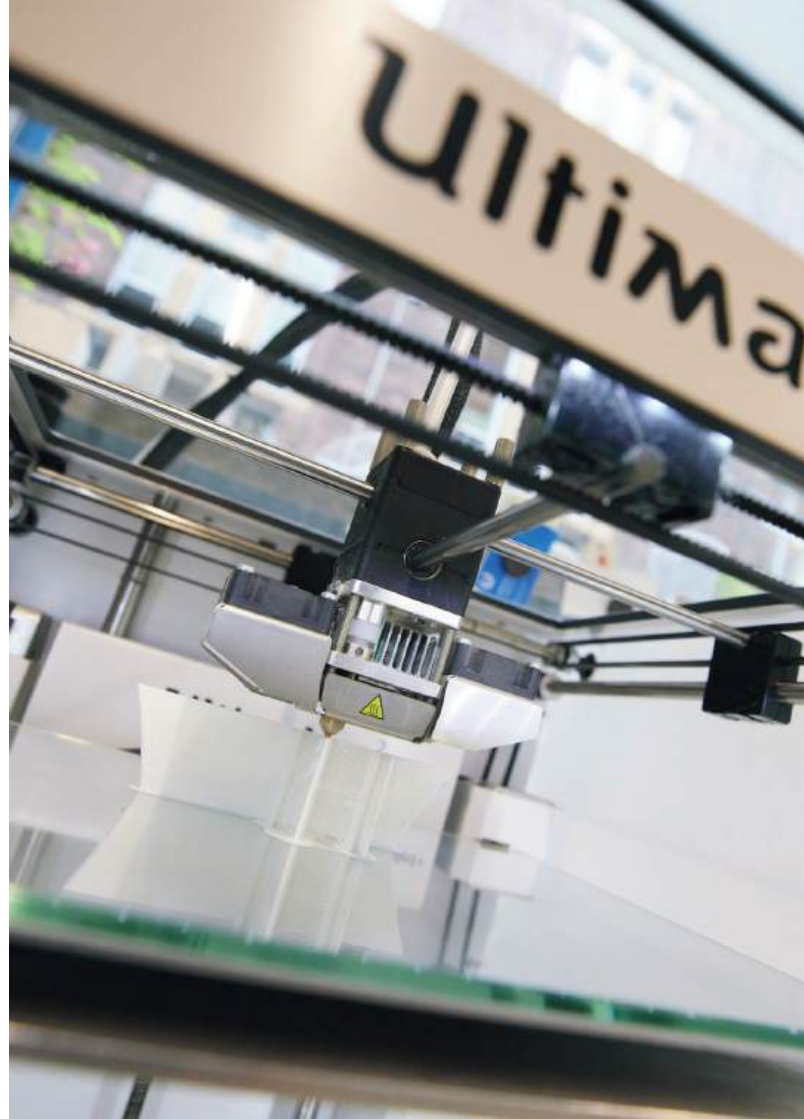
VR-Lab

BG.West.270 (Design Space)
BG.West.290 (Application Lab)

tudelft.nl/bk/VRlab
vrlab-bk@tudelft.nl

Monday - Thursday
9.00 - 17.00

The VR-Lab has high end computers and a broad range of headsets available for students and for use in education and research projects. The computers come installed with a broad selection of 3D rendering and content creation software as well as the most common CAD and BIM programs. Student assistants can advise and support students and staff on workflows and the use of VR. The Lab supports computational design and VR projects.



Architecture Library

library.tudelft.nl
library@tudelft.nl
+31 15 278 4251

Monday - Thursday

09.00 - 18.00

Friday

09.00 - 17.00

Special opening hours apply during exam periods and holidays.

The faculty library offers a large collection of academic and professional literature. It contains an extensive collection of books, journals, serial works, magazines and loose-leaf publications. To search the collection, you can use the online catalog. The campus card functions as library card for the university.

Map Room

maproom.library.tudelft.nl
library@tudelft.nl

Monday - Friday

09.00 - 13.00

The Map Room contains a collection of Dutch topographical and thematic maps and atlases specifically for the TU Delft curriculum.

The Map Room of TU Delft can be found on the mezzanine floor in the faculty library. Here, students can

find information about the paper and digital map collection and consult the maps.

Printing

webprint.tudelft.nl

The multifunctional printers are available everywhere on the campus. After logging on with your campus card you can scan, copy and print A4 or A3 sheets.

First install the 'FollowMe' printer on your laptop using the install manual on ictmanuals.tudelft.nl and activate your campus card at one of the printers.

To pay for printing and copying, students need to have credit on their account. You can check your balance by logging on to one of the printers, or check and top up your balance on:
www.tudelft.nl/en/student/ict/ict-facilities/printing-scanning-and-copying

For support go to @Hok (see page 12) or check adhok.bk.tudelft.nl/printing.



Ketelhuis (restaurant)

The Ketelhuis is located in the former boiler room of the faculty building and serves as the restaurant of the faculty. It provides vegetarian lunch and dinner, and offers seating inside and a terrace outside.

Monday - Friday
11.00 - 18.30

Espressobar

The espressobar is the place to meet fellow students and employees while enjoying good coffee. The espressobar offers assorted coffee and pastries.

Monday - Friday
08.00 - 17.00

Snack & coffee machines

The snack and coffee machines are located on several spots around the faculty. Payment is done via 'contactless payment'. Students and employees need a credit or debit card suited for this.

Microwaves

Several microwaves are available around the faculty to heat up your lunch or dinner.

Bouwpub

tudelft.nl/studenten/faculteiten/bk-studentenportal/voorzieningen/stichting-de-bouwpub/

bouwpub-bk@tudelft.nl
+31 15 278 9805

Tuesday and Thursday
17.00 - 20.30

The Bouwpub is located in the small building next to the east entrance of the main building. Staff and students meet here informally. The Bouwpub also organises themed drinks several times a year, and can be booked to serve drinks at parties on location throughout the faculty.



Safety

In case of an acute emergency trigger the manual alarm.

In case of theft, fire or emergencies, immediately contact the TU Delft emergency centre:
+31 15 278 8888

To ensure a safe working environment at Bouwkunde please obey the following rules:

- Keep emergency exits clear.
- Always follow the instructions of safety staff.
- Do not leave valuables unattended. The TU Delft is not responsible for theft or disappearance of personal items.

In case of evacuation:

- Immediately react to the alarm signal.
- Always follow instructions of safety staff.
- Follow the signs to emergency exits. Evacuation plans are present at all working space.
- Do not use the lift.
- Follow the signs to the assembly point.
- Assemble at the closest assembly point.

House Rules

Please obey these rules to keep the faculty a pleasant place of work and study for all students and staff:

- Keep all spaces in the faculty clean and clear your workspace before you leave.
- Only use the dedicated magnetic boards to hang posters, presentations and drawings.
- Do not cause noise disturbances.
- Smoking is prohibited on the TU Delft campus, including the faculty.
- Place bicycles in the bicycle racks in the dedicated areas near entrances of the faculty.
- Do not take bicycles, skates, skateboards etc. with you inside the building.
- Park your car in the dedicated car parks around the faculty (close to the East and West entrances).
- It is not allowed to bring any pets inside the building.
- You may not bring rechargeable lithium batteries into the building. There are charging stations in the covered bicycle parks on the East and West sides of the building.

Organisation



Organisation

Departments

The faculty has four departments:

- Architecture
01.Oost.700
architectuur-bk@tudelft.nl
- Architectural Engineering + Technology
01.West.130
bouwtechnologie-bk@tudelft.nl
- Management in the Built Environment
01.West.700
MBE-bk@tudelft.nl
- Urbanism
BG.West.520 & 530
urbanism-bk@tudelft.nl

Supporting services

- Human Resources
BG.Oost.090
HR-bk@tudelft.nl
- Project Office & Finance
BG.Oost.010
info-finance@tudelft.nl
- Communication
BG.Midden.140
communicatie-bk@tudelft.nl
- PhD Council
PhDCouncil-bk@tudelft.nl
- Graduate School
BG.Oost.220
ABE@tudelft.nl
- 100% Research
BG.Oost.220
research-bk@tudelft.nl
- International Office
BG.Oost.240
internationaloffice-bk@tudelft.nl
- Education & Student Affairs
BG.Oost.110
Secr-OS-bk@tudelft.nl

Academic calendars

Bachelor Education 2024-2025

Academische jaarkalender 2024/ 2025

Bachelor onderwijs

Week nr.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
Nieuwe semester	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4	5	6	7	8	9		
Weeknr.	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10	1.11	1.12	1.13	1.14	1.15	1.16	1.17	1.18	1.19	1.20	1.21	1.22	1.23	1.24	1.25	1.26		
Onderwijs week																												
Ma																												
Di																												
Wo																												
Do																												
Vri																												

Week nr.	27	28	29	30	31	32	33	34	35
Onderwijs week									
Ma									
Di									
Wo									
Do									
Vri									

Week nr.	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4	
Onderwijs week																						
Ma																						
Di																						
Wo																						
Do																						
Vri																						



Reguliere onderwijsweek
 Geen reguliere onderwijsweek
 POV - Persoonlijke Overname van de Week
 Examenweek
 Hereniging 3e en 4e jaarwissel / presentaties
 Hereniging Bachelor onderwijsperiodes

- * Examen voor onderwijs in het voorjaarssemester:
- ** Examen voor onderwijs in het najaarssemester:
- *** Hereniging Bachelor onderwijsperiodes:

25 november - 6 december
 30 juni - 11 juli

Periode	Bestedingsjaar
Korpsperiode	23 dec - 31 jan
Voorjaarsvakantie	3 feb - 7 feb
Goede vrijdag	18 april
Herenvakantie	24 april - 1 mei
Korpsperiode	26 mei - 31 mei
Bewijsdag	5 mei
Hereniaarsdag	29 mei
Zonvakantie	3 juni

Master Education 2024-2025

Academic Calendar 2024/ 2025

Education Master

Week nr.	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4				
Calendar week	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10	1.11	1.12	1.13	1.14	1.15	1.16	1.17	1.18	1.19	1.20	1.21	1.22	1.23	1.24	1.25
Teaching week																									
Mon																									
Tue																									
Wed																									
Thu																									
Fri																									

Week nr.	27	28	29	30	31	32	33	34	35
Calendar week									
Teaching week									
Mon									
Tue									
Wed									
Thu									
Fri									

Week nr.	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4	
Calendar week																						
Summer period																						
Mon																						
Tue																						
Wed																						
Thu																						
Fri																						



Education
 No regular education
 MSc examinations and presentations
 Results 3th and 4th quarter

- * Enrollment for education in spring semester:
- ** Enrollment for education in autumn semester:

November 24 up and until December 6
 May 12 up and until May 23

Periode	Bestedingsjaar
Christmas period	Dec 23 - Jan 3
Good Friday	Apr 18 / Feb 7
Easter	Apr 20 & 21
King's Day	Apr 26
Liberation Day	May 5
Labour Day	May 9
Whit Monday	June 9

Personal Timetable

mytimetable.tudelft.nl

In MyTimetable you can view, download and connect your timetable to calendar applications such as Microsoft Outlook, Google Calendar, Apple Calendar or a calendar app on your smartphone.

You can compile your timetable by joining timetables from various courses, groups or other students into one timetable. You can also choose the corresponding group for each course. Sometimes your timetables are added automatically. Depending on your institution's settings, you might not have access to all features.

Find an explanation of how MyTimetable works on mytimetable.tudelft.nl/help. If you have any questions, please refer to this help page first. If you are experiencing any (technical) issues or incorrect timetables, please contact the Service Desk at your faculty for support.

Education & Student Affairs



Education & Student Affairs

Academic Counsellors

tudelft.nl/bk/academiccounsellors
academiccounsellors-bk@tudelft.nl

If you have questions or problems that go beyond the scope of the Faculty's administrative departments, the academic counsellors are the people to ask. Thanks to their independence, they can discuss all kinds of topics in confidence. You can consult them on anything to do with your study process and how your studies might be impacted by your personal situation. The academic counsellors will help you explore the steps that can help you to tackle – and enjoy – your studies.

If necessary, through consultation or referral, they will be able to call in the help of others.

Please send an email to make an appointment stating your student number and, if applicable, the name of an academic counsellor you have consulted before. Please note: personal circumstances must be reported as soon as possible to be on time or to retain eligibility for exceptional provisions.

For questions requiring only a brief answer you can visit the open consultation hours. Please check Brightspace for the latest information on dates and times.

Confidential advisor

tudelft.nl/en/student/services/confidential-advisor/

A confidential advisor provides support and advice to students who have to deal with undesirable behaviour or unequal treatment within their study programme.

Honours Programme

tudelft.nl/en/student/education/honours-programme

The Honours Programme Delft is for BSc and MSc students looking for a challenge over and above what their curriculum offers. It's a challenging additional programme for students with higher than average performance. Admission requirements apply.

Internships

Internships are not integrated in the education programme. Bachelor students can opt for an internship during their minor. Internships for Master students are always extra-curricular. Students can find internship offers on Stylos.

Go to stylos.nl/nl/carriere/stages-en-vacatures or ask the internship coordinator for each Master track:

- Architecture (BSc only):
Olindo Caso
O.Caso@tudelft.nl
- Urbanism and Landscape Architecture (BSc only):
Robbert Jan van der Veen
R.J.vanderVeen@tudelft.nl
- Urbanism and Landscape Architecture (MSc only):
Kristel Aalbers
K.P.M.Aalbers@tudelft.nl
- Building Technology:
Frank Schnater
F.R.Schnater@tudelft.nl
- Management in the Built Environment :
Karel Van den Berghe
k.b.j.vandenbergh@tudelft.nl

Geomatics Master students can do an internship as an elective, code: GEO5016.

Contact coordinator:
F. Welle Donker,
F.M.WelleDonker@tudelft.nl

Graduation

graduation-bk@tudelft.nl

Contact this address for all questions concerning the Master graduation.

Scheduling

roosters-bk@tudelft.nl

Contact this address for all questions concerning scheduling.

International Office

BG.Oost.240
internationaloffice-bk@tudelft.nl

International Office BK supports international master students who come to TU Delft during the start of their Master programme. They also facilitate international incoming exchange students during their stay at our faculty with any questions and/or necessary paperwork which needs to be signed. In addition, International Office supports TU Delft students from the faculty of Architecture and the Built Environment in their BSc or MSc who want to go on exchange.

The faculty offers exchange programs in the BSc and MSc

inside and outside Europe. International Office can help students with questions concerning options for exchange, application for study abroad at the faculty and arranging the stay abroad after selection. They will be able to sign official documents/forms and assist with scholarship request.

More information about exchange can be found here:

- BrightSpace - Study Abroad BK, become a member
- Internet:
tudelft.nl/bk/studentexchange
- Visit International Office during open office hours (13:00- 14:00) on Tuesday and Thursday or send an email to:
internationaloffice-bk@tudelft.nl

FSC

01.Oost.810
FSC-bk@tudelft.nl

The Faculty Student Council (FSC) is the official representative body of the faculty's students. The FSC strives to protect, monitor and improve the quality of education in the faculty and the position of its students. The FSC office is located at the top of the Oranjetrapp in the Oostserre (01.Oost.810). You are welcome to visit us anytime!

Board of Examiners

BG.Oost.110 | +31 15 278 4252
boardofexaminers-bk@tudelft.nl

Contact the Board of Examiners for requests related to your educational programme, such as:

- apply for a self-composed minor
- include the results of a self composed minor in your SVO
- recognition of credits obtained abroad
- obtaining an exemption for a subject
- approval for completing Master's electives;
- apply for Individual Double Degree.

For submitting the above mentioned requests, you must use the appropriate application form. This can be found on the BK Studentportal. link: <https://www.tudelft.nl/en/student/a-be-student-portal/organisation/board-of-examiners>

Education Advice Team

The Education Advice Team conducts evaluations on courses, and works with teachers on improvements to ensure the quality of education. Visit the Brightspace 'Evaluations TUD' for results of past evaluations. Besides quality assurance and assessment, the Education Advice Team works on curriculum renewal, education innovation and teacher professionalisation.

Online educational affairs

The University organises most educational affairs online. Make sure to regularly check for updates.

NetID

Your NetID is used to log in to all TU Delft services. Your print account is linked to your NetID. If you encounter a problem with your NetID, go to the Service Desk (see page 12).

Study guide

studyguide.tudelft.nl

In the digital study guide you can find more information about the content of each subject, the form of teaching, the responsible teacher and the method of examination.

Brightspace

brightspace.tudelft.nl

Brightspace is the online learning and collaboration environment at TU Delft where almost all online communication between students, lecturers and members of staff takes place.

BK Student Portal

tudelft.nl/bk/studentportal

BK Student portal is the starting point for information about education, practical affairs, services, and organisation within our faculty. Information about electives, enrolment, special circumstances and more can be found here. The BK Student portal includes a BSc and MSc study path to help you navigate through your studies, and a 'Find your way' to help you find the right contact person to answer your specific questions.

MyTimetable

mytimetable.tudelft.nl

In the application MyTimetable you can find your TU Delft timetable. You can compile this schedule yourself based on the courses you follow, and also import it into your own digital agenda.

MyTUDelft

my.tudelft.nl

MyTUDelft is the study information system of TU Delft. Here you can find your personal study information, like your study results and timetable. Further, you can register for exams.

MyTUDelft app

With the My TUDelft app, you can easily gain access to your personal study information: timetables, grades and study progress, among other things. The app extracts this information from MyTimetable and MyTUDelft. You can download the app in the Apple App Store or Google Play Store.

BIS

(Bouwkunde Inteken Systeem)

bis.bk.tudelft.nl

You can enrol for courses in BIS, the Bouwkunde Inteken Systeem. This system is only open during enrolment periods.

For questions, contact: enrolment-bk@tudelft.nl

Enrolment

The University requires you to enrol for all education.

Academic year

Enrol as a student for the TU Delft for each academic year before the start of the first semester on Studieliink (www.studieliink.nl) (see page 7).

Courses

Enrol for courses and study programmes for the next semester on time! Enrolment via BIS (bis.bk.tudelft.nl) takes place twice a year, in November and May (see academic calendar on page 32). This will be announced on Brightspace.

Course information

If you have enrolled for courses in BIS, you will be automatically enrolled for the same course in Brightspace (Brightspace.tudelft.nl). In Brightspace you receive announcements and additional information on the specific course.

Exams

Enrolment for education does not mean you are automatically registered for the related examinations; you have to do this yourself via My.TUDelft.nl or the My TUDelft app.

If you plan on not taking the exam you registered for, you must cancel your registration via MyTUDelft. This enables other students to take part. You can do so up to 6 days before the exam.

For more information: examdesk.tudelft.nl
ExamSupport@tudelft.nl

E-mail

webmail.tudelft.nl

Every student and employee registered at the TU Delft has a TU Delft e-mail address. The Faculty expects you to regularly check this address, as important information is sent to your e-mail.

Find your inbox at webmail.tudelft.nl and log in with your NetID.

For questions visit the Service Desk (*see page 12*).

Online Reader Store

tudelft.nl/en/student/
education/ book-reader-sales/
downloadingand-ordering-readers/

klantenservice@webedu.nl

Here you can order all readers required for courses. Payment is done by iDeal or credit card. Readers can be delivered to your home or picked up at the TU Delft Library.

You can have your order sent to a pick-up point on campus or pay postal charges to have them sent to your home address. Please note that it takes at least 5 days to pick up or receive your order.

Transcript / SPR

Servicepunt-bk@tudelft.nl

The SPR (Study Progress Report) shows an overview of your study progress. You can find it in My.TU Delft.nl.

Questions on your SPR?

Contact the Study Programme Administration office: SPA-bk@tudelft.nl

Career & Counselling Services

Psychologists

tudelft.nl/en/student/counselling/meet-us/psychologists/

psychologen@tudelft.nl

As a TU Delft student, PhD or PDEngs candidate the psychologists from Career & Counselling Services can provide you with treatment and support. For instance in the event of psychological problems that prevent you from studying effectively or completing your PhD/PDEng. Their treatment is meant for problems related to, or leading to, stagnation in your studies or PhD process.

The TU Delft psychologists offer, apart from group courses and workshops, short-term individual guidance and treatment sessions.

The TU Delft psychologists offer, apart from group courses and workshops, short-term individual guidance and treatment sessions. You are also welcome to come and meet one of the psychologists for a short meeting of about 10 minutes during walk in hours. Walk in hours are on Monday, Tuesday, Wednesday, Thursday and Friday between 12:45 and 13:45 o'clock at Education and Student Affairs (Building 30a). You can go to the

frontdesk and receive a form to fill in. You can take place in the waiting room and one of the psychologists will pick you up there

E-Health modules

tudelft.nl/wellbeingtool

The e-health tool is an online tool where you can start improving your mental wellbeing in a free, simple and anonymous way.

Improve your time management?
Learn how to cope with stress?
Reinforce your resilience?
These are some examples of programmes you can find in the e-Health tool of TU Delft for students and PhDs/PDEngs.

The online programmes consist of videos, exercises and information about specific topics. Examples of topics are Worrying, Overactive and inattentive, Managing your money, Fear of failure and Decision stress. Follow the programmes at your own pace!

Student counsellors

tudelft.nl/en/student/counselling/meet-us/student-counsellors/

centralcounsellors@tudelft.nl
+ 31 15 278 8004

The academic counsellors are your first point of contact if you have questions or problems concerning your degree programme. (see page 35)

Your academic counsellor may refer you to the student counsellors for:

- Financial support if you fall behind with your work because of exceptional circumstances.
- Facilities and short-term support for those studying with a disability or chronic illness.
- Support in submitting an application to a particular fund or in dealing with complex issues concerning the (future) funding of your degree programme.
- Support in submitting a complaint or objection (education-related).
- Support with complex issues concerning schemes, regulations and/or facilities.

It is advisable to seek help in good time. This not only increases the chance of your receiving effective support; eligibility for some schemes is conditional on enlisting support at an early stage.

Horizon

tudelft.nl/en/student/counselling/studying-with-a-disability

horizon-esa@tudelft.nl

Horizon is an online platform from Career and Counselling Services for all TU Delft students with a disability or other special needs. Even if you are not yet sure what obstacles you may encounter or what you are looking for, Horizon is there for you! You will come into contact with central counsellors who have experience of studying with a disability. Contact Horizon directly for information and advice regarding your personal situation and needs.



**International
student
information**



International student information

Find information about studying at the TU Delft at: welcome.tudelft.nl

International Office

BG.Oost.240

internationaloffice-bk@tudelft.nl

International Office BK supports international master students who come to TU Delft during the start of their Master programme. They also facilitate international incoming exchange students during their stay at our faculty with any questions and/or necessary paperwork which needs to be signed. In addition, International Office supports TU Delft students from the faculty of Architecture and the Built Environment in their BSc or MSc who want to go on exchange.

The faculty offers exchange programmes in the BSc and MSc inside and outside Europe. International Office can help students with questions concerning options for exchange, application for study abroad at the faculty and arranging the stay abroad after selection. They will be able to sign official documents/forms and assist with scholarship request.

More information about exchange can be found here:

- BrightSpace - Study Abroad BK, become a member
- Internet
tudelft.nl/bk/studentexchange
- Visit International Office during open office hours (13:00- 14:00) on Tuesday and Thursday or send an email to: internationaloffice-bktudelft.nl

Education & Student Affairs

Building 30a, Jaffalaan 9a
education.tudelft.nl
contactcentre-esa@tudelft.nl
+31 15 278 8012

Opening hours:

Monday to Friday from 09:00 to 16:30. Contact Centre can be reached by phone Monday to Friday from 10:00 to 12:00 and from 13:00 to 16:00 Central European Time (CET)

The Contact Centre is the first point of contact for general questions about studying at TU Delft. You can go there with questions about your choice of study programme, enrolment, tuition fee, exchange abroad, accommodation and much more.

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OF THE


 **TU Delft**

Bouwkunde

 [bk.tudelft](https://www.instagram.com/bk.tudelft)

 [bk.tudelft.nl](https://www.bk.tudelft.nl)

 [@BKTUDelft](https://twitter.com/BKTUDelft)

 [/BKTUDelft](https://www.facebook.com/BKTUDelft)