## Form 3: Request changes in Master programme at faculty ME

|  |  |  |  |
| --- | --- | --- | --- |
| Name student |       | Student number |       |
| MSc-programme | Choose an item. | Year start study |       |
| Specialisation |       | Curriculum of cohort\* |       |
| Track | Choose an item. |

\* only applicable if you switch(ed) to a different (newer) curriculum

|  |  |  |
| --- | --- | --- |
| Student signatureDate       | Name coordinator      SignatureDate       | Board of examiners\*SignatureDate       |

**Course(s) to delete**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course code | Course name | EC | Choose: Obligatory\*\*/Specialisation/Elective/Additional (see page 2) | To be replaced by course code: (please include in table below as well) |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |

**Course(s) to insert**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course code | Course name | EC | Choose: Obligatory/Specialisation/ Elective/Additional | In case of a non-TU Delft course, please indicate\*\*\* |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |

**Form flow:**

**The student** fills out this formand sends it to **the (assistant) master coordinator** for check, approval and signature**.**

**\*\***In case of changes from **“obligatory-fixed” courses or to “obligatory – choice from another list”,** send this form with motivation and your filled in and signed form 2 to: **boardofexaminers-ME@tudelft.nl** **for approval.
In all other cases send this form to:** **SPA-ME@tudelft.nl**

On the next page you find a fill-in instruction

## How to fill in this form:

In the top section you fill in information about yourself and your study programme.

**Curriculum of cohort:** When this form is checked for approval and your curriculum does not correspond with your cohort, your request will be rejected.
You fill in the study year that corresponds with your study programme. For simple changes, it’s the cohort in which you started your programme: e.g. 1-9-2017 is cohort 2017-2018 and 1-2-2018 is also 2017-2018.
However: If you started your Master programme in 2016, and in September 2018 there was a curriculum change and you wish to make changes because you prefer this new curriculum, *then* you will fill in 2018-2019.

**Track and specialisation**: you can leave this blank if you don’t have a track or specialisation.

**Signatures**: forms without signatures will not be taken into consideration.

**Courses:**
**Obligatory - fixed**: these are the courses that you must complete in order to finish your curriculum: these are obligatory for your MSc programme and/or your track.

**Obligatory** – choose from list: these are mandatory to take though you have a choice to select e.g. 2 from a list of 5 courses.

**Specialisation:** mandatory specialisation courses (if you have any).

**Social or Transferable Skills Course:** Non-technical course that is part of the obligatory programme. Usually a choice can be made from a predefined list.
**Elective:** All electives, so also track or specialisation electives. NB. If applicable for your programme, please give your motivation if you selected an elective other than from the provided list.

Homologation courses: cannot be removed from the individual study programme. A switch may be possible.

**Additional**: These courses are not part of your degree programme. However, all other compatible university Master courses that you complete during your Master programme may be recorded under additional. This means that they will be included in your diploma supplement under ‘additional subjects’.
Grades you obtain for additional courses do not count toward your weighted average, and thereby, do not count toward obtaining a cum laude distinction on your diploma (RGBE Article 30).

**New course code**: when a course changes in study load or other more or less significant way (e.g. because of a curriculum change), the course code changes.

**Course to be replaced by:** insert the course code.

**\*\*Changing obligatory courses**Requested changes in obligatory courses (“from obligatory – fixed” or to “obligatory – choice from other list”) always need to be supported by a written motivation (PDF) and a filled in and signed form 2.

Explain why you want to make this change and why you think you can (ex)change these courses and still meet the Final Qualifications of your degree programme. (Appendix to art. 5, TER). **A comparison must be made between the old and the new course:** include course descriptions (incl. links), learning goals, etc.

**\*\*\*Non-TU Delft courses: Taking courses outside of TU Delft (RGBE articles 19 and 20)**In order to include external academic courses in your curriculum, provide your Master coordinator with:
name of external institute, course description (links), incl. the learning objectives of the courses to be inserted.

**N.B**.: In order to complete a Master study programme, at least 120 ECTS (and 180 ECTS for M-TM) need to obtained. It is the student’s responsibility to ensure that their curriculum contains at least this minimum amount of ECTS.
You can find the relevant regulations on our [website](https://www.tudelft.nl/en/student/faculties/3me-student-portal/education/related/regulations/).

**The Board of Examiners gives by signing approval to take the courses, not for the conversion of the obtained credits as proposed by the student. TU Delft can apply a different conversion to the credits obtained abroad.**