Faculty of Architecture and The Built Environment

TU Delft

Technische Universiteit Delft

Application for the accreditation of academic achievements abroad

Any application which has not been completed in full (including the necessary attachments) and signed, will be returned to the sender without being processed

Last Name: _____

Initials: _____

First name: _____

Mobile telephone number: _____

Home telephone number: _____

E-mail address: _____

Home address and number: _____ _____

Postcode & town of residence: _____ _____

Student number: _____

Accreditation of academic achievements abroad
The student would like to request that the Board of Examiners of the Faculty of Architecture accredit the following academic achievements abroad (including language course followed abroad) as part of the Master programme:

Specialisation: ☐ A ☐ U ☐ BT ☐ MBE
☐ Geomatics ☐ Landscape Architecture

Academic Year: _____

Period of Study Abroad: From: _____ To: _____ (applicable study period)

Host University / Faculty: _____

Located in: _____ (City)

_____ (Country)

This period of study was undertaken:

☐ as part of the Socrates Programme

☐ as part of the bilateral exchange programme of the Faculty of Architecture / TU Delft

☐ as a 'free mover'

☐ Other (pls. specify): _____

This form must be submitted at the Board of Examiners (Examencommissie-bk@tudelft.nl)

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The academic activity was undertaken at the host university in the following study modules/components (please also indicate the grades awarded and the total number of study credits according to the host university's own system of evaluation):

Grades and study credits *

Course code or Subject	Grade	Credits	EC

* Please attach proof of the results achieved in each of the study modules/components; this documentation must bear the stamp and signature of the host institution and attach proof of participation and of the grade awarded, including the number of hours spent studying

Date:

Student's signature

This form must be submitted at the Board of Examiners (Examencommissie-bk@tudelft.nl)

To be filled in by the board of examiners

With this results the student has complied the requirement of the mandatory design exercise of 12 credits in the free choice of the Master 2

- ☐ Yes
- ☐ No
- ☐ Not applicable

Date:

Signature Board of Examiners

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Explanatory notes for 'Application for the accreditation of academic achievements abroad'

Any academic achievements attained through study abroad will be accredited on the basis of the study load (lectures, designs, workshops, self-study, language course(s)), as detailed in the study guide of the host institution. Accreditation is based on the number of study credits that could be obtained by students of the host institution in an equivalent period of time. The results are accredited as 'elective' study credits. The period of study abroad must be a minimum of one semester and a maximum of one academic year in order to qualify.

Procedure
The procedure for the accreditation of academic achievements abroad is as follows:
• the accreditation of study credits obtained abroad depends on the programme of study that was undertaken (projects and courses)
• the study load of the study programme that was undertaken must correspond to that of the Faculty of Architecture's study programme at TU Delft.
• the projects carried out and courses followed must correspond to the study programme of the host university.
• any academic achievements attained abroad will, in principle, be accredited as part of the programme of electives.

Items to be submitted
A complete application for the accreditation of academic achievements abroad includes the following:
• a copy of the form 'application for the accreditation of academic achievements', completed in full and signed;
• authenticated copies of the evaluation(s) of the courses followed; these must show the grades and study credits awarded; they must also bear the signature of the relevant teacher or some other authorised individual and the stamp of the host institution;
• a copy of (part of) the host university's study guide which shows which educational activities have been completed and the study load involved;
• proof of the system of evaluation from the study guide (the number of study credits that can be awarded per semester/year, the study load in hours per study credit and the grade awarded).

Please note:
• Remember to obtain the necessary documents, stamps and signatures before leaving the host university!
• Do not send any original documents to the Board of Examiners. Make sure that all copies of original documents are stamped and signed when submitting them with your application.
• Any application form that has not been fully completed and/or is not accompanied by the right attachments will not be processed.

• Please indicate any language courses followed on the application form in the appropriate section; if you have completed a language course in connection with your studies abroad, this can also be accredited with study credits, as long as you provide proof of participation and of the study load for the course.
• If you passed some study modules or components but not receive a grade for them, you will automatically be awarded a "pass" from the Board of Examiners.
• Always apply for all the study credits you have obtained by studying abroad, even if you have already met all the requirements for elective courses; all extra-curricular study components count towards credit-related grants and loans and will also be listed with your grades on your degree certificate.
• Do not submit any course material to the Board of Examiners (only if this is specifically requested as a part of standard spot-check procedures).

Presentation of projects
Once a year, the Faculty of Architecture holds a 'Study Abroad' information day. A group of students will be selected to present projects they have completed abroad to the students and teachers of the Faculty on this day. We would very much appreciate your cooperation for this. Not all students will receive the privilege of an invitation.

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