

Form 3: Request changes in Master programme 3mE

Name student			Student number	
MSc-programme	Choose an item.	Curriculum of cohort		
Track	Choose an item.	Specialisation	Choose an item.	

Student signature	Name coordinator
	Signature
Date	Date

Course(s) to delete

Course code	Course name	EC	Choose*: Obligatory/ Specialisation/Elective/ Additional (see page 2)	Course to be replaced by
			make a choice	
			make a choice	
			make a choice	
			make a choice	
			make a choice	
			make a choice	

* In case of changes to obligatory courses.

Course(s) to insert

Course code	Course name	EC	Choose*: Obligatory/ Specialisation/Elective/ Additional (see page 2)	If taken elsewhere, where? **
			make a choice	
			make a choice	
			make a choice	
			make a choice	
			make a choice	
			make a choice	

*Changing obligatory courses

Requested changes in obligatory courses always need to be supported by a written motivation (PDF) in order to be considered. Explain why you want to make this change and why you think you can change these courses and still meet the Final Qualifications of your study programme. (Appendix to art. 5, TER). If necessary, include screenshots and links to course descriptions, learning goals, etc.

**Taking courses outside of TU Delft (RGE article 26)

In order to include external academic courses in your curriculum, provide your master coordinator with: course descriptions, incl. the learning objectives of the courses to be inserted (and deleted, if applicable). For external obligatory courses: submit this information with the form and your motivation.

In case of changes to obligatory courses, send this form with motivation to: boardofexaminers-3mE@tudelft.nl

In all other cases send this form to: SPA-3ME@tudelft.nl

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:** 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.
- **Specialisation:** mandatory specialisation courses (if you have any).
- **Elective:** All electives, so also track or specialisation electives.
- **Additional:** These courses are not part of your degree programme. However, all other relevant 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).

Courses taken elsewhere: If you are taking courses outside of TU Delft, please fill in the name of the institute.

N.B.: In order to complete a Master study programme, at least 120 ECTS need to be obtained. It is the student's responsibility to ensure that their curriculum contains at least 120 ECTS.

You can find the relevant regulations on our [website](#).