

3mE Teacher's Information 2018-2019

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GENERAL INFORMATION

Important dates 2018-2019

Do you want to know when exam periods are held or what the academic year looks like? Have a look at the overview of the [Academic Year](#).

Events

Sophomore – Tweedejaarsviering BSc	13 September 2018
Graduation ceremony BSc KT	11 October 2018
BSc Open Days TU Delft*	19 & 22 October 2018
TU Delft Education Day	8 November 2018
	Registration is open
Graduation ceremony BSc Wb & MT	13 November 2018
Study Abroad Week	12-14 November 2018
MSc event TU Delft	22 November 2018
3mE Education Day	28 Augustus 2019

Spring events will be announced in the beginning of the second Semester.

*BSc Clinical Technology has an additional Open Days [calendar](#).

NEW INCOMING STUDENTS 2018-2019

Bachelor's

Year	Wb		MT		KT		Total	
	all 1 st years	Of which 1 st yr TUD	all 1 st years	Of which 1 st yr TUD	all 1 st years	Of which 1 st yr TUD	all 1 st years	Of which 1 st yr TUD
2014	581	522	207	187	101	101	889	810
2015	739	681	168	149	106	99	1013	929
2016	742	683	117	105	104	100	963	888
2017	659	576	106	90	101	99	866	765
2018	679	605	106	87	109	100	894	792

All intake figures include switchers and students who stopped before 1 Feb. and are now restarting.

Master's

Year	BME	ME	MSE	MT	ODE	S&C	TM	Total	Of which international
2013	45	173	15	15	86	43	-	379	130
2014	50	174	24	24	110	49	-	431	170
2015	53	181	15	42	81	62	-	434	223
2016	100	214	34	45	55	82	-	530	225
2017	134	239	36	57	48	115	23	652	221
2018	149	291	47	69	47	95	33	731	212

Master's intake figures are for 2nd week of October each year, so do not include intake of TU Delft students during the academic year (in particular per 1 February).

IMPORTANT CHANGES IN 3ME RULES AND REGULATIONS

TER (OER) & RGE (RRvE) 2018-2019

The Teaching and Examination Regulations (TER/OER) and the Rules and Guidelines for the Board of Examiners (RGE/RRvE) for the academic year 2018-2019 can be found on the 3mE student portal: <https://studenten.tudelft.nl/> > Teaching > 3mE > Rules & Regulations ([direct link](#))

The TU Delft model Teaching and Examination Regulations (TER/OER) have been thoroughly reviewed by Legal Affairs, and thus the 3mE versions are adjusted as well. A critical examination has been made of which articles are prescribed by the Higher Education and Research Act (WHW) and unnecessary articles have been deleted. Text-related improvements have been made, the articles placed in a more logical order and the glossary has been shortened and arranged alphabetically. Finally, it is stated for each article whether the Board of Studies and/or the Faculty Student Council has right of approval or advisory powers.

Amendments to the TER (OER) compared to 2017-2018

The most important content-related amendments to the OER are:

- with regard to its definition and presentation in the OER, the practical exercise is clarified in Article 2.f: the practical exercise is a form of teaching (course or part of a course) which may conclude with an examination.
- The admission requirements for the degree programme (Article 3) have now been added to the OER. This was arranged in the TU Delft Policy on Fees and Enrolment and referred to in the OER. However, it is more correct and clear to include it in the OER itself.
- The 'actual programme design' is a relatively new mandatory part of the OER. The OER now contains Article 7 and an appendix with the main points of the programme design (including study load, contact hours, forms and scheduling of examination, language of instruction). The details of these main points are shown in the digital study guide.
- Article 18. 3 has been amended: The oral examination is administered by at least two examiners. The second examiner does not necessarily need to have as much expert knowledge as the first examiner (for example concerning specialised courses in the Master's programme), but must be capable of ensuring a meticulous process of testing and assessment.
- For the marking period of 15 working days, a note has been added that interim examinations must be marked at least five days before the following examination/interim examination (Article 19.1)
- The provision concerning the period of validity of examinations has been amended in accordance with the new legislation of 1 January 2018 on this point: the period of validity of a mark is unlimited unless the knowledge examined has become demonstrably obsolete (Article 22.1).

- If a course comprises of interim examinations, the period of validity of the interim examination for which no credits are assigned in Osiris is limited to the current academic year. (Article 22.4)

- A number of other mandatory (new) components stated in Article 7.13 paragraph 2 of the WHW (Law on Higher education and research) have been included in the current OER, these are:

- a. Article 6 with the tracks of the Master's programme.
- b. Article 11 that deals with compulsory participation. This applies to the student's obligation to actively participate in practical exercises with a view to admission to take the relevant examinations.
- c. Article 26 concerning safeguarding academic progress and individual study support. The article describes the programme's obligation to ensure good study support and proper registration of marks in OSIRIS.

Amendments to the RGE (RRvE) compared to 2017-2018

The RRvE was established by the 3mE Board of Examiners. The most important content-related amendments to the RRvE are:

- Article 14.5 is new and states that under exceptional circumstances the Board of Examiners is authorised to declare the results of an examination or practical assignment invalid for all participants.
- In Article 16.7 (BSc)/16.8 (MSc), more types of *simple* calculators may now be used during examinations.
- From this academic year, an associate professor who has been granted 'ius promovendus' may also be chair of a thesis committee (Article 27 of the MSc).
- Article 30a on the free minor: courses passed before the start of the Bachelor's programme in question may not be a component of the free minor.
- Article 33 on the cum laude regulation for the **Master's degree programme**: the weighted average mark has been lowered from 8.5 to 8.0. The requirements that the thesis must have a minimum mark of 9.0 and the maximum duration of study must be 30 months remain unchanged. This requirement applies to the 2018 intake, but will also apply to Master's students from the 2017 intake. The cum laude requirements for the Bachelor's programmes remain unchanged.

Marking period

The examiner determines the result of a written examination as quickly as possible but by no later than 15 working days after the examination. Note that interim examinations must be marked at least five days before the following examination/interim examination.

(There is an alternative deadline for resits taken in August. Here a marking period of five working days applies).

Please note the following tips:

- Inform students in advance about when you will have marked the examination.
- Enter corrections in Osiris retrospectively, don't wait until the students have seen their examination work.
- Bachelor's examinations in the 5th week must be marked as quickly as possible so that students have sufficient time to prepare for a possible resit.
- You can communicate marks for interim tests right away via Brightspace grade center. Other means of communication are in most cases not allowed due to the new privacy legislation. The marks for tests/examinations registered in Osiris must be entered in Osiris within 15 working days (just as with final marks).
- Results entered after the period of 15 working days will be deemed to have been marked too late.

SUMMARY OF EDUCATION DAY 3ME 2018

Every year the faculty of 3mE organizes an Education Day just before the opening of the academic year. The theme of the annual Education Day of 29 August 2018 was “study success in the Master”. In the framework of this theme, during **the morning** three topics were discussed:

1. Division of the education workload in the masters

The introduction of new master programmes and new tracks is instrumental for the distribution of master students over the seven departments of 3mE. It is difficult to intervene in the choices students make; we can merely seduce them to choose certain master programmes/tracks. This can be best done by offering clear information to third year bachelor students on what kind of research topics are offered by a department.

Division of graduates amongst the staff of a department starts already during the first master year. Best practices are the organization of a thesis of graduation market and the presentation of the research areas by the various staff members. In general, participants felt that formulating the thesis research project is part of the learning experience of the master student, creating an independency. For this reason participants were not in favour of offering too detailed thesis projects, like is done with the Bachelor End Project.

Some staff members have good experience with guiding an intervision group of their graduates. More topics that are generic and even some feedback regarding content of the graduation project is discussed in group sessions; individual guidance is – of course – also provided.

2. Incorporation and reinforcement of various elements in the first year of the 3mE MSc-programmes

We talked about three topics that, according to the visitation committees, should be incorporated in the first year of the master programmes:

- Multidisciplinarity
- Soft skills
- Internationalization

First, there was a discussion about the definition of these three concepts. Internationalization, what does that mean exactly? How broad should we see the concept of multidisciplinarity? And what characteristics are meant by soft skills? We did not come to a definitive answer to these questions, but conclusions were that internationalization should be seen more broadly than just 'studying abroad', that multidisciplinarity does not necessarily have to be found outside the faculty because we have so much variation to offer ourselves, and that soft skills can mean anything from ethics to communication to scientific writing.

After this, we brainstormed on how we can better integrate these elements in the first year of the master programmes. Soon the idea arose for a short-term, multidisciplinary project in which students from various 3mE programmes have to work together. With this, the first two elements could be combined in an interesting and relevant assignment. Internationalization could be stimulated by inviting foreign guest lecturers or doing a project (at distance) with students from foreign universities. To facilitate internationalization in the narrow sense of the word - namely: studying abroad - there should be a structural change in the structure of the first master year: there should be no obligatory courses in the second semester.

3. The structure of the second year of 3mE MSc-programmes, i.e. the graduation year

Two things were discussed: the structure of the second master year and the organization of the thesis or graduation project.

All participants reported that the current structure in their department was somehow different. A discussion on advantages and disadvantages of different structures followed, but in the end there was a preference to

maintain a certain diversity in the structure, or not make the structure too rigid at all (with many milestones and corresponding administration), in order to adapt to specific graduation project characteristics.

The second discussion point centred around the question: “Can a student fail his/her graduation project?”, i.e. can the graduation project be treated as ‘just another course’. All employees agreed that this in principle is (or should) be the case. But how? The pilot currently running at the Maritime Technology MSc-programme was considered a good example of a structure and procedure for a graduation project ‘new style’. Key to the procedure is a form that registers the start of the graduation process and consequently provisional dates for go/no go meeting and graduation as well (if the project is successfully finished in nominal time). If a second go/no go results in a no go as well, the student will have failed his/her graduation project and is offered a new graduation project (new topic, new supervisor). Participants agreed that this should be possible but also stated that it has not come to that yet.

In **the afternoon** three workshops were offered:

1. Early detection of problems of students while writing their thesis, by a Study Counsellor and a Student Psychologist. In general, it was concluded that it is important to reach out in to a student in need, but also to refer the student to professional support.
2. Different cultures in education and communication, by the Royal Tropical Institute, offering more insight how to guide our many Chinese and Indian master students.
3. Arend Schwab shared how he has redesigned his course Multibody Dynamics in order to cope with growing student numbers. A more detailed description has been published in 3mE –news.

PRACTICAL NEWS

Information about exams and exam procedures

Students register themselves in Osiris for courses and exams.

- 8 weeks before the examination date the enrolment opens (therefore 6 weeks to register)
- Exam dates are determined before the start of the Semester and thereby fixed.
- Locations will be determined no later than one week before the examination date. Teachers can from that moment also find the location in Osiris.
- Is a student too late to register for an exam?
Refer them to the [website](#) of the Exam desk for the procedure.

MyTimeTable & education rooms

Since 2018-2019, timetables can only be viewed directly in [My Timetable](#). A [manual](#) and [general information](#) is available to learn more about MyTimetable. Information about the various classrooms can be found in [education rooms](#). Their locations can be found under [Map & buildings](#).

New OSIRIS interface

Since May 2018, Osiris has a new interface. The functionality is mainly the same but buttons might be in a different position as you are used to. If you need help, we refer to some helpful instruction videos via <http://www.icto.tudelft.nl/tools/osiris>.

Here you can also find a [Quick Reference Guide on registering test grades](#).

Brightspace

As you now, your course for academic year 2018-2019 is now available in Brightspace. For more information, please refer to the course announcement and the [support site](#).

Please remember to set your course to 'active' to make your course visible and accessible for students. For instructions on how to activate your course, visit the [Brightspace Support site](#).

We remind you that within 3mE students need to register for courses to be allowed to follow the course. All students are automatically enrolled within Brightspace, even when the course is inactive. If you want to provide students with group enrolment in the first week(s) contact Brightspace to allow the course to be active but not open to other students. Otherwise, once your course has been activated, students will be able to self-enrol in the course, through the Course Catalogue.

General Data Protection Regulation (GDPR / AVG)

Since 25 May 2018, TU Delft must comply with the (European) General Data Protection Regulation (GDPR). This has consequences for how we handle personal data at TU Delft. Many things do not change, other things deserve extra attention. Hereby we give you some [tips and information](#) on using personal data with education purposes.

There is also an [application list](#) provided by TU Delft that is GDPR approved and a [do's and don'ts list](#).

ESA 3ME - CONTACT PERSONS

Looking for a colleague, in either the Education Management Board, a master coordinator, or someone at the Department of Educations & Student affairs 3mE or Board of Studies?

Have a look at our [Education Organisation](#) & [Board of Studies](#) pages.



New Online & Blended coordinator

Since early September, there has been a coordinator for online and blended education. **Carola van der Muren** is our new colleague and the point of contact for any related matters – for example, highlighting our online initiatives, working with the Extension School and supporting the development of online and blended course components. ([read more](#))

New Secretary Board of Examiners

Since early September, there has been a new secretary of the Board for Examiners. **Nelie-Roos Hamelinck** is the point of contact for any related matters cornering the Board of Examiners of 3mE and KT-TM. You can contact her via Boardofexaminers-3mE@tudelft.nl (find more information on the [website](#))

New Education Coordinator KT-TM

As of 15 October, **Evelien van Klaveren** is the new education coordinator for Clinical Technology. She will be the 3mE-point of contact for any KT-TM related matters. You can contact her via bachelor-kt@tudelft.nl.

MISCELLANEOUS

- Keep up-to-date on events of interest by visiting the [Teaching Academy website](#) and the [Open Science](#) website.
- Make the most of your teaching skills and optimize your online and blended education by following one of the edX courses. You can enrol throughout the year – [find out what is on offer](#).