

Overview COVID-19 measures

General

MoMi

- Leniency for students

Student visa

- extension of visa can be requested if needed

Concerns of students

- Contact academic counsellors

Bachelor programme

BSA

- Leniency for students

Minors

- Capacity is increased

Exchange

- Cancelled for semester 1

DSE

- Continued fully remote

Zachte Knip

- Leniency to start MSc programme

Bridging programme

Zachte Knip

- Leniency to start MSc programme

Master programme

Zachte Knip

- Leniency to start MSc programme

Study abroad

- Cancelled for Semester 1

Internship

- If cancelled: can be done after thesis

Start thesis

- Students *can* start their thesis in some situations when insufficient course ECTS obtained

Facilities for thesis work

- Faculty closed for students; exemption possible in case facilities needed for graduation

Tuition fee

- No/lower tuition fees if graduated before Dec.-1

MSc Graduation

- Can be on-campus

How education is organized:

- Education offered mostly remote (and will be prepared as such for semester 1 of 2020/2021)
- Exams are remote, incl. Summer resits
- First week of Summer (week 5.1) can exams be scheduled
- Privacy of students should be assured

Preparations

- Go to [TU Delft website](#)

delivering

- See document guidelines

Assessing

- Go to [Faculty Sharepoint](#)

More information?

Go to:

- [TU Delft website](#)
- [FAQ Corona](#)
- [Faculty website](#)
- [FAQ Corona](#)

MoMi regulations

The regulations according to the [Modern Migration Policy Act \(MoMi\)](#) states that students with a Residence Permit must obtain at least 50% of the nominal study workload (in ECTS) every academic year in order to keep their Residence Permit.

Adjustment of MoMi regulations in the context of COVID-19

Following the agreement made by Dutch universities and the Immigration and Naturalisation Office, the IND has decided to adjust the implementation of the Study Progress Monitoring according to the Modern Migration Policy Act (MoMi), this year. The following MoMi decisions will be issued at the end of the 2019-2020 academic year:

Positive decision on study progress related to MoMi

If students obtain 30 EC or more for the academic year 2019-2020 before 1 September 2020, they will automatically receive a positive decision on study progress related to MoMi according to the MoMi regulations.

Adjustment of MoMi regulations in the context of COVID-19

If students obtain between 15 EC and 30 EC for the academic year 2019-2020 before 1 September 2020, they will not be reported to IND. Students are automatically exempt from the MoMi Study Progress requirements this year based COVID-19. These adjustments of the MoMi regulations is one-off and only applicable for the academic year of 2019-2020. It is therefore strongly advised that students make an appointment with the academic counsellors to make a study plan in order to prevent further study delay.

Less than 15 EC

If students obtain less than 15 EC they can request for an exemption of the MoMi study progress monitoring based on one of the excusable reasons as mentioned in the Higher Education and Research Act (WHW) and that can be found on the website mentioned below.

Deadline to submit a request to be exempt from the MoMi requirements is 31 August 2020.

Procedure for MoMi

Information on MoMi and the procedure for requesting an exemption is available on the [TU Delft MoMi website](#). If students have any further questions, they can contact the academic counsellors or send an email to momi-esa@tudelft.nl.

Visa regulations (Residence permit)

- When the period of validity of the residence permit expires, but one does not (yet) want or cannot return to the country of origin, the institution can submit an extension application. If an extension is not desirable or possible - or, for example, a contract is extended, the institution must consider this - one must leave the Netherlands
- International students from the EU / EER must demonstrably work at least 56 hours per month to be entitled to full student finance, including the travel facility. Due to the corona crisis, international students may no longer be able to meet this requirement, because there is temporarily no work for them. DUO indicates that, as long as the corona measures apply, it will handle the 56-hour requirement smoothly
- In any case, the Dutch institutions will make every effort to inform students from abroad about the possibilities for returning to the country of origin. The student must use his own resources and travel insurance to cover travel costs.

Academic counsellors

The academic counsellors shifted from on campus to online study guidance. Their availability has only changed slightly.

How does it work?

Students can come to their open office hour on Zoom and are instructed in a special notification on *Brightspace Aerospace Engineering Students* with details on how to enter the waiting room for open office hours. The sessions are 1-on-1 and meant for quick questions and short consultations on study planning, choices or other study related subjects. If it turns out more time is needed, the counsellors will make a follow-up appointment.

Appointments

If students need more time to consult with an academic counsellor due to the nature of his/her problem, he/she can e-mail them to make an appointment. Appointments can take place on Zoom or on Skype.

Contact information academic counsellors :

<https://www.tudelft.nl/en/student/faculties/ae-student-portal/organisation/academic-counsellors/>

All updated contact information can be found on the website of the academic counsellors, please note that temporary changes (illness, short breaks) in availability are always communicated to students through the Brightspace organization *Aerospace Engineering Students*.

BSA regulations

- *Students started in September 2019 or later and will achieve 45 EC or more this academic year.*
 - In that case, students will **automatically receive a positive BSA** in accordance with TU Delft's BSA regulation.
- *Students started in September 2019 or later and will achieve between 30 EC and 44 EC this academic year.*
 - In that case, students will **automatically receive a postponement from the BSA** at the end of August. This means that they do not have to submit a request to the BSA committee of their Faculty. However, postponement does mean that in the second academic year students will have to obtain all remaining credits from the first year of their study programme. In other words: at the end of their second academic year, students will have obtained all 60 EC of the first year.
- *Students started in September 2019 or later and received a positive interim recommendation in March 2020 (for 22.5 up to and including 30 EC).*
 - In that case, students will **automatically receive a postponement from the BSA** at the end of August; they do not have to submit a request to the BSA committee of their Faculty. Postponement does mean that in the second academic year, students must obtain all remaining credits from the first year of their study programme. In other words: at the end of their second academic year, students will have obtained all 60 EC of their first year.
- *Students started in September 2019 or later, and will achieve less than 30 EC this academic year and did not receive a positive interim recommendation in March 2020.*
 - In this case, students will receive a **(proposed) negative BSA**, in accordance with TU Delft's BSA regulation. However, students can **apply for a postponement** of the BSA if there are personal circumstances that have negatively influenced their study progress. To apply for this, students must follow the [procedure on the BSA website](#). The BSA committee will check to what extent there is a connection between the special circumstances and their study progress.
- *Has received a postponement from the BSA before? Then the following applies to students:*
 - A. If students meet the BSA standard (45 EC from the first year of your study programme or first year fully completed) in the academic year 2019-2020, they will receive a **positive BSA at the end of August**.
 - B. If students did not obtain the required 45 EC from the first year of your study programme in the academic year 2019-2020, or did not complete the first year, they can **again request a postponement** from the BSA if there are personal circumstances that have negatively influenced their study progress, such as the situation regarding COVID-19. To do so, students must follow [the procedure on the BSA website](#). The BSA committee will check to what extent there is a connection between the special circumstances and their study progress.

Minor programmes

Principles of minor programme education during COVID-19 crisis

Since there are different challenges that the TU Delft faces in light of our education, the following principles have been established:

- I. Education for the minor will be offered remotely as much as possible, for both the first, and the second quarter. Next to that, the minor coordinators are asked to also try to limit, where possible, regular exams and use other forms of assessment. Lab and project work will continue, but preferred to be via online collaboration and otherwise by adhering to the 1.5m-rule. Minor courses will be scheduled as usual, but it is up to the lecturers and minor coordinators to decide if they want to use these timeslots. However, using non-scheduled timeslots is not endorsed to prevent scheduling conflict.
- II. All minor programmes are asked to start in the first week with an online “general minor kick-off” in order to build a student community for the minor programme and provide an overview of what students can expect in the minor programme during the COVID-19 measures. Each minor programme already has minor community page in Brightspace.
- III. Capacity of the minor programmes will *not* be decreased, except in special circumstances. Minor programmes will also continue as much as possible, provided that a minimum of 10 participants can be reached.
- IV. Where possible, the capacity of the minor programmes is increased.

Exchange / Study abroad

INCOMING AND OUTGOING EXCHANGE PROGRAMMES CANCELLED FOR FIRST SEMESTER 2020-2021

The TU Delft Executive Board has made the informed decision to cancel all student exchange programmes in the first semester of the new academic year of 2020-2021. This decision applies to both incoming and outgoing exchange students.

The Executive Board has made this difficult decision now because there is still a lot of uncertainty about the health situation, travel restrictions and the provision of physical and online education. This means they cannot guarantee that exchange students will have an intercultural experience on the Delft campus or abroad in the first semester of 2020-2021.

The TU Delft realize that this is a great disappointment for students, partly because all students and parties involved have put so much effort into this and are looking forward to the exchange period. However, the health and safety of all students is paramount and in these unpredictable times this felt like the best decision that could be made in students' best interest.

Next steps: alternatives

The university will contact all incoming and outgoing exchange students.

1. Incoming exchange students will be informed of any administrative follow-up actions and advised to look at alternatives.
2. For outgoing bachelor students, in the run-up to this decision, alternative programmes have already been offered. The TU Delft has increased the capacity of the [minors](#) to offer as many outgoing bachelor students as possible, an alternative option. Also an additional subscription period in July has been introduced.
3. Outgoing master students can look in the study guide or the Teaching and Examination Regulations for alternative study options (other specializations or elective packages).

Alternative options such as a “deferral of your exchange” will be evaluated on a case-by-case basis at faculty level.

If students have any questions, they can contact the faculty's exchange coordinator or refer to [the FAQ](#).

DSE

26 groups with a total of 271 students started their Design Synthesis Exercise.

Groups of ten

As always, students work in groups of ten or eleven students, only now not packed together in the project rooms and meeting rooms at the faculty, but online. Students will be offered videos with extra information. For the DSE coaches not much will change. As usual, there are three coaches per group: the Principal Tutor who gives the assignment, and two coaches from other chairs.

The symposium

The biggest challenge will be the closing symposium. This also has to happen online. First thoughts go out to a set-up in which students are asked to record the presentation of their design. It can then be placed online so that the jury can judge it. Possibly supplemented with a live Q&A and a streaming of the award ceremony where the dean presents the prize.

Zachte Knip (Bachelor-before-Master)

For Bachelor students

Bachelor students may enrol in and take examinations in courses in the MSc Aerospace Engineering in the academic year 2020-2021 when:

- They have a deficit of no more than 15 EC in their Bachelor examination programme on 31 August 2020
- They have successfully completed the Design Synthesis Exercise.

This option to enrol in Master courses without having fully completed a Bachelor programme expires on 31 August 2021.

For Pre-Master students

Pre-Master students may enrol in and take examinations in courses in the MSc Aerospace Engineering in the academic year 2020 – 2021 when:

- They have a deficit of no more than 15 EC in their Pre-Master's programme on 31 August 2020

The option to enrol in Master courses without having fully completed the Pre-Master programme expires on 31 August 2021.

For bachelor students from a Dutch HBO

- They have a deficit of no more than 15 EC in their Bachelor examination programme on 31 August 2020
- Faculties can determine programme-specific entry requirements

Registration of obtained results

For both Bachelor students and Pre-Master students the results they will obtain for Master courses will be registered for the Master examination programme once they will have formally completed the Bachelor or bridging programme.

Students must register in Studielink for both their bachelor programme, and for the master programme.

Internship (*applicable for March – September 2020*)

Work-around schedule for the students:

- Allow students temporarily working from home during their internship. Student proceeds as usual, write extra paragraph about the perceived impact of working remotely and extra additional requirement for remote supervision.

Remote supervision: the remote supervision shall not only guide the student in his or her personal assignment, but also enable team meetings, intermediate presentations, progress meetings and discussions with team members who are working at the hosting company. This should give the confidence that the student will get the bigger picture and build experience in engineering practice life while working alone and remotely from home. It is expected that the student will move his/her working place to company premises when this is safe and feasible.
- Student starts his/her literature study, goes on an internship and continues with the thesis work afterwards.
- Student starts his/her thesis work (and defence) and goes on an internship after completion of the thesis work (and defence).
- To interrupt the thesis work to proceed the old internship or to start an new internship.

Of course everything should be in consultation with the thesis supervisor.

If the above situation arises “internship after thesis work (and defence)” let the thesis supervisor contact the Internship Office a.s.a.p. Because if the internship is the last course in the master program for the student, the Internship Office has to notify the Student Program Administration (SPA) manually, otherwise the student does not receive his/her diploma.

- Internship cancelled during internship period
 - a. Internship is cancelled after 6 weeks: the progress in the internship will be evaluated if learning objectives are met. If this is not the case, the student should continue his/her internship at a later time, or request for complementary courses.
 - b. Internship is cancelled within 6 weeks: The student will complete the internship at a later time, find another internship, or participates in the Joint Interdisciplinary Project (JIP).
- Internship cancelled before start or still to be arranged

Arrange internship or enrol in JIP or work-around schedule.

See Brightspace AE5050 for more information

Start thesis

In special circumstances can be deviated from the requirement to start MSc graduation work before completing all MSc courses.

The faculty [implementation regulations](#) prescribes:

Section 3 Entrance requirements

Article 7–Entrance requirements for the units of study

“A candidate may not start the final graduation phase (thesis project) before having successfully completed the BSc programme and the first year of the MSc programme. Deviation from the second requirement is possible in exceptional circumstances, but only if approved by the thesis supervisor and track coordinator” (p.9)

Facilities for graduation work

The MT agreed to restrict student access to the faculty buildings. This includes Master students in their graduation phase. Students have been instructed to work at home as much as possible, unless they need the lab facilities for their graduation project.

The directive is:

- All students were obliged to work from home from 24 March 2020. Access to the buildings on their campus cards has been blocked from that moment on.
- Only students who have to carry out experiments in relation to their thesis work, using faculty facilities, are allowed inside.
- They will have to request special permission for this from their graduation supervisor. After permission has been granted, the faculty can (temporarily) put the access to the building on their campus cards.
- If necessary, the faculty will check whether the incoming student is the rightful owner of the relevant campus card.

How can permission be requested?

Thesis supervisors can be approached by students asking for permission. Supervisors can give permission by sending an e-mail to the faculty Service Desk at Servicepunt-LR@tudelft.nl. The following details of the student must be provided:

- In the subject line: permission for experiment + student name

In the mail:

- Name (first name and surname) student
- Student number
- End date of the access period
- Name of the supervisor
- Mail address of the student

The Servicedesk will then authorise the student's campus card remotely. They do not need the card to do this. The supervisor will receive an e-mail when the call has been closed.

Tuition fees

- For master students who would graduate before the summer of 2020, but are delayed due to the corona measures and have to re-enroll after the summer holidays, DUO will refund three months of tuition fees. This concerns those students who actually obtain their diploma between September and the end of January. More information about financial compensation HO by DUO.
- Some of the non-EEA students, who are faced with a substantially higher tuition fee, will also receive TU Delft support. This concerns non-EEA students who would have obtained their bachelor's or master's degree before September 1, 2020, but whose planned graduation is not being realized due to the corona crisis. They can complete their studies at the statutory rate (instead of the higher institutional rate) for the coming academic year (2020-2021) or 3 months, i.e. until 1 December 2020.
- This only concerns non-EEA students in the last phase of their studies, i.e. the third bachelor year or the second master year. This concerns the maximum the we can currently do with in the legal limits. The scheme is currently being further elaborated; further information will follow.

MSc graduation

1. Only the student and committee members may be present during the entire defense (including presentation and graduation ceremony). That means: no audience.
2. The session has to take place in a larger room that allows the committee members and the student to keep a distance of a minimum of 1,5 meters between themselves.
3. Members and students that are not able or willing to attend in person, are allowed to participate online with audio and video required. The chair of the committee is responsible for ensuring sufficient quality of communication.
4. If the student is not in the direct presence of any committee member, before the presentation and before the defense, the student must demonstrate they are alone and unassisted (e.g. by moving camera around the room).
5. The master supervisor will collect the graduate from the entrance hall and will also bring him/her back there after the ceremony.
6. After the defense, the chair emails a scan of the final rubrics to Study Programme Administration (SPA-LR@tudelft.nl) and the Board of Examiners (boardofexaminers-ae@tudelft.nl)
7. Diploma will be signed afterwards by the chair of the committee, or the chair or vice chair of the BoE. The student must sign in presence of one of these persons, or if this is not possible at the Service desk of the faculty of Aerospace Engineering, after his/her identity has been checked