## 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  |       |

|  |  |  |
| --- | --- | --- |
| Student signatureDate       | Name coordinator      SignatureDate       | Board of examinersDate       |

**Course(s) to delete**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course code | Course name | EC | Choose:Obligatory\*/Specialisation/Elective/Additional (see page 2) | Course to be replaced by course code\* |
|       |       |       | make a choice |       |
|       |       |       | 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 | Institute external courses\*\* |
|       |       |       | 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 |       |
|       |       |       | make a choice |       |
|       |       |       | make a choice |       |

**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 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).

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

**\*Changing obligatory courses**Requested changes in obligatory courses always need to be supported by a written motivation (PDF).

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).
If necessary, include course descriptions (incl. links), learning goals, etc.
If you wish to replace a mandatory course, **a comparison must be made between the old and the new course.**

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

**\*\*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:
course descriptions, incl. the learning objectives of the courses to be inserted.

**N.B**.: In order to complete a Master study programme, at least 120 ECTS need to 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](https://www.tudelft.nl/en/student/faculties/3me-student-portal/education/related/regulations/).