**3mE Board of Examiners December 2019**

**FAQ Individual Double Degrees**

**Before the application**

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If you have read the 3mE website about the IDD procedure and still have questions, we hope these FAQ’s can answer them. If your question is not answered here, the Master coordinator(s) of the relevant study programmes may know the answer.

**Q1: Can I apply for an IDD with another university?**

A: Applications for IDD’s with another university cannot be approved by the 3mE Board of Examiners.

**Q2: The IDD I’m interested in does not seem to meet the criteria. Is there a plan B?**  
A: It is also possible to enrol for two Master programmes. There are no limitations to combining two separate study programmes.

**Q4: How should I fill out the form?**General rules for the application form:   
Record faculty and the master programme. If there is no track, leave empty. The course list:   
- In column 3 you place the first-year courses of study programme 1, in column 4 the first-year courses of study programme 2.   
- Second-year courses are recorded in columns 3, 4 and 5.  
- Columns 3 and 4 contain at least 120 EC each, and column 5 contains a maximum of 60 EC[[1]](#footnote-1)[[2]](#endnote-1).  
- Each line contains 1 course name, 1 course code and the credits as stated in the study guide.  
  
Below shows a simplified example of how a curriculum is recorded in the form:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **column 1** | **column 2** | **column 3** | **column 4** | **column 5** |
| **Course code** | **Course name** | **EC for study programme 1** | **EC for study programme 2** | **EC for joint courses  (the third year)** |
|  |  | **EPT** | **Energy** |  |
|  |  | **3mE-ME** | **TPM-COSEM** |  |
| ME41 | mandatory course 1 | 6 |  |  |
| ME42 | mandatory course 2 | 6 |  |  |
| ME43 | mandatory course 3 | 6 |  |  |
| ME44 | mandatory course 4 | 6 |  |  |
| ME45 | mandatory course 5 | 6 |  |  |
| ME46 | mandatory course 6 | 6 |  |  |
| ME47 | Mandatory course 7 | 0 |  |  |
| ME48 | elective course 1 | 6 |  |  |
| ME49 | elective course 2 | 6 |  |  |
| ME50 | elective course 3 | 6 |  |  |
| ME51 | elective course 4 | 6 |  |  |
| ODE41 | mandatory course 1 |  | 6 |  |
| ODE42 | mandatory course 2 |  | 6 |  |
| ODE43 | mandatory course 3 |  | 6 |  |
| ODE44 | mandatory course 4 |  | 6 |  |
| ODE45 | mandatory course 5 |  | 6 |  |
| ODE46 | mandatory course 6 |  | 6 |  |
| ODE47 | elective course 1 |  | 6 |  |
| ODE48 | elective course 2 |  | 6 |  |
| ODE49 | elective course 3 |  | 6 |  |
| ODE50 | elective course 4 |  | 6 |  |
| ME52 | project | 15 | 15 | 15 |
| ME53 | literature study | 10 | 10 | 10 |
| ME54 | thesis project | 35 | 35 | 35 |
|  | **Total EC** | **120** | **120** | **60** |

**Q5: Is it OK if I fill in the form like this?**   
A: If you follow the examples below, your application will be rejected.   
 **Bad example 1: two thesis projects.**  
This form cannot be approved because there are 2 theses in this programme, when there should be 1 joint thesis, in all the columns.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **column 1** | **column 2** | **column 3** | **column 4** | **column 5** |
| **Course code** | **Course name** | **EC for study programme 1** | **EC for study programme 2** | **EC for joint courses  (the third year)** |
|  | Some lines have been removed, pretend this is a complete list | | |  |
| **ME53** | **thesis project** |  | **35** |  |
| **ODE51** | **thesis project** | **42** |  |  |

**Bad example 2: one thesis in several columns with variable EC**This form cannot be approved because the thesis is recorded with variable EC values. If there is a disparity in thesis size between the study programmes, you still need to choose one from either study programme. Ask the master coordinators which thesis they consider acceptable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **column 1** | **column 2** | **column 3** | **column 4** | **column 5** |
| **Course code** | **Course name** | **EC for study programme 1** | **EC for study programme 2** | **EC for joint courses  (the third year)** |
|  | Some lines have been removed, pretend this is a complete list | | |  |
| **ME53** | **thesis project** | **35** | **40** | **35** |

**Bad example 3: fictional amount of credits**This form cannot be approved because the ME thesis project is worth 35 EC, not 60 EC. The IDD curriculum can only contain courses, course codes and credits that exist in the two study programmes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **column 1** | **column 2** | **column 3** | **column 4** | **column 5** |
| **Course code** | **Course name** | **EC for study programme 1** | **EC for study programme 2** | **EC for joint courses  (the third year)** |
|  | Some lines have been removed, pretend this is a complete list | | |  |
| **ME57035** | **thesis project** |  |  | **60** |

**Q6: What are the rules for the three columns on the form? / Can I distribute EC in a different way?**A: In order to obtain a diploma for a study programme, you need to obtain 120 EC. For an IDD, at least 60 EC must be unique to the study programme. Most IDDs that are submitted look like the first example below. Further down you can see that there are more options.

**Rules for filling the columns:**   
There is a minimum total of 60 unique EC in columns 3 and 4, and the entire columns 3 and 4 should contain a minimum of 120 EC.   
It is possible to have less than 60 EC in the joint course column.

**Examples of possible combinations:  
Standard:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EC study programme 1** | **EC study programme 2** | **EC joint courses** | **Total EC** |
| **60 unique** | **60 unique** | **60** | **180** |
| **60 joint** | **60 joint** |  |  |
| **120 total** | **120 total** |  |  |

**Non-standard:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EC study programme 1** | **EC study programme 2** | **EC joint courses** | **Total EC** |
| **65 unique** | **60 unique** | **60** | **185** |
| **60 joint** | **60 joint** |  |  |
| **125 total** | **120 total** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EC study programme 1** | **EC study programme 2** | **EC joint courses** | **Total EC** |
| **70 unique** | **70 unique** | **50** | **190** |
| **50 joint** | **50 joint** |  |  |
| **120 total** | **120 total** |  |  |

**Examples of combinations that are not possible:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EC study programme 1** | **EC study programme 2** | **EC joint courses** | **Total EC** |
| **60 unique** | **70 unique** | **55** | **185** |
| **55 joint** | **55 joint** |  |  |
| **115 total** | **125 total** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EC study programme 1** | **EC study programme 2** | **EC joint courses** | **Total EC** |
| **59 unique** | **62 unique** | **61** | **182** |
| **61 joint** | **61 joint** |  |  |
| **120 total** | **122 total** |  |  |

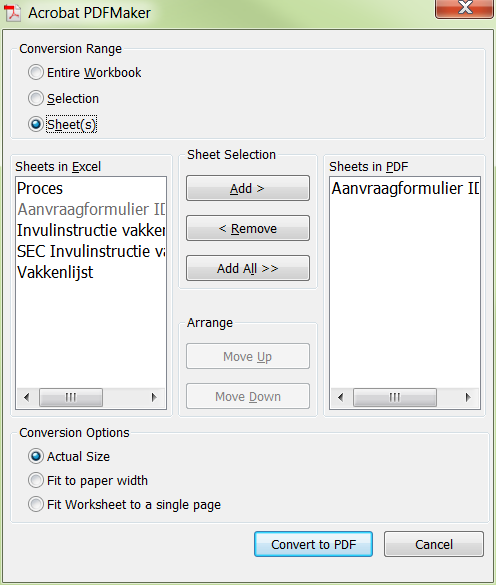
These examples cannot be approved because the first study programme does not reach 120 EC. The second does not reach 60 unique EC.

|  |  |  |  |
| --- | --- | --- | --- |
| **EC study programme 1** | **EC study programme 2** | **EC joint courses** | **Total EC** |
| **95 unique** | **95 unique** | **25** | **215** |
| **25 joint** | **25 joint** |  |  |
| **120 total** | **120 total** |  |  |

Naturally, the amount of EC in joint courses should be considerable. In this example, the amount of credits in column 5 is 25 EC, and the application will be rejected because this means there is no integrated thesis project.

**Q7: Can I include additional courses on the form?**A9: Since additional courses are not part of the curriculum and do not count towards the 120 EC for a study programme, they should not be included on the IDD application form. You should also not include them on an ‘IDD programme change form’. If you wish to add an additional course in order to have it included in your 3mE diploma supplement: Once you have obtained approval for your IDD, download Form 3, add the additional courses, sign it and collect the signature of your master coordinator. Then submit the form. SPA will first check that these courses are not part of your other IDD study programme before placing the courses under additional in OSIRIS.

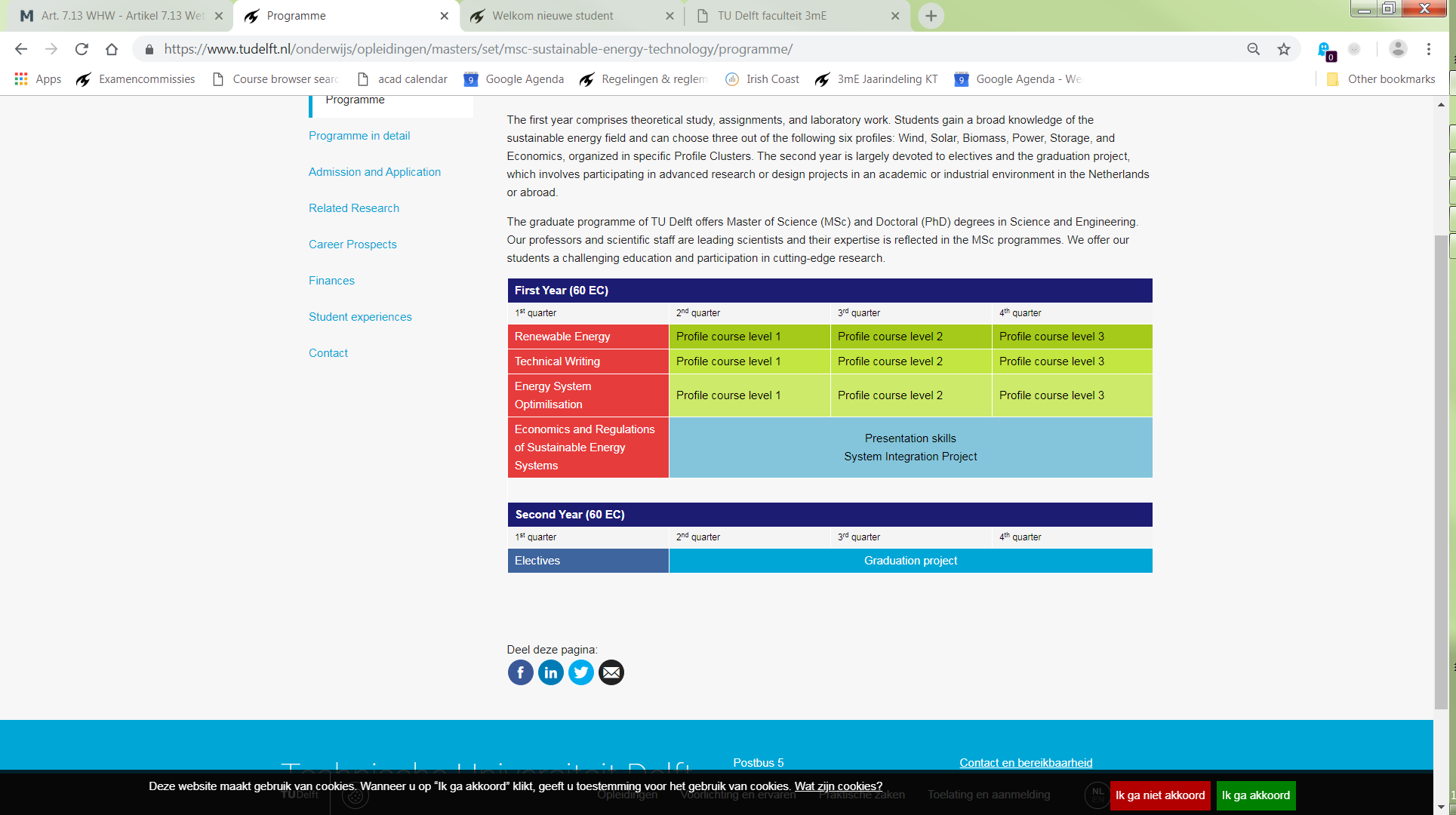
**Q8: How can I save the tabs of the form in one PDF?**A: Once you have completed the relevant tabs, go to ‘file’ and select ‘save as adobe PDF’. You will see a pop up that allows you to select the tabs. Please add ‘aanvraagformulier IDD’ and ‘Vakkenlijst’ and ‘convert to PDF’. If you are saving as PDF, please also include your motivation, creating 1 PDF containing all the relevant information.



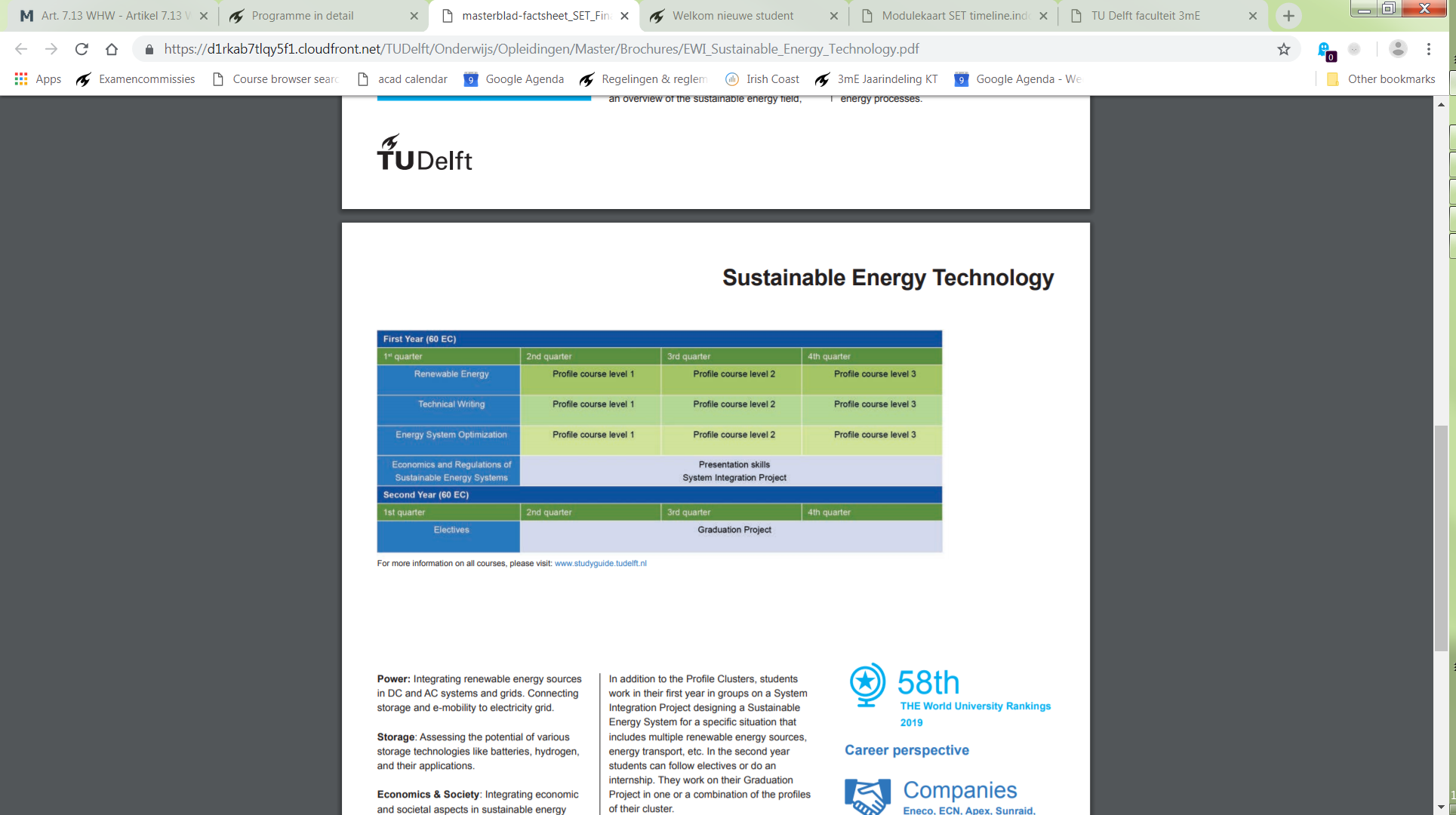
**Q9: When do I submit my IDD application if I need to complete a bridging programme first?**  
A: You should complete your bridging programme before you submit your application.   
- However, it is advisable to speak to both master coordinators before you start the bridging programme; ask them if the two study programmes can be combined.   
- Check the IDD rules for both the study programmes and see whether they are similar. Example: the rules of one Board of Examiners state that their thesis must be unique and cannot be a joint course. Because these rules are directly opposite to the 3mE rules, it is futile to apply for an IDD between a 3mE Master programme and TIL.

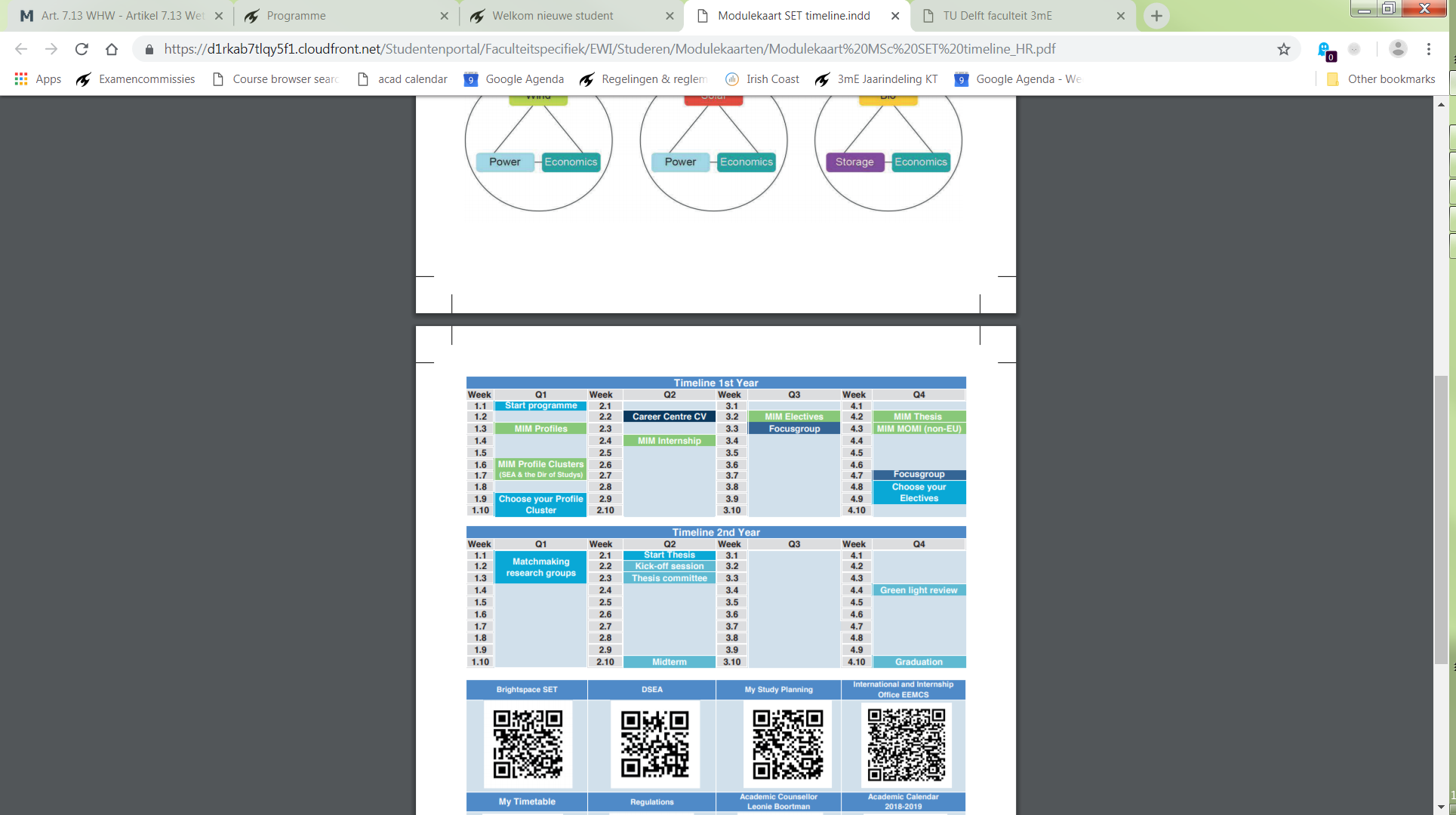
**Q10: I want to apply for an IDD with a study programme from another faculty. How does that work?  
A:** You can submit such an application, however, you need to put time and effort into preparing the IDD application and there is a considerable chance that your application will be denied. Please keep this in mind. As is written in the [IDD procedure webpage](https://www.tudelft.nl/studenten/faculteiten/3me-studentenportal/organisatie/examencommissies/procedures/master-individuele-double-degree/), the main criteria are that there is no overlap in the learning objectives of the courses and the final qualifications of the study programme, however, the final year of the programmes can only be combined if they are similar.

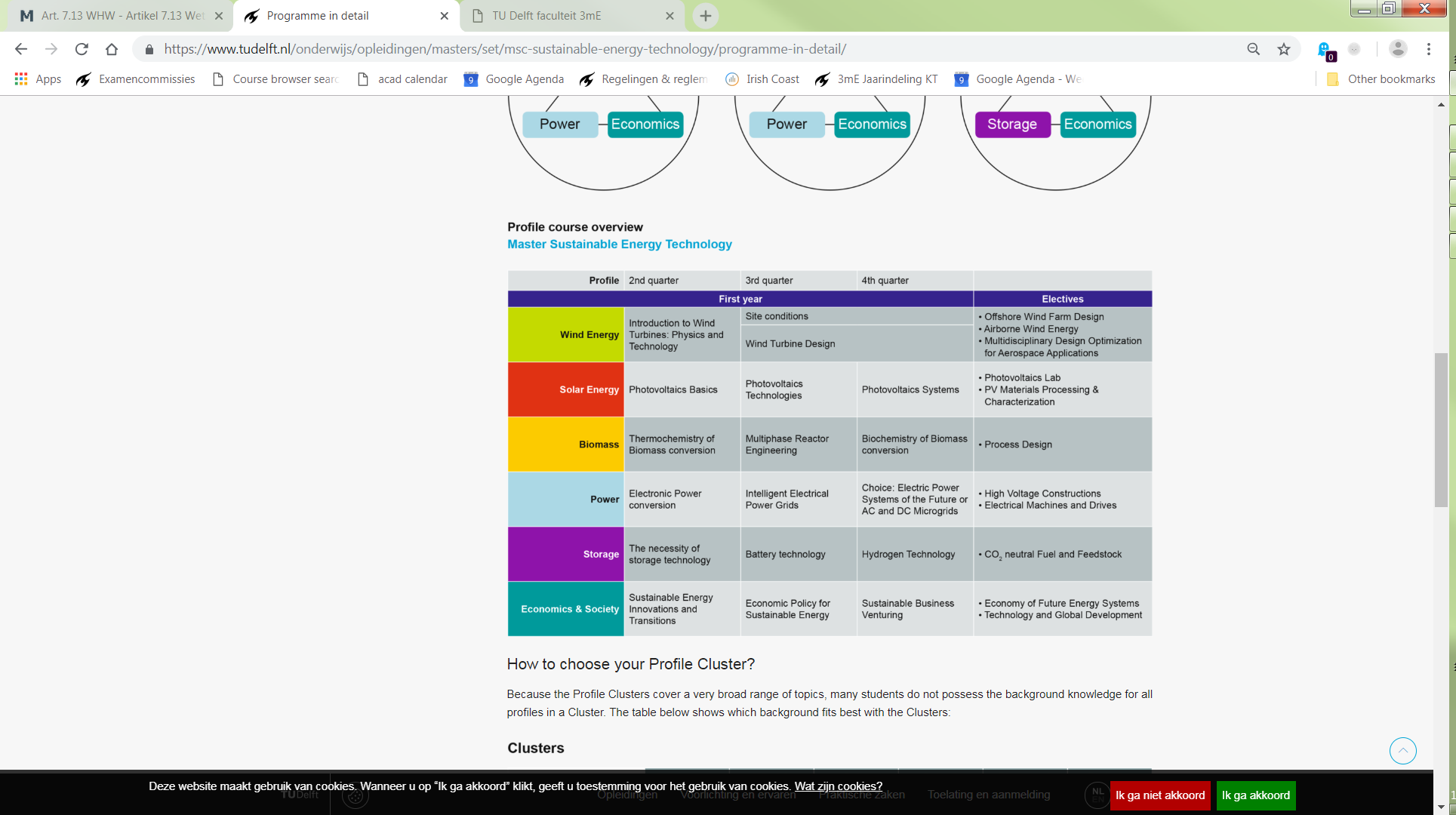
1. Start by studying the study programmes: collect information about the content and structure. Gather this information in one document with links to the sources. Check for similarities in the first year (not allowed) and second year (necessary). How many ECTS are attributed to the thesis, literature review, etc.? Check the relevant information in the [TER and RGBE](https://www.tudelft.nl/studenten/faculteiten/3me-studentenportal/onderwijs/gerelateerd/regelingen-reglementen/) of both programmes.   
   The thesis project can be a minimum of 35 EC and a maximum of 45 EC. In the final year, at least 15 EC are earned by courses that are not related to the graduation project.   
   Example: you wish to combine Mechanical Engineering with the Energy Process Technology track with the Sustainable Energy Technology programme from the EEMCS faculty. There is a reasonable chance that there is an overlap in learning objectives and the final qualifications.   
     
   Example: the Sustainable Energy Technology (SET) programme of EEMCS faculty.

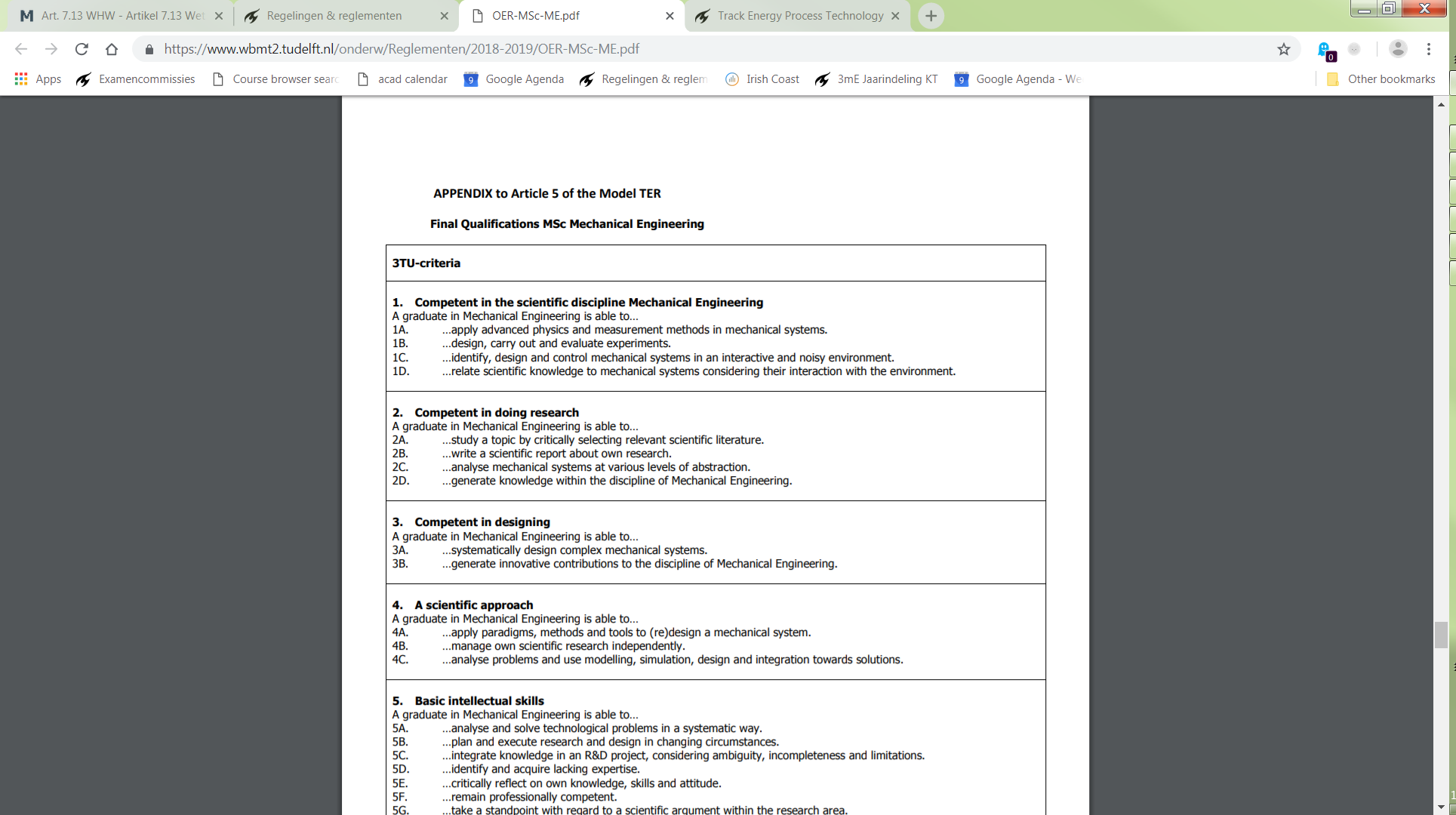


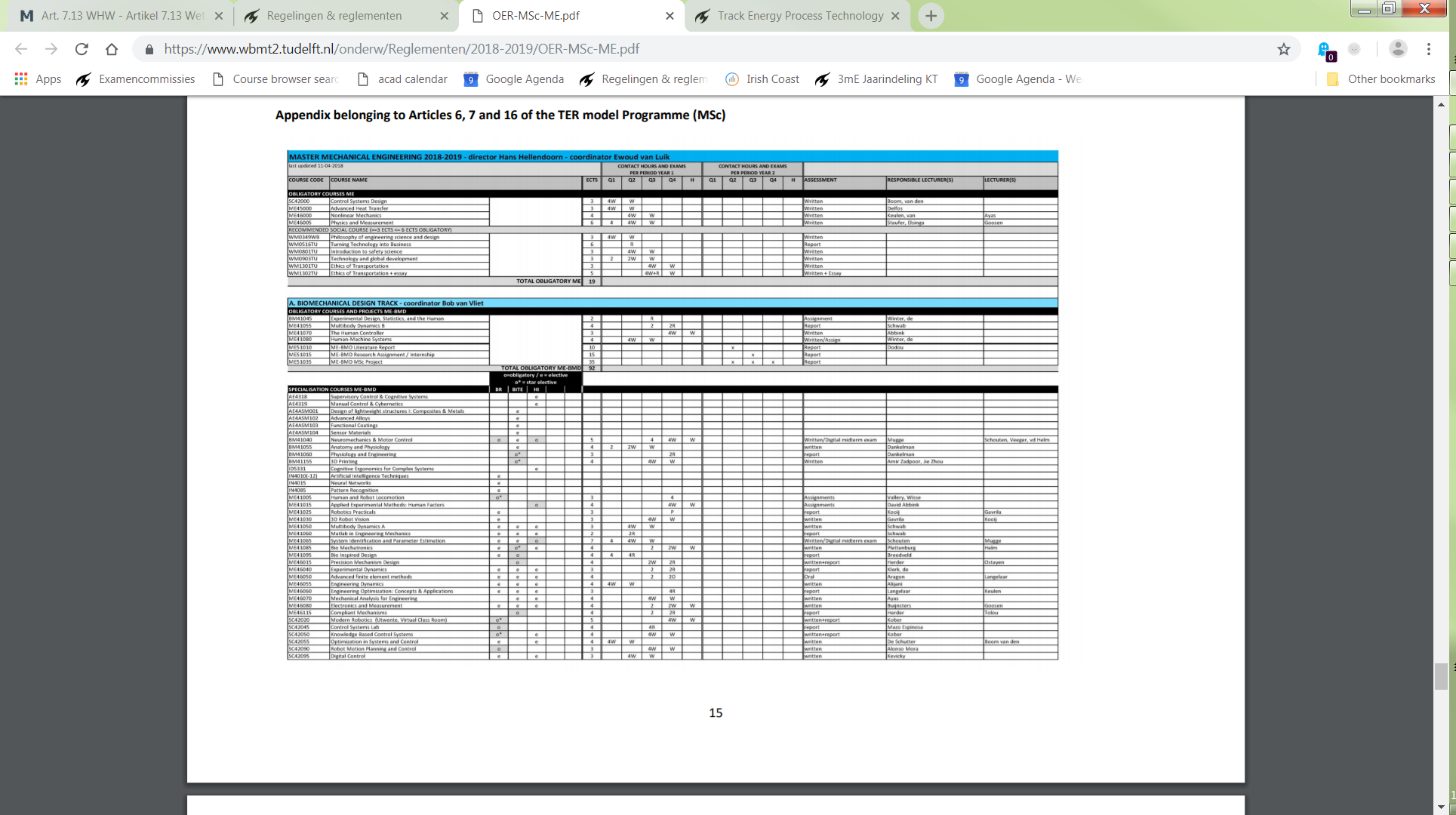
Source: <https://www.tudelft.nl/onderwijs/opleidingen/masters/set/msc-sustainable-energy-technology/programme/>

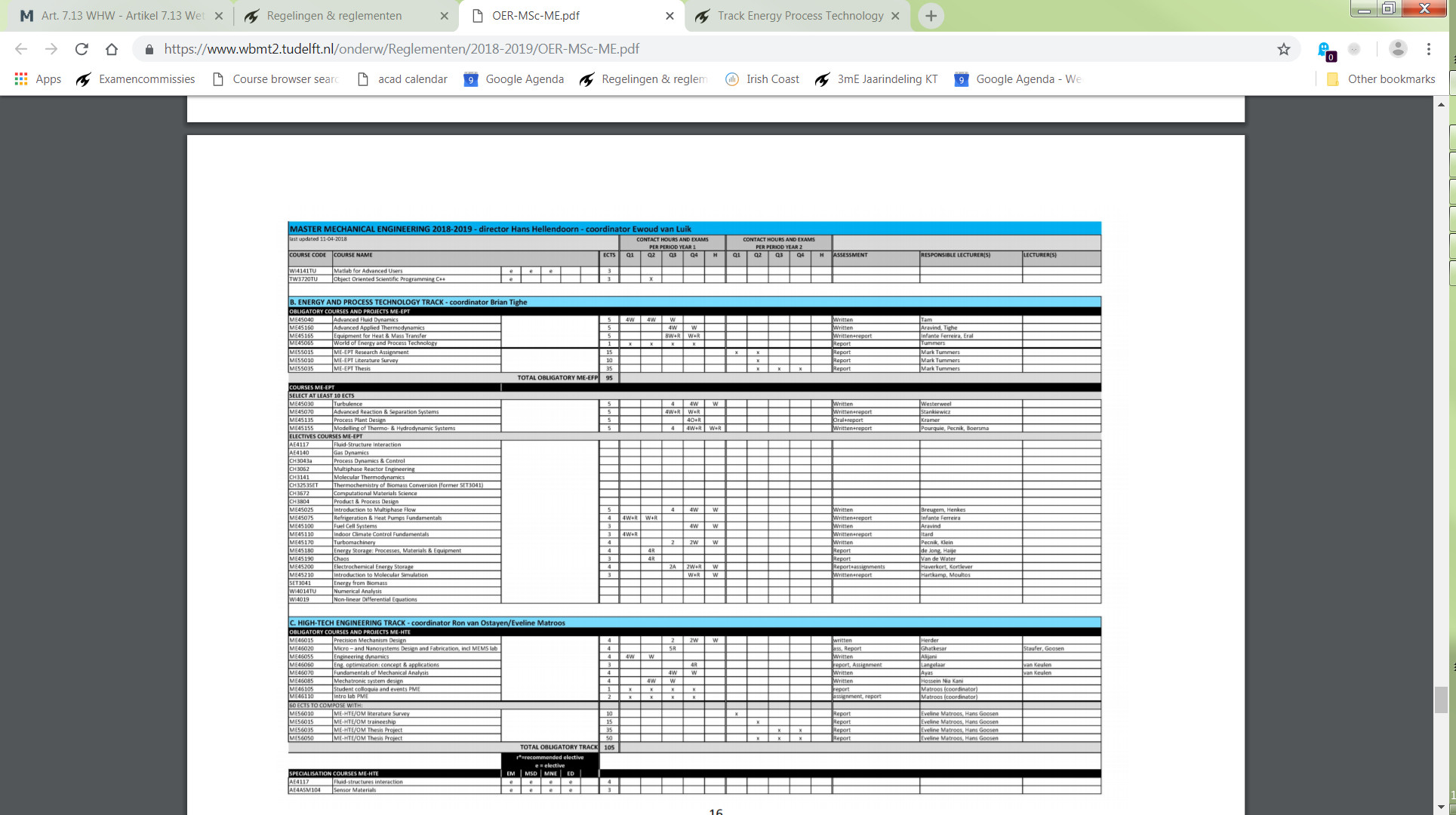


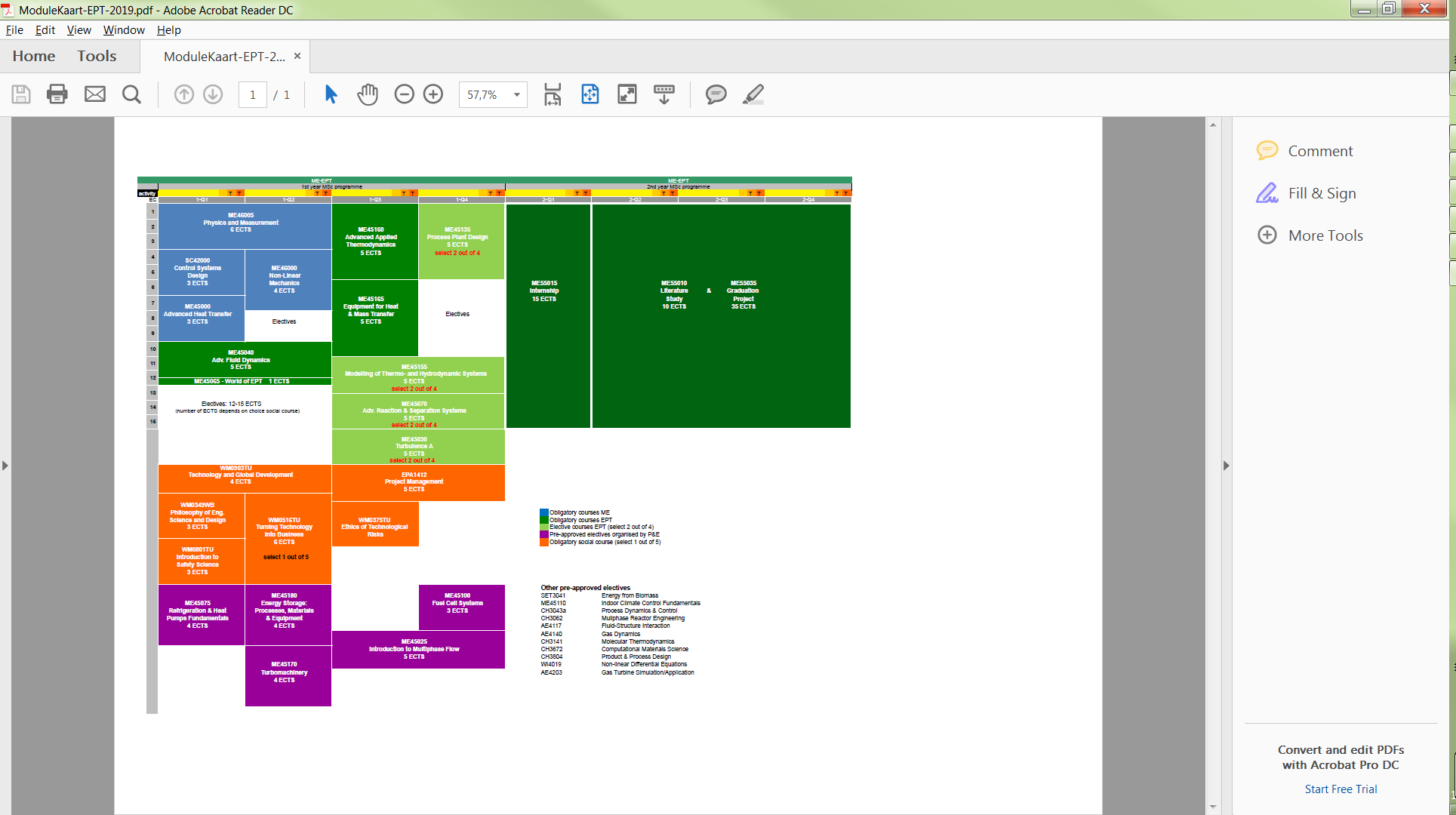
Information about the structure of the study programme and milestones:



Examples of final qualifications/study programme content and learning objectives for ME-EPT: 





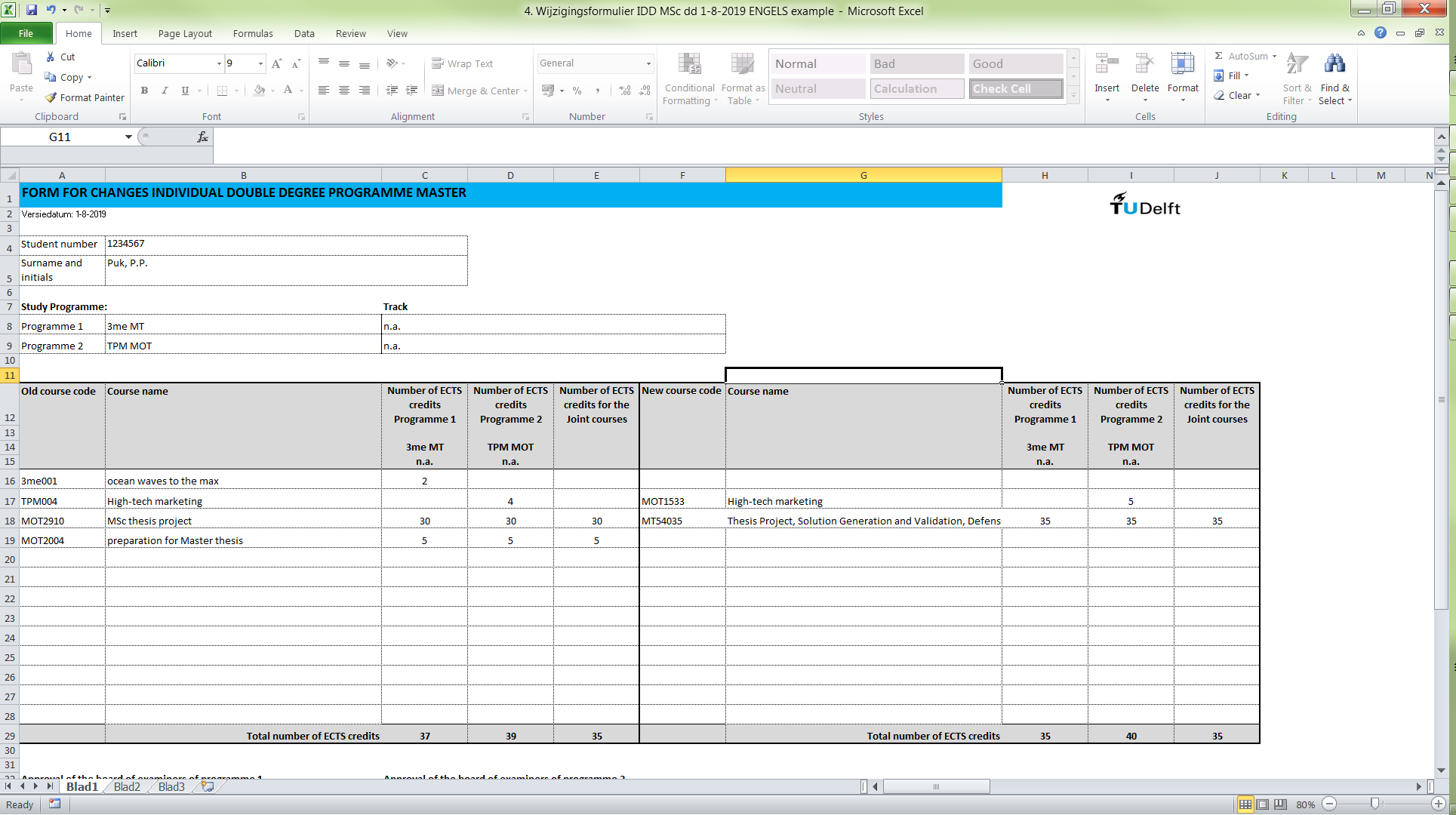


1. If you think there are enough similarities between the second year of both programmes and there is no overlap in the contents of the first year courses, you can make appointments with the master coordinators of both programmes. Because they are busy people: prepare for the meeting: Why do you want to do this IDD? How do you want to combine these programmes? Do you have ideas for your graduation topic? Which programme’s graduation year do you want to choose? Make sure to bring/send the above-mentioned information about both study programmes. If the Master coordinator asks you to write a motivation letter, then you have to submit one.
2. If the meeting(s) result in a continuation of your plans, you can fill in and submit the application form.
3. The procedure continues the same as for double degrees within 3mE.

**Q11: How to make changes to the IDD curriculum**A10: Download the ‘form for changes IDD programme Master’ and fill in the relevant details at the top of the form. Check your original, approved IDD application form and then fill in the study programmes 1 and 2 in the same order as before.   
  
It is important that you make explicit what will be removed from the current curriculum, what will be added, and if one course is replaced by another.   
1. You will place courses to be removed beneath ‘old course code’ and ‘course name’.   
You will also use this field when a course name or course code or number of ECTS has changed.   
2. If you are adding a course, fill ‘new course code’ and ‘course name’.  
3. In case of a replacement, you will place the new course on the same line as the old course code.  
4. In any case, show us which study programme is affected by this change by filling out the columns ‘Number ECTS for programme 1/ programme 2/ joint courses.  
5. Make sure that your programmes still amount to 120 EC each and 180 for the total IDD[[3]](#footnote-2).

When the form is complete, sign it, send it to the coordinating Board of Examiners, together with your original, approved IDD application.

Example:



In this example, the student removes a 2 EC course from the 3mE curriculum without replacing it. Of course this is only possible if the original curriculum had a minimum of 62 EC for 3mE.

**Approaching graduation**

**Q12: I’m close to finishing my IDD. Is there something extra I should do?**A: In any case, it is important to check your Osiris with your approved IDD application form. Are the courses and course codes in your curriculum correct? Do both MSc programmes have at least 120 EC? Are there any courses or results missing? Have there been any changes and have you forgotten to request the change of curriculum? etc. etc.

**Q13: Am I eligible for cum laude for my IDD?**A11:In case of an IDD, you will receive two diplomas from 2 study programmes. This means that you can obtain cum laude for both programmes (or for one, or none). The rules may differ and your weighted average and thesis grade may also differ. Therefore, obtaining one cum laude does not automatically mean another cum laude for the other Master degree.You can check the rules that apply in the RGBE of the Board of Examiners that governs the study programmes. You can find the 3mE regulations [here](https://www.tudelft.nl/en/student/faculties/3me-student-portal/education/related/regulations/).  
  
Example 3mE: the duration of the study programme is measured for the entire study programme of the IDD, being: the oldest enrolment date up to the final result of the 3mE study programme. So, if a student started their IDD 1-9-2017 in EEMCS faculty, with a belated start at 3mE per 1-9-2018 and the final 3mE result is 1-9-2020, the calculation is made from 1-9-20**17** to 1-9-2020 = 36 months.   
Since we start counting from 1-9-17, the rules from the 2017-2018 RGBE will be applied: the maximum duration is 44 months. This student meets the criteria for maximum duration.

CL criteria for 3mE Master programmes (excl. TM):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MSc** | **2018-2019** | **2017-2018** | **2016-2017** | **2015-2016** |
| **weighted average excl. thesis** | 8.0 | 8.0 | 8.0 | 8.0 |
| **thesis** | 9.0 | 9.0 | 9.0 | 9.0 |
| **duration, in months** | 30 | 30 | 36 | 36 |
| **duration IDD, in months** | 42 | 44 | 48 | n.a.\* |
| **max. EC obtained as V/VR** | 20 EC | 20 EC | 20 EC | 20 |

\*In 2015-2016 there was no rule yet for the Double Degree cum laude. The Board of Examiners of 3mE (excl. TM) has decided that for any year previous to 2016-2017, the maximum duration of an IDD is the standard maximum duration + 12 months. For example: 15-16 has a standard duration of 36 months, therefore, the maximum duration is 48 months.

1. Except when your IDD involves Technical Medicine, which means 120 + 180 for the individual study programmes. [↑](#footnote-ref-1)
2. IDD applications that include 3mE Technical Medicine should have 180 EC in the column that lists the TM study programme. [↑](#endnote-ref-1)
3. [↑](#footnote-ref-2)