

Code of Conduct for the use of English

This is a translation of the Dutch 'Gedragscode Engelse taal'. In the case of differences in interpretation between the English and Dutch text, the Dutch text shall prevail.

I. Aim

The Code of Conduct for the use of English serves as a guarantee of quality in the use of a foreign language, such as English, as a language of instruction in the study programmes at TU Delft.

II. Key principles

- a. Article 7.2 of the WHW states that teaching and examinations are conducted in Dutch. Exceptions are possible in just three cases:
 - a. if a study programme involves the language in question;
 - b. if it concerns a guest lecture by a non-Dutch speaking lecturer;
 - c. if the specific nature, structure or quality of the tuition, or the origin of the students makes it necessary, in accordance with a code of conduct to be drawn up by the Executive Board.
- b. The guideline on the introduction of the Bachelor's-Master's structure by the Executive Board of September 2000 states that Master's degree programmes and Master's variants of a mostly international character shall be taught in English. Now, every Master's degree programme at TU Delft is taught in English.
- c. Article 7.2 subsection c of the WHW (II a, subsection a and c of the Code of Conduct) states that the Executive Board may decide to offer Bachelor's degree programmes entirely in English.
- d. The Code of Conduct is subject to a review every three years by the Higher Education Inspectorate.

III. Code of conduct

The language of instruction for the degree programmes mentioned in II subsections b and c is English, and the course material should be in English. English is the language used for assessments, examinations and degree audits. The Board of Examiners may allow a student to use the Dutch language for his assessments, examinations, and degree audits if this will be of clear benefit to the student. The dean shall ensure that information about all the options and limits regarding the subjects that students can do in English is made available, and that it is published in the prospectus, on the website, etc., especially with regard to elective modules.

IV. Implementation

a. Academic staff

In the TU Delft appointments policy, experience of teaching in English will be included as one of the selection criteria. English-language skills of academic staff will be tested at the time of their appointment. Teaching effectively in English forms part of the career policy for academic staff and has been incorporated in the R&D cycle. English-language proficiency is one of the basic qualifications in the education sector.

b. Students

If a particular Bachelor's degree programme is not available in English, the students concerned will have to prepare for being taught in English during the Master's phase. This preparation is supported mainly by using English-language course material and by offering incidental modules in English because the nationality of the teacher or the nature of the subject makes it imperative.

c. Course material

The course material for the degree programme mentioned in II subsections b and c is in English. The course material must meet the following requirements:

- it must be highly suitable for private study: the subject matter must be clear and described in such detail that students are able to master the material by themselves. This is particularly important for students who have not been able to understand lessons in full, and who can therefore make up for this by studying the material in private;

- the structure of the material must make it accessible for students - it should have study instructions, exercises, examples, and so on;
- the material invites students to study it critically and independently;
- the material should include a glossary of foreign terms that form part of the jargon of the relevant subject field.

V. Quality assurance and evaluation

The normal requirements set by TU Delft with regard to the quality of regular teaching also apply to teaching in the English language. The aforementioned measures regarding the implementation of the code of conduct therefore involve an additional package of measures with a particular focus on both the use and the quality of the course material and on the methods used by the teaching staff. The quality of these measures will be checked regularly using evaluations. As is the case with regular teaching, the responsibility for quality assurance of foreign-language teaching lies with the faculties and the university itself.

Implementation

Organising review procedures for academic staff who teach in English will ensure that the quality of teaching is monitored on a continuous basis. This form of evaluation covers the study of the course material, the modes of instruction, and the assessment of examinations. A similar quality assurance model is recommended by the Inspectorate. Students are also asked to give their opinions regarding quality assurance. To assess the pass rates of particular study components, the same procedure is used as with regular teaching, which means that disappointing study results will lead to their being analysed. The participation of academic staff on the English-language course will be particularly closely monitored, as will the possibility for students to link a 'technical English' course to the core curriculum.