

## Information Incoming Exchange Students

### Applications for the 2018-2019 academic year

**How to apply** The faculty or department where you will be enrolled is responsible for advising, informing, selecting and accepting applications for international exchange students.



Exchange students can apply online. Instructions are available on our [website](#).

Your application will be sent to the [Faculty Exchange Coordinator](#). After the application deadline of either **1 October** or **1 April** you will receive your admission letter via email from the Education Service Centre.

This will take an estimated 4 to 8 weeks. For some faculties this may take longer. Follow the instructions in the email to accept your offer.

Exchange students are generally accepted by faculties for one or maximum two semesters and some faculties may accept exchange students for a research-based project such as a thesis project. Note that any final thesis project conducted at TU Delft is the responsibility of your home university. Exchange students are not eligible for a TU Delft diploma. Any student seeking to undertake a research-based project at TU Delft is responsible for arranging their own suitable project and finding a TU Delft supervisor. This must be organised well in advance.

### Status of exchange students

Exchange students are enrolled as full-time non-degree students either for one or two semesters as agreed in the bilateral exchange agreement with the home university. Students who have been admitted for one semester and would like to extend their stay for the subsequent semester should arrange the approval of both the home institution and host exchange coordinator. The maximum duration of an exchange period at TU Delft is one academic year (12 months). It is not permitted to come to TU Delft on exchange more than once. Exchange students may only sit exams while their enrolment status is active at TU Delft. Please note that it is obligatory that you remain registered as a regular student at your home university. Any exchange student wishing to continue their studies after the exchange period of 12 months must apply as a regular student at TU Delft and pay the required tuition fee.

### Application deadlines

Autumn Semester	1 April (online system opens on 1 March)
Spring Semester	1 October (online system opens 1 September)

**Applications that are incomplete or received after the deadline will not be considered**

### Academic calendar



#### [Academic calendar 2018-2019](#)

**1<sup>st</sup> semester: 3 September 2018 – 1 February 2019**

**2<sup>nd</sup> semester: 11 February 2019- 5 July 2019**

Our 1<sup>st</sup> semester is divided into 1<sup>st</sup> period ( September – November) and 2<sup>nd</sup> period (November-January); our 2<sup>nd</sup> semester is divided into 3<sup>rd</sup> period (February- April) and 4<sup>th</sup> period (April- July). For information about lecture hours, please see our [timetable website](#).

## Required number of ECTS

You are allowed to choose your courses, but you are required to obtain a **minimum of 24 EC** (European Credits) per semester. The number of EC must not exceed 30. The majority of these courses (at least 51%) should be chosen from one faculty only. Courses chosen outside this faculty will only be considered with the approval of the exchange coordinator.

It is highly recommended to choose between course that evenly distribute the workload within one semester. The advisable study load is 12-15 EC per quarter. Less than 24 EC is not an acceptable study load, even if allowed by your home university.

## Selecting your courses

TU Delft programmes are academically challenging and rigorous, therefore students are expected to be motivated and dedicated throughout their studies. Should the results of an exchange student appear to be unsatisfactory, they will be discussed with the student and the home institution.

We expect students to carefully prepare a study plan according to our guidelines and discuss them with the home institution as soon as possible to make sure the choices are available in the semester desired. The study plan is a crucial factor whether students will be accepted or not.

At the Faculty of Industrial Design and Architecture and the Built Environment students select their preferred course package during the application process. Before the start of the exchange period the final course package will be confirmed. After the course package is confirmed it is no longer possible to change or add courses and your place in the courses is guaranteed.

At the other faculties, in case of exceptional circumstances, students are given a two-week period at the start of each semester to make any modification to study plans, pending that these changes are approved by all parties.

Our course advisors will check whether you meet the pre-requisites and confirm that the requested subjects are available and appropriate. They may request subject's outlines (syllabi) to check the required pre-requisites. If the proposed course package is not appropriate the course advisors will recommend alternatives.

TU Delft's faculties cannot guarantee a place in any individual course as each course placement is subject to availability, the fulfilment of certain preconditions, and timetabling factors. We advise you to be flexible and, before arrival at TU Delft, have alternative courses ready and approved by your home institution academic advisors.

TU Delft's course catalogue ([www.studyguide.tudelft.nl](http://www.studyguide.tudelft.nl)) outlines all available courses for 2018-2019. The study plan should be based on this current course catalogue. Minor changes may occur as the course catalogue is updated every May. Please look carefully in the schedule in which period the courses you wish to follow will take place. A [study guide manual](#) is available to help. To select your courses consult the [list of TU Delft - English courses](#) on our website. Some faculties also offer Bachelor-level [thematic minors](#) programmes taught in English. A thematic minor is a combination of courses designed around a specific topic, such as sustainability or robotics. Places are limited and are allocated via a lottery or through selection by the minor coordinator.

## Faculty specific requirements & restrictions

The Faculty of **Architecture and the Built Environment** offers [fixed course packages](#) to incoming exchange students. Bachelor students can only choose from the English-taught Bachelor minor programmes. Incoming master exchange students can only choose a complete 'MSc1' package. It is not allowed to combine courses from different 'MSc1' packages and it is not allowed to complete thesis projects.

Exchange students at the faculty of Architecture and the Built Environment can only take courses at the Faculty of Architecture and the Built Environment. Exchange students from other faculties cannot obtain credits at the Faculty of Architecture and the Built Environment.

The Faculty of **Civil Engineering and Geosciences** has only limited possibilities to accept students who would like to undertake research-based project-/thesis work during their semester at TU Delft. Only projects with a maximum workload of 10 EC are allowed and that students need to combine such a project with courses to obtain at least 15 EC. Students are responsible themselves to find a suitable project in time and to provide the supervisor and the exchange officer with a work plan before arrival. Students wishing to do their thesis or a project for more than 10 ECTS can't be admitted as exchange students, but they will have to make this arrangement via the selected research group as guest researcher or trainee.

Exchange students at the Faculty of Civil Engineering and Geosciences follow at least 70% of their courses at this faculty except for students wishing to follow interfaculty study programmes TIL and CME. Attending courses and obtaining credits at the Faculty of Architecture and the Built Environment is in principle not permitted. It is not allowed to extend your exchange period after application.

The Faculty of **Technology, Policy and Management** accepts students to do a (research) project only if specifically agreed upon in a bilateral agreement.

The Faculty of **Industrial Design Engineering** offers fixed course packages. Information is available [here](#).

## Language of instruction and language requirements

The language of instruction for most bachelor programmes is Dutch. The Bachelor's programmes Aerospace Engineering, Applied Earth Sciences, Computer Sciences and Engineering and Nanobiology are fully taught in English. There are over 250 available courses taught in English in other TU bachelor programmes, and this number will continue to increase during the period 2015-2020. All Master courses are taught in English.

### **TU Delft Language skills policy for Erasmus+ partner universities**

Our language skills policy is based on the Erasmus+ guiding principle of the EC that the sending institution (as per the E+ bilateral agreement with the receiving institution) will provide the necessary language support such that all nominated candidates will demonstrate the recommended level of language proficiency for their programme or teaching period before commencing their exchange. We trust our partner universities to nominate students with language level C1 or higher in English. Students do not need to provide test results; a statement from their home university signed by the Erasmus+ coordinator or a representative of the Language Institute is sufficient.

### **TU Delft language requirements for non-Erasmus+ partner universities**

Proficiency in English has to be demonstrated in the exchange application:

- an original TOEFL test with an overall band score of at least 90;  
Please note that we only accept the TOEFL internet-based test;
- or an IELTS (academic version) with an overall band score of at least 6.5;
- or proof that you have passed the University of Cambridge 'Certificate of Proficiency in English (CPE)', University of Cambridge 'Certificate in Advanced English (CAE)'

Certificates older than two years are not accepted.

Students who fall in one of these categories are exempted from taking the English language test:

- Nationals from the USA, U.K., Ireland, Australia, New Zealand, Canada, Switzerland and Singapore
- BSc and MSc graduates who obtained their qualification in one of the abovementioned countries;
- students currently enrolled in a Bsc/Msc programme in one of the abovementioned countries where the degree is fully taught in English and the home university can provide a statement confirming this.

TU Delft carefully monitors the English language proficiency of incoming exchange students. If a student does not fulfil the TU Delft language requirements, our partner university will receive a warning and, in the case of repetition students from this university will be required to submit an official language test result (TOEFL, IELTS or Cambridge Certificate).

## Fees, jobs, insurance, visa's and accommodation

### **Payment of fees and other finances**

Exchange students pay tuition fees to their home university and are therefore exempt from paying tuition fees at TU Delft. All exchange students are, however, responsible for covering any personal expenses including accommodation, textbooks, passport and visa costs.

### **Students and jobs**

During your exchange period at TU Delft you may be permitted to engage in part-time employment either paid or unpaid, if you have acquired the approval of your [coordinator for international exchange](#). Further conditions may apply, please consult the [Immigration and Naturalisation Service](#) website.

### **Health and liability insurance**

All the information relevant on this topic are available on our website ([tudelft.nl/insurance](http://tudelft.nl/insurance)).

### **Visa/residence permit requirements**

At TU Delft we offer assistance to non-EU students in arranging visas and residence permits. Non-EU students coming to the Netherlands are required to meet specific visa or residence permit requirements. Non-EU students coming to TU Delft must provide proof of sufficient [financial means](#) to support themselves for the period of stay. Students will receive more information about this after they have been admitted ([tudelft.nl/visa](http://tudelft.nl/visa)).



## Accommodation

TU Delft cannot guarantee [accommodation](#) to all incoming exchange students as the number of available options is limited while demand is increasing.

In recent years however, many (new) providers on the private rental market have started to cater to international students as well. A list of these providers is available [here](#).

Through TU Delft's housing service, exchange students will be offered contracts for one semester with the possibility of extension for one additional semester. Cancellations during the contract period are NOT allowed.

With a limited supply of accommodations, the allocation follows a first come, first served procedure based on the date of receipt of full payment.

Hence, to increase one's chances of obtaining accommodation through TU Delft's housing service, students are advised to finalize their application procedure as soon as possible in order to be able to pay on time for services.

Upon admission students will receive an invitation to Delftulip's online community where they will find more information on accommodations and the whole housing procedure.

## Signing the Erasmus+ Learning Agreement

Students coming to TU Delft with Erasmus+ can send their Learning Agreement to the faculty exchange coordinators via email. They will be signed and returned to all admitted students.

Students applying at the Faculty of Architecture and the Built Environment will be notified in which course package they will be enrolled. Students then send the Learning Agreement to the faculty exchange coordinators to be signed.

## Study credit system

TU Delft uses the European Credit Transfer System (ECTS) shared by all universities in the European Union.



One academic year consists of a total of 60 EC. One EC is equivalent to a study load of 28 hours (including lectures, laboratory courses, practical work, assignments, projects, private work – in the library or at home – as well as examinations or other assessment activities). Bachelor programmes at TU Delft consist of 180 EC and Master programmes, 120 EC.

Exchange students should obtain a minimum of **24 credits per semester** at TU Delft.

## Dutch grading scale and average grading results

Grading systems and 'grading culture' vary from country to country. The Dutch grading scale, implemented from primary school through to university level, goes from 1 (very poor) to 10 (excellent). At TU Delft final marks are rounded off to whole and half figures. A 6.0 is a pass. Although the scale runs from 1.0 to 10.0, the marks 9.0 and 9.5 are not frequently awarded and 10s are extremely rare. The meaning of the marks is as follows:

Mark	Definition
9,5 - 10,0	Excellent
8,5 - 9,0	Very good
7,5 - 8,0	Good
6,5 - 7,0	More than satisfactory
6,0	Satisfactory
4,5 - 5,5	Nearly satisfactory
3,5 - 4,0	Unsatisfactory
1,0 - 3,0	Very poor

Sometimes a 'V' is awarded instead of a mark to indicate that the requirements for a particular subject have been fulfilled. The average grading results of [TU Delft BSc](#) and [MSc](#) students can also be consulted on our website.

A very useful article prepared by Nuffic (Netherlands Universities Foundation for International Cooperation) on comparing the grading systems in the Netherlands, the United States and the United Kingdom is available at <https://www.studyinholland.nl/documentation/grading-systems-in-the-netherlands-the-united-states-and-the-united-kingdom.pdf>



## TU Delft Academic culture & Code of Conduct

TU Delft is a highly valued and rated institution recognized worldwide for the quality of its academic

environment. Our exchange students enrich our academic culture and offer an invaluable contribution to learning. We aim to make your transition to academic life at TU Delft as smooth as possible and plenty of practical information on this can be found on our website [Academic culture](#).

The host Institution will assist Exchange Students in understanding local regulations and customs and the host Institution's policies.

Information concerning students' rights and responsibilities can be found on our [website](#).

## Transcript of records upon departure

Exchange students are advised to request an official transcript of records at the end of their study period from the faculty coordinator for international exchange. Transcript of records are provided within 5 weeks from the end of the exam period.

At the end of their exchange the Faculty of Architecture and the Built Environment will email their departing students a "Grade Transfer " form in order to obtain the Transcript of Records.

## Introduction period

Exchange students will find more information on Delftulip and on our [website](#) about their introduction to TU Delft closer to the starting of the program.

## ESN Delft and InterDelft

[Erasmus Students Network Delft](#) aims to provide an excellent experience for all international students who have chosen TU Delft for their semester abroad, by offering them the possibility to participate in events such as weekly drinks, city trips, international dinners and much more! You can also join a buddy group led by a Dutch student to help you get around in Delft even quicker.

[InterDelft](#) is a joint venture of different student associations in Delft who share the same goal: enhancing cultural awareness among all students in Delft.

For more information, have a look at their Facebook pages. Meet other internationals and friendly, helpful people who can offer you advice to help you have the best introduction to Delft.

## Contact details

At TU Delft, all international exchange programmes are managed by our faculties/departments who welcome all queries from prospective exchange students. Any requests for information can be directed to the [coordinators for international exchange](#) of your particular faculty. After the faculty has accepted the application, all practical matters needed before arrival like visa or housing will be managed by the Education Service Centre of TU Delft, you can reach us at [internationaloffice@tudelft.nl](mailto:internationaloffice@tudelft.nl)

## Useful websites

- [TU Delft Exchange](#)
- [TU Delft corporate story](#)
- [Welcome at TU Delft](#)
- [A You Tube film about studying in The Netherlands](#)
- [Virtual campus with videos of all the TU Delft faculties](#)
- [A You Tube film about the Aerospace facilities](#)
- [Student housing in Delft](#)
- [Life in Delft](#)
- [Study and Student Associations](#)
- [Sports and Culture](#)
- [TU Delft Academic Programmes](#)
- [Faculty coordinators for international exchange](#)

