

## TU Delft Conditions for Contract Education

### THE EXECUTIVE BOARD OF DELFT UNIVERSITY OF TECHNOLOGY

#### 1. Definitions

The following terms have the stated meaning:

- 1.1 Non-degree student: a participant in courses who does not intend to attain a degree within the meaning of the Higher Education and Research Act.
- 1.2 Course provider: the department of a faculty (or the university) that provides the course.
- 1.3 EC: European credit, a study load unit in accordance with the European Credit Transfer System (ECTS); one EC corresponds to a study load of 28 hours.
- 1.4 Continuing Education Unit: a study load unit that is achieved on the successful completion of a course (CEU); one CEU corresponds to a study load of 10 hours.
- 1.5 Contract education: a course or series of courses for which the participating non-degree student cannot derive any rights or obligations from the Higher Education and Research Act and for which he/she pays for each course or series of courses.
- 1.6 Website: the website of either TU Delft, the faculty or the course provider.

#### 2 Scope

- 2.1 The conditions apply to a non-degree student who participates in online or classroom courses provided by TU Delft, which fall under a category as referred to in Article 3 and are listed on TU Delft's website.
- 2.2 These conditions do not apply to courses that are presented via third-party platforms.

#### 3 Courses

- 3.1 The following courses are offered:
  - a. Diploma of Advanced Studies (DAS) and Certificate of Advanced Studies (CAS) courses: post-Master education (study load in ECs or CEUs); postgraduate courses leading to advanced studies (diploma or certificate);
  - b. Master of Advanced Studies (MAS) course: post-Master education (study load in ECs); postgraduate courses leading to advanced studies (Master's degree);
  - c. Regular Master's (MSc) course: a course that forms part of the regular Master's curriculum (study load in ECs);
  - d. Regular Bachelor's (BSc) course: a course that forms part of the regular Bachelor's curriculum (study load in ECs); and
  - e. Professional Education Course: a career development course, at least at the BSc level, for professionals with some years of work experience (study load in CEUs).
- 3.2 A minimum and maximum may be set for the number of participants in each course. The minimum or maximum will be specified on the website.

#### 4 Conditions for admission

- 4.1 The admission requirements for the courses are as follows:
  - a. For admission to a DAS or CAS course:
    - 1. a university Master's degree in a relevant field of study.
  - b. For admission to a MAS course:
    - 1. a university Master's degree in a relevant field of study.
  - For admission to a MSc course:
    - 1. a university Bachelor's degree in a relevant field of study, at the discretion of the course provider; or
    - 2. knowledge, insight and skills at the level of a university Bachelor's degree, at the discretion of the course provider.
  - d. For enrolment in a BSc course:
    - 1. a pre-university (VWO) certificate with a 'Science and Engineering', or 'Science and Health' subject profile, including 'Mathematics B'; most Bachelor's programmes also require Physics;

2. Additional requirements may also be set if participation in the BSc requires a higher level.

e. For admission to a Professional Education Course: knowledge, insight and skills at the level of a completed higher vocational education course.

4.2 The course provider determines (on the dean's behalf) whether the non-degree student complies with the admission requirements for the course.

4.3 No objection within the meaning of the General Administrative Law Act or the Higher Education and Research Act can be made against a decision not to admit a non-degree student.

## **5 Registration**

5.1 Registration for classroom courses that are provided on the campus of TU Delft is done by emailing a fully completed registration form to the email address specified on the TU Delft website no later than six weeks before the start of the course.

5.2 Registration for online courses is possible until the date specified on the course provider's website.

5.3 After receipt of the registration form, the non-degree student will receive confirmation by email.

5.4 After registration, an assessment is made to determine whether or not the non-degree student can be admitted.

5.5 The non-degree student declares that he/she has taken note of and agrees to the TU Delft conditions for contract education.

## **6. Course fees**

6.1 After the admission requirements have been met, the non-degree student must pay the course fee in order to be able to participate in the course. The course fee for each course is specified on the TU Delft website. The course fee is charged as a rate for each European Credit for the MSc or BSc course and as an amount for the entire course for a CAS, DAS or Professional Education Course.

6.2 Any changes to course fees are announced one month before the start of the course.

6.3 The stated course fees exclude syllabuses and other teaching materials for laboratory courses or tutorials.

6.4 The course fee must be paid for each course. Participation by the non-degree student is permitted for the duration of the course.

6.5 The course fee must be paid before the start of the course.

## **7 Participation**

7.1 The non-degree student may participate in the course only after it has been established that he/she complies with the admission requirements for the course and has paid the accompanying course fee. If a course has a maximum number of participants, there is an additional requirement that the non-degree student must fall within that maximum number.

7.2 If a maximum has been set for the course, registrations will be treated in order of their receipt. If the course is oversubscribed, the non-degree student will be informed that he/she has been placed on a waiting list.

7.3 Participation in a course is personal. Accounts and access to the TU Delft learning environment are available only to natural persons.

7.4 In order to be able to participate in an online course, the non-degree student must have an internet connection, electricity and other necessary facilities.

7.5 A non-degree student is not entitled to participate in a BSc course for four academic years after the academic year in respect of which he/she receives a negative binding recommendation on the continuation of studies.

## **8 Cancellation**

8.1 The course provider of TU Delft reserves the right to cancel or postpone courses if there are fewer enrolments than the minimum number announced or unforeseen circumstances.

8.2 If a course is cancelled on the initiative of the course provider of TU Delft, any course fees that have been paid will be refunded.

8.3 Cancellation of participation by the non-degree student must be done in writing or by email.

- 8.4 If a non-degree student cancels, the following costs are payable:
- a. If participation in the course is cancelled after registration, the non-degree student must pay a €50.00 administration fee.
  - b. If the non-degree student cancels up to two weeks before the start of the course, the course fee minus a €50.00 administration fee will be refunded.
  - c. If the non-degree student cancels within two weeks of the start of the course, 50% of the course fee plus a €50.00 administration fee is payable.
  - d. If the non-degree student cancels after the start of the course or does not turn up for the course, 100% of the course fee is payable and no refund will be made.

## **9 Assessment**

- 9.1 A course ends with a test that examines the non-degree student's knowledge, insight and skills in relation to that course. The test is held under the applicable examination conditions for that course.
- 9.2 The non-degree student is entitled to access the learning environment and have access to take a final component (test) during the period of the course to which he/she is admitted. The non-degree student is not entitled to a retake, unless this is specified on the TU Delft website. In that case, the non-degree student is entitled to one retake.

## **10 Certificate**

- 10.1 On successful completion of the course, the non-degree student will receive a certificate.
- 10.2 The TU Delft website specifies the certificate for which the non-degree student is eligible.

## **11. Other rights and obligations**

- 11.1 A non-degree student enrolled in a BSc or MSc course of TU Delft is subject to the Rules and Guidelines of the Board of Examiners and the Teaching and Examination Regulations, insofar as these regulations apply to the teaching and examinations of that course.
- 11.2 A non-degree student enrolled in a Professional Education Course is subject to the Teaching and Examination Regulations for Professional Education Courses.
- 11.3 The following are equally applicable to the non-degree student:
- the TU Delft Regulations for the use of Buildings, Grounds and Facilities by Students and Visitors;
  - the TU Delft Management Regulations for the use of Educational ICT Facilities by Students;
  - the TU Delft Code of Conduct and Code of Ethics.

## **12 Privacy policy**

- 12.1 When a non-degree student participates in a course, his/her data are included in the TU Delft address database for the purpose of communication, recording results, teaching and administrative purposes. If a non-degree student takes an online examination, he/she agrees that his/her personal data may be registered in the United States of America for four months. Storage and processing of these data is subject to the legislation and regulations that are applicable in that country.
- 12.2 All personal data are treated confidentially in accordance with the requirements of the Personal Data Protection Act, or fall under the scope of the second sentence of paragraph 12.1.
- 12.3 The course provider, its course leaders and lecturers are bound not to disclose any confidential information that they obtain in relation to the organisation of courses and programmes from each other, the non-degree students or from another source. Information is deemed to be confidential if it is designated as such by the other party or if the confidentiality arises from the nature of the information.
- 12.4 Each non-degree student is entitled to examine his/her personal file. The data in the personal file can be accessed by employees of TU Delft and employees of the course provider.
- 12.5 The non-degree student may request the correction of incorrect data in the personal file.
- 12.6 Personal data are provided to third parties only for the purpose of their processing. Registered personal data in the United States of America fall under the provisions of the second sentence of paragraph 12.1.

13 **Complaints procedure**

- 13.1 The non-degree student must submit any complaint about a course or its organisation as soon as possible after the reason for the complaint is discovered, although no later than four weeks after completion of that course, to the complaints desk at TU Delft as specified on the website. The course provider will deal with the substance of the complaint.
- 13.2 The complaint must at least contain the name and address of the non-degree student, a description of the conduct about which the complaint is being made and specify the course.
- 13.3 The non-degree student will receive confirmation of receipt of the complaint.
- 13.4 The course provider is not obliged to deal with a complaint
- that relates to conduct about which a complaint has already been submitted,
  - that has not been submitted within four weeks of the completion of the course, or
  - against which other means of recourse are available.
- 13.5 The course provider will hear the non-degree student.
- 13.6 The course provider will notify the complainant of the findings of the investigation into the complaint, its opinion of the complaint, as well as any conclusions that it attaches thereto.