

Department of the Built Environment

Approval exchange study program

This form is to be used by the student to seek approval from the departmental examination committee for the courses he would like to take during his exchange semester. By signing this form, the departmental examination committee approves that courses taken at the host institution may be used for the student's MSc study program as indicated below. The approved form will be uploaded in the student's file in Osiris. After the student's return, the information in this approval form will be compared to the information on the academic transcript of the host institution. If the information matches, the course results will be processed in Osiris. If the student at any time needs to/would like to change his initial choice of courses, he will need to redo this approval form procedure.

Important

Duly note that the information in this approval form is leading. It is the student's own responsibility to ensure that the information in other forms (e.g. the learning agreement) corresponds with the information provided in this approval form. In case of any deviations the information in the signed and uploaded approval form will always prevail.

To be completed by the STUDENT:

Student name: _____ Student ID: _____
MSc program: _____ Specialization: _____
Academic year of the exchange: _____ Semester of the exchange: spring autumn
Host institution: _____ Host faculty: _____
City: _____ Country: _____

To be completed by the student's MENTOR:

By signing this document the mentor approves of the exchange study program proposed on page 3.

Name mentor: _____

Date: _____

Signature: _____

Department of the Built Environment



The completed form should be handed in at the departmental international office: **Henny Houben, International Office BE – VRT 2.12 – h.a.m.houben@tue.nl** who will submit it to (a representative of) the departmental examination committee for further processing. The committee's secretary will inform you of the outcome by e-mail.

To be completed by the DEPARTMENTAL INTERNATIONAL OFFICE:

Name of student: _____

Host institution: _____

The intended host institution is an official TU/e exchange partner: yes no Comments: _____

Student was selected by the dept. IO for this exchange yes no Comments: _____

Credit conversion checked: yes no Comments: _____

Signature: _____

Date: _____

To be completed by the DEPARTMENTAL EXAMINATION COMMITTEE:

The exchange study program proposed on page 3 is approved by the examination committee: yes no

Signed by (name): _____

Signature: _____

Date: _____

Department of the Built Environment

Approval exchange study program

IMPORTANT:

- You are required to add written information on the content and level of each specific course.
- You need to add a written motivation for every course that you would like to use as a specialization elective.
- For courses that you would like to have registered with the TU/e course code and course name, you also need to submit a confirmation in writing from the respective responsible TU/e lecturer.
- The information provided should be in line with the information in your Personal Study Plan. If necessary, you should adjust your PSP and resubmit it together with this approval form.

Name student: _____

Date: _____

Host institution					Home institution (TU/e)			
Course code	Course name	Course level (Bsc, MSc)	Local credits		Course code	Course name	Type of course: SE, FE*	ECTS
				→				
				→				
				→				
				→				

*SE= specialization elective, FE= free elective

On the left side (Host institution part) you need to mention all the courses you intend to take at the partner institution.

On the right side (TU/e part) you need to indicate how you would like to use these courses for your TU/e MSc study program.