Bouwkunde is buzzing with life from early in the morning until late at night, with thousands of people studying, working, designing and conducting research.
The Campus Facilities

Aula
Building 20, Mekelweg 5
+31 15 278 8022
aula-ICTFM-balie@tudelft.nl

Monday - Friday
08.00 - 22.00

Grand Café Brothers in the Hood:
Monday - Friday
08.00 - 22.00

Restaurant:
Monday - Friday
11.00 - 14.00

TU Delft shop:
Monday - Friday
08.30 - 21.30

The Aula Congress Centre houses the Auditorium, several lecture halls and the central TU Delft restaurant.

Library Learning Centre
Building 21, Prometheusplein 1
library.tudelft.nl
library@tudelft.nl
+31 15 278 5678

Monday - Sunday
08.00 - 24.00

The Library Learning Centre is the headquarter of the TU Delft Library and is open 365 days a year. Special opening hours apply in examination periods and holidays.

Student Administration
Building 30a, Jaffalaan 9a
www.tudelft.nl/studenten/administratie
contactcentre-esa@tudelft.nl
+31 15 278 8012

Monday - Friday
09.00 - 17.00

The Student Administration is the office to contact for queries concerning registration at TU Delft, tuition fees, campus card, studielink and confirmation of attendance/enrolment. Registration for each academic year via Studielink (www.studielink.nl) is required.

Students can see the status of their registration at TU Delft in their Studielink account.
X TU Delft
Mekelweg 8-10
www.tudelft.nl/x
hosts-x@tudelft.nl
+31 15 278 2442

Monday - Friday
07.00 - 01.00

Weekends
07.00 - 23.00

X TU Delft offers various facilities and classes for students and staff of the TU Delft. Register at the website to join and order a sports card.
Floor plan

Ground floor (BG&BG+)
1 Service Desk
2 @Hok
3 Stylos
4 Waltman Bookshop
5 Printshop
6 Modelling Hall
7 Secretariat/Board of Examiners
8 International Office
9 Academic counsellors
10 Ketelhuis (restaurant)
11 Espressobar
12 Bouwpub (faculty pub)

First floor (1)
9 Library
10 Map room

General
- Lecture room
- Stairs
- Lift

Urbanism
Berlage
OTB
BK Expo
Dean
Bouwpub (faculty pub)
Bouwkunde
Facilities

@Hok (Student ICT Support)
adhok.bk.tudelft.nl

Monday - Friday
09.00 - 17.00

@Hok is the place where students help other students with all kinds of software and hardware problems.

Visit @Hok if you need:
- Help on how to use frequently used programmes like Rhino, Grasshopper, Maya, Photoshop and InDesign.
- Help with installing software.
- Advice about laptops and other hardware.
- Any other information regarding software and hardware.

Visit @Hok online for:
- Software installation guides.
- Manuals offered by ICT on ictmanuals.tudelft.nl for all kind of TU services like wired and wireless internet, vpn, email and printing.
- Tutorials offered by TOI on wiki.bk.tudelft.nl/toi-pedia.

Service Desk
servicepunt-BK@tudelft.nl
+31 15 278 9805

Monday - Thursday
08.00 - 22.00

Friday
08.00 - 19.00

The service desk is the primary point of contact for students, staff members and visitors for all Education & Student Affairs, ICT and facility questions.

Students and employees are welcome here for questions or support on:
- NetID
- First aid
- Official hard copy of transcript / study progress report (SPR)
- Reporting breakdowns.
- Borrowing equipment
- Handing in or retrieving lost property
- All general questions regarding the faculty

If the requested SPR is incorrect, please contact Education and Student Administration: contactcentre-esa@tudelft.nl
Waltman's Bookshop
waltmanbouwshop@tudelft.nl
+31 15 278 3529

Monday - Friday
09.00 - 17.00

Waltman is the faculty's official bookshop, selling: textbooks for all courses, books on architecture and urbanism, study materials and modelling materials.

Printshop
www.csinbkcity.nl
info@csinbkcity.nl
+31 15 278 4444

Monday - Friday
08.00 - 17.30

In the faculty printshop students can find everything they need regarding print work:
- Printing
- Plotting
- Laminating

The faculty's printshop is a branch of the Copie Sjop printshop in the city centre of Delft. To be able to print at a student discount at both shops, students can order a ‘reproticket’ at the print shop in the faculty.

Stylos
www.stylos.nl
facebook.com/D.B.S.G.Stylos
instagram.com/D.B.S.G.stylos
info@stylos.nl
+31 15 278 3697

Monday - Friday
09.00 - 17.00

Stylos is the faculty student association that organises all kinds of supplementary activities such as: workshops, excursions, competitions, lectures, trips and parties for and by students. Stylos also offers architectural magazines at a student discount.

FSR
The FSR is the Faculty Student Council (Facultaire Studenten Raad) (see page 41).

Bnieuws
bnieuws-BK@tudelft.nl
b-nieuws.bk.tudelft.nl

Bnieuws is the independent platform of Bouwkunde, curated by students. Bnieuws publishes content and hosts student initiatives. The free faculty magazine is available across BK and online at issuu.com/bnieuws.
Study spaces
Most of the study spaces in the faculty are dedicated to BSc and MSc studios. Some readily available study spaces can be found in the Oostserre, not all of which are assigned to specific studios.

Zuidserre
Machine Workshop and CAMlab: Monday - Friday
09.00 - 12.15
13.00 - 17.15

The Modelling Hall is located in the centre of the building. It houses tables for model-making, machinery and the CAMlab. The CAMlab offers 3D printers, lasercutters and CNC milling.

VR-Lab
BG.Oost.620
The VR-Lab has several VR computer systems and goggles available to use in education and for research projects.

Computer room
The faculty expects every student to have access to a personal laptop or computer. The faculty offers computers in the computer room (@work) next to the Ketelhuis. These are fully equipped with all necessary software. Log on with your NetID.

Faculty Library
library-bk@tudelft.nl
+31 15 278 4251

Monday - Thursday
09.00 - 18.00

Friday
09.00 - 17.00

The faculty library offers a large collection of academic and professional literature. It contains an extensive collection of books, journals, serial works, magazines and loose-leaf publications.

Search the online catalogue on library.tudelft.nl. The campus card functions as library card for the university, it allows you to check out books and use the project rooms.
Map Room
maproom.library.tudelft.nl
maproom@tudelft.nl

Monday - Friday
09.00 - 17.00

The Map Room of TU Delft can be found on the mezzanine floor in the faculty library. Here students can find information about the paper and digital map collection and consult the maps.

Printing
webprint.tudelft.nl

The multifunctional printers are available everywhere on the campus. After logging on with your campus card you can scan, copy and print A4 or A3 sheets.

First install the ‘FollowMe’ printer on your laptop using the install manual on ictmanuals.tudelft.nl and activate your campus card at one of the printers.

To pay for printing and copying, students need to have credit on their account. You can check your balance by logging on to one of the printers, or check and top up your balance on: tudelft.pcounterwebpay.com

To print:
– Send your documents to the ‘FollowMe’ printer.
– Your documents are sent to your personal printing queue and will remain there for 36 hours.
– Log on to a printer using your campus card.
– Choose ‘print’ and select the documents you want to print.

For support go to @Hok (see page 18) or check: ictmanuals.tudelft.nl

Lift
There are two lifts in the building. Use of them is restricted, students and employees can temporarily request a pass at the Service Desk.

Lockers
Lockers can be found all around the faculty. Using your campus card, you can activate one locker at a time. The lockers are opened and cleaned at the end of each semester. You will be notified about this via a Brightspace announcement.
Communications
communicatie-BK@tudelft.nl

Contact Communications for support, news and event communication.

Stay up-to-date with everything happening at the faculty:

– Regularly check the website www.bk.tudelft.nl.
– Read the bi-weekly digital newsletter BK News for event highlights, news and announcements and follow the faculty on social media.
– Read the announcements from (facility) management received on your TU e-mail address.
– Have a look at the screens around the faculty for urgent updates and announcements.
– Read the faculty magazine Bnieuws, found in the faculty or online at issuu.com/bnieuws (see page 20).

Study Associations
Besides Stylos (see page 20), the faculty also has several study associations specifically aimed at each master track. They organise events, trips and more.

The study associations for each master track are:

**Architecture**
Argus
BG.Oost.500
www.argus.cc

**Urbanism and Landscape Architecture**
Polis
01.West.350
www.polistudelft.nl

**Building Technology**
BouT
02.West.090
www.praktijkverenigingbout.nl

**Management in the Built Environment**
BOSS
02.West.610
www.bosstudelft.nl

**Forum**
02.West.060
www.forum-vhv.nl

**Geomatics**
GEOS
www.geostudelft.nl
Ketelhuis (restaurant)
Monday - Thursday
11.00 - 19.00
Friday
11.00 - 18.00
The Ketelhuis is located in the former boiler room of the faculty building and serves as the restaurant of the faculty. It provides lunch and dinner, and offers seating inside and a terrace outside.

Espressobar
Monday - Friday
08.00 - 18.00
The espressobar is the place to meet fellow students and employees while enjoying good coffee. The espressobar offers assorted coffee and lunch.

Snack & coffee machines
The snack and coffee machines are located on several spots around the faculty. Payment is done via ‘contactless payment’. Students and employees need a credit or debit card suited for this.

Microwaves
Several microwaves are available around the faculty to heat up your lunch or dinner.

Bouwpub
bouwpub-BK@tudelft.nl
+31 15 278 3333
Tuesday
17.00 - 20.00
Thursday
16.00 - 20.00
The Bouwpub is located in the small building next to the east entrance of the main building. Staff and students meet here informally. The Bouwpub also organises themed drinks several times a year, and can be booked to serve drinks at parties on location throughout the faculty.
Safety

In case of an acute emergency trigger the manual alarm.

In case of theft, fire or emergencies, immediately contact the TU Delft emergency centre: +31 15 278 8888

To ensure a safe working environment at Bouwkunde please obey the following rules:
– Keep emergency exits clear.
– Always follow the instructions of safety staff.
– Do not leave valuables unattended. The TU Delft is not responsible for theft or disappearance of personal items.

In case of evacuation:
– Immediately react to the alarm signal.
– Always follow instructions of safety staff.
– Follow the signs to emergency exits. Evacuation plans are present in all working space.
– Do not use the lift.
– Follow the signs to the assembly point.
– Assemble at the closest assembly point.

House rules

Please obey these rules to keep the faculty a pleasant place of work and study for all students and staff:
– Keep all spaces in the faculty clean and clear your workspace before you leave.
– Only use the dedicated magnetic boards to pin up posters, presentations and drawings.
– Do not cause noise disturbances.
– Do not smoke within the faculty.
– Place bicycles in the bicycle racks in the dedicated areas near entrances of the faculty.
– Do not take bicycles, skates, skateboards etc. with you inside the building.
– Park your car in the dedicated car parks around the faculty (close to the East and West entrances).
Organisation
Departments

The faculty contains four departments:

- Architecture
  01.Oost.700
  architectuur-BK@tudelft.nl

- Architectural Engineering + Technology
  01.West.130
  bouwtechnologie-BK@tudelft.nl

- Urbanism
  BG.West.170
  urbanism-BK@tudelft.nl

- Management in the Built Environment
  01.West.700
  MBE-BK@tudelft.nl

Supporting services

- Human Resources
  BG.Oost.090
  HR-BK@tudelft.nl

- Project Office & Finance
  BG.Oost.010
  info-finance@tudelft.nl

- Communications
  BG.Midden.140
  communicatie-BK@tudelft.nl

- PhD Council
  PhDCouncil-BK@tudelft.nl

- Graduate School
  BG.Oost.220
  ABE@tudelft.nl

- 100% Research
  BG.Oost.220
  research-BK@tudelft.nl
# Academic Calendar

## Autumn semester

<table>
<thead>
<tr>
<th>Calendar Week</th>
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## Spring semester

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**Mar.**

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|-----|----|----|----|----|-------|-------|----|----|
| Tues | 14 | 21 | 28 | 5 | **12** | **19** | 26 | 2 | 9 | 16 | 23 | **30** |
| Wed | 15 | 22 | 29 | 6 | **13** | **20** | 27 | 3 | 10 | 17 | 24 | 1 |
| Thurs | 16 | 23 | 30 | 7 | **14** | **21** | 28 | 4 | 11 | 18 | 25 | 2 |
| Fri | 17 | 24 | 1 | 8 | **15** | **22** | 29 | 5 | 12 | 19 | 26 | 3 |

**Apr.**

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**Summer period**

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## Summer period

### Public Holidays

- **Christmas period**: Dec. 23 up and until Jan. 3
- **Spring Break**: Feb. 3 up and until Feb. 7
- **Good Friday**: April 10
- **Easter**: April 13
- **Kings Day**: April 27
- **Liberation Day**: May 5
- **Ascension Day**: May 21 (and 22 free)
- **Whit Monday**: June 1

**Workshops MSc 1 AUBS and Geomatics**

**Enrollment for spring semester**: November 25 up and until December 6

**Enrollment for autumn semester**: May 11 up and until May 22

**Resits design projects Bachelor**: July 6 up and until July 17
In MyTimetable you can view, download and connect your timetable to calendar applications such as Microsoft Outlook, Google Calendar, Apple Calendar or a calendar app on your smartphone.

You can compile your timetable by joining timetables from various courses, groups or other students into one timetable. You can also choose the corresponding group for each course. Sometimes your timetables are added automatically. Depending on your institution’s settings, you might not have access to all features.

Find an explanation of how MyTimetable works on www.mytimetable.tudelft.nl/help. If you have any questions, please refer to this help page first. If you are experiencing any (technical) issues or incorrect timetables, please contact the Service Desk at your faculty for support.
Education & Student Affairs

Academic Counsellors
BG+.Oost.030 &040 &050
academiccounsellors-BK@tudelft.nl

Open consultation hours:
Tuesday and Thursday
12.30 - 13.30

If you have any questions or problems that go beyond the scope of the Faculty’s administrative departments, the academic counsellors are the people to ask. Thanks to their independence, they can discuss all kinds of topics in confidence. You can consult them on anything to do with your studies and your personal matters. The academic counsellors will help you explore the steps that can help you tackle – and enjoy – your studies. If necessary, through consultation or referral, they will be able to call in the help of others.

Visit during open consultation hours, or make an appointment by sending an e-mail stating your student number and, if applicable, the name of the academic counsellor you have consulted before.

Personal circumstances must be reported within 3 months in order to be allowed to use special arrangements for your studies and finances.

The academic counsellors are: Sylvia van Opdorp, Ellen Sakkers and Milka van der Valk Bouman.

Confidential advisor
The confidential advisor in the faculty is Ellen Sakkers.

Contact via email: vertrouwenspersoon-BK@tudelft.nl

Honours Programme
honours.tudelft.nl

The Honours Programme Delft is for BSc and MSc students looking for a challenge over and above what their curriculum offers. It’s a challenging additional programme for students with higher than average performance. Admission requirements apply.
Internships
Internships are not integrated in the education programme. Bachelor students can opt for an internship during their minor. Internships for Master students are always extra-curricular.

Students can find internship offers on www.stylos.nl/nl/carriere or ask the internship coordinator for each Master track:

- Architecture (BSc only): Olindo Caso
  O.Caso@tudelft.nl

- Urbanism (BSc only): Leo van den Burg
  L.P.J.vandenBurg@tudelft.nl

- Urbanism (MSc only): Kristel Aalbers
  K.P.M.Aalbers@tudelft.nl

- Building Technology: Frank Schnater
  F.R.Schnater@tudelft.nl

- Management in Built Environment: Louis Lousberg
  L.H.M.J.Lousberg@tudelft.nl

Graduation
afstuderen-BK@tudelft.nl
Contact this address for all questions concerning graduation.

Scheduling
roosters-BK@tudelft.nl
Contact this address for all questions concerning scheduling.

International Office
BG.Oost.240
internationaloffice-BK@tudelft.nl
Consultation hours:
Monday - Thursday
12.30 - 13.30
The faculty offers exchange programmes in the BSc and MSc. These are coordinated by the International Office. They can help you with questions concerning your stay abroad and will sign the official documents/forms.

Further, the faculty’s International Office helps international students with the start of their studies in Delft.

Visit the international office during consultation hours or send an e-mail.

FSR
FSR-BK@tudelft.nl
fsr.bk.tudelft.nl
Oostserre tribune (second floor)
The Faculty Student Council (Facultaire Studenten Raad or FSR) is the official representative body of the Faculty’s students. The FSR strives to protect, monitor and improve the quality of education in the faculty and the position of its students. In order to achieve this, the FSR works closely with students, the Dean, the management team, coordinators and teaching staff.

For all questions or ideas, visit the office, Facebook (@fsrbouwkunde), Instagram (fsrarchitecture) or send an e-mail (FSR-BK@tudelft.nl).

Board of Examiners
boardofexaminers-BK@tudelft.nl
BG.Oost.110
+31 15 278 4252
The Board of Examiners looks into questions, problems and applications for evaluations (peilingen), exemptions, minors, accreditation of academic achievements abroad, graduation and certificates of incorporation.

Educational Quality Assurance
kwaliteitszorg.BK@tudelft.nl
Educational Quality Assurance conducts interviews and evaluations on courses and semesters, and works with teachers on improvements to ensure the quality of education. Visit the website for results of past evaluations.

OdC (Onderdeelcommissie)
www.odc.bk.tudelft.nl
The OdC is part of the TU Delft ondernemingsraad and represents the interests of the faculty personnel in matters of finance, working conditions and human resources.
Online

The University organises most educational affairs online. Make sure to regularly check for updates.

Enrolment

The University requires you to be enrolled for all education. Make sure to enrol in time for each part.

Academic year

Enrol for each academic year before the start of the first semester on Studielink (www.studielink.nl) (see page 11).

Courses

Enrol for courses and study programmes for the next semester twice a year during the appointed enrolment period via BIS (bis.bk.tudelft.nl). This will be announced on Brightspace (see page 44).

Course information

Enrol for your courses on Brightspace to receive announcements and additional information (brightspace.tudelft.nl) (see page 42).

Exams

Enrol for written exams in the weeks before the examination period via Osiris (osistud.tudelft.nl) (see page 43).

NetID

netID.tudelft.nl

Your NetID is used to log in to all TU Delft services. Your print account is linked to your NetID. If you encounter a problem with your NetID, go to the Service Desk (see page 18).

Brightspace

brightspace.tudelft.nl

Brightspace is the online education environment at the TU Delft. Almost all online communication between students, lecturers and members of staff takes place via Brightspace. Log in to Brightspace using your NetID.

Enrol for your courses on Brightspace to receive announcements and additional information. Additionally, download the Brightspace app (Android / iOS).

Osiris

osistud.tudelft.nl

Osiris is the online platform where you can:

– Enrol for exams, from 56 up to 14 days prior to the exam.
– View your grades and Study Progress Report (SPR).

Enrolment for education on BIS does not mean you are automatically enrolled for the related examinations; this has to be done in Osiris.

All locations for exams are published in Osiris at least one week before the exam takes place.

If you plan on not taking the exam after you enrolled, you must unenrol. This enables students that were too late or unable to enrol to take part. You can do so up to 3 days before the exam.

If you are too late to enrol for an exam, you can apply for a place on the waiting list via Osiris up to 3 days before the exam. Available places will be filled on a first come first served basis. You can check your registration or place on the waiting list in Osiris.

For more information:
examdesk.tudelft.nl
examdesk@tudelft.nl

If you encounter problems with Osiris, contact Brightspace Support or E-Learning Support:
brightspace-support.tudelft.nl
brightspace@tudelft.nl
+31 15 278 4333
els.tudelft.nl
els@tudelft.nl
+31 15 278 9194

For errors in your SPR contact Education and Student Administration:
SPA-BK@tudelft.nl

MyTUDeft app

With the MyTUDeft app, you can easily gain access to your personal study information: timetables, registration for courses, exams and minors.

You can download the app in the Apple App Store or Google Play Store.
You have to enrol for courses you want to follow well before the start of each semester. Enrolment takes place twice a year, in November and May (see academic calendar on page 34). Enrolment is done in BIS, the Bouwkunde Inteken Systeem. The website is only open during enrolment periods. Information on courses can be found in the study guide on: studyguide.tudelft.nl.

For questions, contact: enrolment-bk@tudelft.nl

E-mail
webmail.tudelft.nl

Here you can order all readers required for courses. Payment is done by iDeal or credit card. Readers can be delivered to your home or picked up at the TU Delft Library.

Transcript / SPR
servicepunt-BK@tudelft.nl

The SPR (Study Progress Report) shows an overview of your study progress. It can be printed from Osiris, or an official hardcopy can be requested in person at the Service Desk (see page 18; bring your campus card).
International student information

Find information about studying at the TU Delft at:

welcome.tudelft.nl

International Office BK
BG.Oost.240
internationaloffice-BK@tudelft.nl

Consultation hours:
Monday - Thursday
12.30 - 13.30

The faculty’s International Office provides support at the start of your studies at our faculty and offers exchange programmes. Visit during consultation hours or send an e-mail.

Education & Student Affairs
education.tudelft.nl
contactcentre-esa@tudelft.nl
+31 15 278 8012
Jaffalaan 9a, Building 30

Monday - Friday
09.00 - 17.00

The Central Education & Student Affairs provides support on all questions concerning:
- VISA
- Accommodation
- Bank account
- Insurance
- Any other inquiries relating to registration.
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FAQ

**Lost & Found**
- I lost/found property, where do I go?

**Network / NetID**
- How do I get on to the wireless network?
- I have a problem with my NetID

**Software / Hardware**
- I have a problem with software / hardware

**Campus card**
- Where can I get a campus card?

**Confirmation of attendance / enrolment**
- Where can I get a confirmation of attendance?

**Timetable**
- Where can I find my personal timetable?

**Emergency**
- What to do in an emergency situation?

**Enrolment**
- How do I enrol for the next academic year?
- How do I enrol for education in next semester?
- How do I enrol for exams?
- How do I enrol for a course on Brightspace?

**Exam**
- Where does my exam take place?