

# Course Attendance Form

If you follow a course that you do not receive a certificate for, fill out this form as a proof of participation and obtain a signature from the lecturer/trainer. This form can also be used for courses followed outside of the Graduate School.

**N.B.** Trainers of GS courses may ask you to use the other side of this form to keep track of your attendance.

I, as main lecturer/trainer, hereby confirm the full participation of:

**Name**  
**candidate**

**Date of birth**  
**candidate**

Course details:

**Course title**

**Organisation**

(if other than GS)

**Course dates**

**Workload**

(hours spent incl. assignments)

**No. of GS credits**

**MSc. exam passed** Yes ☐

No ☐

**Grade**

1. 1 GS credit = 8 hours course time + 4 hours homework
2. If you completed a doctoral course at a research school or other organisation, your credits are determined by the duration of the course.
3. If you follow a MSc course for your DE programme: 1 EC = 1GS credit; reverse translation is not possible;
4. max. 5 GS credits per course
5. max. total of 4 GS credits via language courses for your entire DE programme

**Comments**

**Name lecturer/trainer**

**Place/date**

**Signature**

You can upload the signed course attendance form/certificate in DMA ([dma.tudelft.nl](http://dma.tudelft.nl)).

## Attendance List

(Trainers of GS courses may ask you to use this list to keep track of your attendance.)

[illegible]