UNIVERSITY OF TWENTE.

WELCOME

TO THE

FACULTY OF BEHAVIOURAL, MANAGEMENT AND SOCIAL SCIENCES
▪ Your study at The Faculty of Behavioural, Management and social Sciences (BMS)
  - Among a wide diversity of students,
  - in an international atmosphere,
  - with a focus on High Tech, Human Touch,
  - and an entrepreneurial attitude,
  - on a beautiful campus,
  - at the most welcoming university.
YOUR STUDY AT
THE FACULTY OF BEHAVIOURAL, MANAGEMENT
AND SOCIAL SCIENCES (BMS)

GENERAL INFORMATION

LEONIE TEN HAVE, INTERNATIONAL STUDENT SUPPORT OFFICER
FACULTIES AT THE UNIVERSITY OF TWENTE

Faculty of Electrical Engineering, Mathematics and Computer Science

Faculty of Engineering Technology

Faculty of Science and Technology

Faculty of Geo-Information Science and Earth Observation

Faculty of Behavioural, Management and Social Sciences
STUDY PROGRAMMES
AT THE FACULTY BMS

Bachelor Programmes
- Communication Studies
- European Public Administration
- Industrial Engineering and Management
- International Business Administration
- Psychology

(Pre-)Master Programmes
- Communication Studies
- Public Administration
- Industrial Engineering and Management
- Business Administration
- Psychology
- Educational Science and Technology
- Philosophy of Science, Technology and Society
- European Studies
- Environmental and Energy Management
- Teaching Social Sciences
- Science Education and Communication
TODAY’S PROGRAMME

- 10.00 – 11.00: General information
- 11.00 – 12.30: Let’s play a game
- 12.30 – 13.30: Lunch – at the Ravelijn building
- 13.30 – 17.00: Information session per study programme

You have all received a package

This presentation will be posted online this afternoon: https://www.utwente.nl/en/bms/kick-in/

Questions? You can ask them at the end of this introduction
HOW TO FIND YOUR WAY AROUND ON CAMPUS

MOST COMMON LECTURE HALLS

- Waaier (WA) no. 12
- Carré (CR) no. 15
- Ravelijn (RA) no. 10
- Cubicus (CU) no. 41
- Spiegel (SP) no. 2

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To find My Timetable:
- Go to the following web page: https://rooster.utwente.nl/
- On the right side, click on +Add Timetable, then select Module/study programme
- Choose the right option:
  M → Master; PM → Pre-Master
  1A → First semester, first quartile
- Choose a student set
- Click on the ‘Help’ button (above right) for more information about My Timetable → Also for connecting My Timetable to your smartphone

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OSIRIS: REGISTRATION FOR COURSES

This is where you can find Osiris:
https://osiris.utwente.nl/student/StartPagina.do

Osiris should be used for:

- Registering for courses (at the start of each quartile)

  *When you already tried to register for courses, and you received an error message, please ignore this message and continue with the registration*

- Registering for exams/tests (2\textsuperscript{nd} attempts, for the 1\textsuperscript{st} attempt you will be automatically registered when you have registered for the course)

- Viewing your grades
Blackboard \(\rightarrow\) Digital learning environment at the University of Twente

Access Blackboard by browsing to: [https://blackboard.utwente.nl/](https://blackboard.utwente.nl/)

All courses at the University of Twente are supported by Blackboard. Here you can find per course/module:
- Announcements
- Lecture sheets
- Guide for preparing lectures
- Looking up assignments and handing them in
- Forming groups for assignments
EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

- Used throughout Europe for assessing learning achievements
- At the UT commonly referred to as ‘EC’ (European Credits)
- In the Netherlands 1 EC means 28 hours of work; classes + self study (the actual effort may of course vary per person)
- 60 EC → one academic year
- 30 EC → one semester
- 15 EC → one quartile
- 5 EC → typical Master course (but there are courses of more or less EC)
**DUTCH GRADING SYSTEM**

- UT video on grading: [https://www.utwente.nl/en/education/international-students/preparing/](https://www.utwente.nl/en/education/international-students/preparing/)

Summarizing:

- Grades can vary from 1 to 10, where 1 is the lowest grade and 10 is the highest grade
- 5 or less = fail
- 6 or more = pass
- A grade of 10 is almost never given, a grade 9 does happen but not very often. 8 is considered as a good grade.
STUDENT SUPPORT AT THE FACULTY BMS

- Study Adviser → First contact person at your study programme
  - When you have questions/concerns related to your study programme (choice of study programme, study plan, study progress, motivation)
  - When you are experiencing study delay due to personal circumstances, please contact your Study Adviser as soon as possible

- International Student Support Officer → to support international students
  - For non-study related questions/concerns

- Exchange Officer, Ms. Laura Klaver → to support exchange students
  - Walk-in hour: Each Wednesday 12.30 – 13.30, room RA 3276
  - incomingexchange-bms@utwente.nl

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Students’ Charter governs your rights as a student and the way we treat each other at the UT. It’s about what you can expect from the UT, and what we expect from you.

Part 1: The institutional section: applies to all students, irrespective of the programme. This section shall be determined annually
https://www.utwente.nl/en/ces/sacc/regulations/charter/

Part 2: A programme section that contains the Education and Examination Regulation (EER) and the programme specific appendices of this faculty (2017/2018 will be available next week)
International Classroom at the UT

- All MSc programmes at the UT are English taught → Dutch as well as international students can participate.
- Some study programmes are more international than others.
- Only a few students in our Master programmes are native English speakers: don’t be shy when speaking English.

- In the international classroom, be aware of cultural differences.
- Very important: always speak English!

- Try to be welcoming and understanding towards students from different cultural backgrounds.
E-MAILING STAFF AT THE UNIVERSITY OF TWENTE

- Staff members at the UT receive many e-mails every day
- Good quality e-mails ensure proper and smooth communication

- When communicating with UT staff, only use your UT e-mail account
- Check your UT e-mail account regularly

- Ask questions during/after class, make use of walk-in hours
- Please carefully read the information in your manuals and on Blackboard

- Use e-mail for short/simple questions
- When you have many and/or complex questions, best to make an appointment with a UT staff member (for study advisers you can use PlanZelf)

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HOW TO WRITE A PROPER E-MAIL

- Use a correct salutation:
  - Dear Mr. or Ms. <last name> (when the person to address has no title)
  - Dear Prof. Dr. <last name> (when the person to address has a title)
  - Geachte/beste heer of mevrouw <achternaam> (zonder titel)
  - Geachte Prof. Dr. <achternaam> (met titel)

- Add a subject in the subject line:
  - The subject should be short, clear and informative

- Content:
  - Briefly state the reason why you are sending the e-mail
  - Clearly mention the issue or ask the question, don’t elaborate too much
  - Use a correct and professional tone of voice
HOW TO WRITE A PROPER E-MAIL

- Use a correct ending:
  - ‘Sincerely,’ (very formal) or ‘Best regards,’ (little less formal)
  - ‘Hoogachtend,’ of ‘Met vriendelijke groet,’
  - Add your **full name** and **student number**

- Exceptions:
  - When the person you are e-mailing with initiates a less formal style, you can follow their lead

- Last but not least:
  - Try to avoid grammar and/or spelling mistakes, proof read your e-mail
  - Do not make use of smileys 😊 and/or popular abbreviations (such as ‘GR8’, ‘IMHO’, ‘TNX’ or ‘ASAP’).
STUDENT SUPPORT AT UNIVERSITY LEVEL

- Student Services (located in building Vrijhof, 2nd floor, red desk)
  → for questions related to the administrative part of your studies:
    - Admission issues
    - (Re)enrollment
    - Tuition fee
    - Changing your address
      studentservices@utwente.nl

- ICT Service Desk (located in building Citadel, ground floor, access via O&O Plaza)
  → for questions or problems regarding ICT
    servicedesk-ict@utwente.nl
STUDENT SUPPORT AT UNIVERSITY LEVEL

- Student Affairs Coaching & Counselling (building Vrijhof, 3rd floor, red desk)
  → Offers individual support services e.g.:
  - Student psychologist
  - Career counselor
  - Confidential adviser

Also offers personal development courses on:
- Self management
- Study encouragement
- Career development

https://www.utwente.nl/en/ces/sacc/
STUDENT SUPPORT AT UNIVERSITY LEVEL

- TCP Language Center (located in building Vrijhof, 5th floor)
  -> Offers professional support on improving your skills related to:
     - Languages (Dutch, English, Spanish, Mandarin Chinese)
     - Study skills
     - Academic writing
     - Communicative skills

- Health services on campus
  - Campus doctor, dentist and physiotherapist
  - Emergencies call 112
  [https://www.utwente.nl/en/education/international-students/campus-life/health-services/#emergencies](https://www.utwente.nl/en/education/international-students/campus-life/health-services/#emergencies)
The UT Campus offers many facilities apart from education and research:

- Cafés, restaurants and canteens
  → in buildings Waaier, Ravelijn, Spiegel, Horst, Vrijhof and more

- Supermarket, ATM, hairdresser and other shops
  → next to building the Bastille

- Sports on campus
  → Many attractive facilities at the Sports Centre

- Culture on campus
  → Many different cultural events (in building Vrijhof)

- Religion on campus
  → Student pastor, mosque and sanctuary (in building Vrijhof)

- Download the campus app: [https://www.utwente.nl/en/campusapp/](https://www.utwente.nl/en/campusapp/)
STUDY ASSOCIATIONS – RELATED TO YOUR STUDY PROGRAMME

- Each study programme at the UT has their own study association
- Benefits of becoming a member:
  - Educational activities – lectures, field trips, conferences
  - Fun activities – parties, day trips, social events
  - Getting to know your fellow students
  - Discount on study books
- You can choose to become an active member
  - joining a committee → e.g. organizing events, maintaining website
  - personal development and networking
  - enhancement to your study experience

You will meet your study association this afternoon
OTHER ASSOCIATIONS

- There are more than 100 different student associations at the UT! → A great way to meet people and create social contacts
- Sports associations – for more than 40 different types of sport
- Performing Arts associations – dance, theater, music, LARP and more
- Social associations – very diverse, each has their own fundamentals
- World associations – representing a specific country or foreign culture
- Business associations – e.g. related to investing and entrepreneurship
- Other student associations – such as debating society, scouting and more

- For all possibilities, visit the UT Student Union website → https://su.utwente.nl/en/
ANY QUESTIONS?
THANK YOU!

FOR QUESTIONS ABOUT THIS PRESENTATION YOU CAN CONTACT ME: INTERNATIONALSTUDENTSSUPPORT-BMS@UTWENTE.NL

YOU CAN FIND THIS PRESENTATION ONLINE THIS AFTERNOON: HTTPS://WWW.UTWENTE.NL/EN/BMS/KICK-IN/
THE REST OF TODAY’S PROGRAMME

- Let’s play a game…

- **12.30: Pick up your lunch bag** – Location ground floor Ravelijn building. The game hosts will guide you to this building

- **13.30: Information sessions per study programme**
  After lunch you are expected to go to the locations as mentioned on the back of your hand-out. On the campus map you can find the right buildings
LOCATIONS FOR YOUR AFTERNOON PROGRAMME

- Ravelijn (RA) no. 10
- Cubicus (CU) no. 41
- Spiegel (SP) no. 2
LET’S PLAY A GAME

- Now, I will give you instructions about the organization of the game

- The game will be played in various different rooms in building Carré

- Please take the card on top of your package with group number and location…

- I will first call the hosts for Group 1, and then the students in Group 1, you can follow the hosts

- Then I will call Group 2, and so on

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HAVE FUN AT THE GAME!