

UNIVERSITY OF TWENTE.

To: Up-coming pre-master's students EST

FACULTY OF BEHAVIOURAL, MANAGEMENT AND SOCIAL SCIENCES
Educational Science & Technology

FROM
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SUBJECT Start pre-master's programme Educational Science and Technology + Invitation Introduction programme

Dear upcoming pre-M student Educational Science and Technology (EST),

Beginning of February 2019 you will start your pre-Master's EST study trajectory.

This letter serves to provide some information and to invite you for the involved Introduction to your programme on: **Friday 1 February.**

In the morning a programme is offered for all BMS (pre-)Master students. After lunch students split up per study programme, and you will participate in the information + activities for pre-M EST particularly.

In case you are new to the University of Twente we strongly advise you to attend the whole introduction day! If you have already studied in a UT programme before, some elements of the morning programme will be known, so for those students this first part of the programme is optional.

All EST students are expected to attend the afternoon part of the programme!

What: **BMS Faculty Day, including Pre-Master EST Introduction**

When: **1st of February**

Venue: morning (*optional*) walk in **9.30h**, start: **10.00h** Building **Waaier** (#12 on UT map), **WA 1**
afternoon (*obligatory*) start: **13.00h** Building **Carré** (#15 on UT map), **CR 2L**

You need to register your attendance via: <https://www.utwente.nl/en/bms/kick-in/registration-form/> !!

Note: This form will be available as of the second week of January

In case there are some questions left, please do not hesitate to contact us. And check the BMS introduction website: <https://www.utwente.nl/en/bms/kick-in/> (for any last minute changes – this website will be updated beginning of January).

Looking forward to meet you on Friday 1st of February, and we would like to wish you a pleasant and fruitful stay in our EST programme.

Kind regards,

on behalf of the EST staff and the Study & Alumni Association Komma,

S.E. McKenney (Susan)
Programme director

J.M.J. Nelissen (Jan)
Programme coordinator

Y.C.H. Luyten-de Thouars (Yvonne)
Study adviser & Progr. coord.

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Appendices:

- Programme EST-PreM Introduction day 1 February 2019
- EST Pre-master programme
- Study materials / Text books Block/Quartile 2A pre-M EST
- Information Study & Alumni Association 'Komma'
- Link to explanation ICT systems at UT
- Use of laptop/notebook during UT study
- Information on study counselling

- Map Campus UT → <http://www.utwente.nl/download/campusmap.pdf>



Programme BMS Faculty Day, including Pre-master introduction EST on

Friday 1 February 2019

<i>Time</i>		<i>Location</i>
Morning: for all BMS students together		
9.30 – 10.00	Welcome (walk in)	Waaier 1
10.00 – 10.10	Word of welcome by the dean	Waaier 1
10.10 – 11.00	Presentation – general information on studying at UT/BMS	Waaier 1
11.00 – 12.00	Acculturation workshop	Ravelijn / Carré
12.00 – 13.00	Lunch	Waaier – upper ring
12.45: go to Carré 2L for the afternoon programme: specific to pre-master EST students		
13.00 – 15.30	Information on Pre-Master EST programme Fill out study plan Activity “Getting to know each other” Presentation EST Study & Alumni Association “Komma”	Carré CR 2L
<i>Organised by Komma:</i>		
15.30 – 16.30	Optional: Campus tour	Campus / Ravelijn - atrium
15.30/16.30 –	Drinks and dinner <i>The perfect opportunity to get acquainted with your fellow students in the programme!</i>	Ravelijn - atrium

EST Pre-master programme

	Generic academic course	(15 EC)
	Domain-specific (EST) courses	(15 EC)
	Self study package EST	

FULLtime programme = ½ year = one semester

February enrolment	
Semester 2	
Quartile 2A	Quartile 2B
Research Methodology and Descriptive Statistics (201300063) (5 EC)	Inferential Statistics (201300064) (5 EC)
Designing for learning in schools and organisations (201300068) (5 EC)	Research Studio (201300069) (10 EC)
Academic Writing Premaster (192412240) (5 EC)	
15 EC	15 EC

Self study pack. EST

Self study package EST

September enrolment	
Semester 1	
Quartile 1A	Quartile 1B
Research Methodology and Descriptive Statistics (201300063) (5 EC)	Inferential Statistics (201300064) (5 EC)
Designing for learning in schools and organisations (201300068) (5 EC)	Research Studio (201300069) (10 EC)
Academic Writing Premaster (192412240) (5 EC)	
15 EC	15 EC

Self study pack. EST

Self study package EST

PARTtime programme = 1 year = two semesters

February enrolment			
Semester 2 (February-July)		Semester 1 (September-January)	
Quartile 2A	Quartile 2B	Quartile 1A	Quartile 1B
Research Methodology and Descriptive Statistics (201300063) (5 EC)	Inferential Statistics (201300064) (5 EC)	Designing for learning in schools and organisations (201300068) (5 EC)	Research Studio (201300069) (10 EC)
Academic Writing Premaster (192412240) (5 EC)			
10 EC	5 EC	5 EC	10 EC

Self study pack. EST

Self study package EST

Study materials/Text books pre-M courses Block/Quartile 2A

On the website of study association Komma (<http://www.komma-ut.nl/study/books/>), you can find (*as of the first week of January!*) a list of the text books that are compulsory or recommended for your first quartile. You can order these books with a discounted price through Komma.

If you wish to order your books via Komma, you need to register yourself as a member. This can be done online at <http://www.komma-ut.nl/profiel/register/>. The books will be delivered at your desired address (in The Netherlands) for free. Apart from discounted book prices, membership of Komma has numerous other benefits (see the following page).

Alternatively, you can order your books through a regular book store, such as www.studystore.nl, www.bol.com or www.amazon.co.uk. These also offer second hand books.

Please note that some books take longer to be delivered. If you want to have your books on time (before the start of the first lectures), you'll need to order your books on time (i.e. 2-3 weeks in advance).

STUDY & ALUMNI ASSOCIATION KOMMA



What is Komma?

A study association is an organization for students from one study or several studies. Komma is the study association for all students who study Educational Science & Technology (EST) as well as the alumni association for all former students of EST. Komma provides various services and activities for her members. Amongst others, some of these are:

- Sale of study books (compulsory and recommended) at a reduced price – delivered at your home or at Komma's office. For every quartile, a Komma member contacts the teachers to verify the necessary books for the subject, makes arrangements with the supplier and makes them available through the website;
- Part of the (pre)master introduction day's programme for the new EST students;
- Informal meetings (dinner parties and drinks) with both students and alumni;
- Topical events like symposia, lectures and excursions to explore and exchange ideas and experiences related to certain themes;
- Provide a connection between new and current EST students and EST alumni;
- Publish vacancies in EST oriented jobs.

Komma is managed by a changing board, consisting of alumni and students. Currently, Komma has just over 100 members (students and alumni). Komma also depends largely on 'active members'. These 'active members' are members that help organizing events or services offered by Komma. Any member can become an active member and suggestions for events or services are always welcomed. These can be addressed to the board.

Why become active?

There is a lot to do at Komma. Organizing all those activities and services demands qualities and skills that will work in your advantage for the rest of your life and the skills often aren't developed within your study. Being active at your association, in committees or in the board, will always look good on your résumé. Companies and employers look out for students who accomplished more than only completing their study. Moreover, activism will bring you more than only standing out from the crowd at a job interview. You will also meet Alumni, programme staff, and organizations you wouldn't meet otherwise.

In short, being active is important, useful and just a lot of fun! At the University of Twente being active is stimulated and very much appreciated!

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Become a member?

Membership of Komma costs € 8,- yearly, and alumni members only pay half the price. If you are already a member of a study association from the University of Twente, you will also pay half the price. For some activities you are asked for a small contribution. As a member you can come to the activities and use the services that Komma offers. You can register as a member online or during the introduction programme. We hope to see you soon!

More information?

Website: <http://www.komma-ut.nl/>

Email: secretaris@komma-ut.nl

Location: Building Ravelijn, Room RA1343

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Important link to explanation of UT educational ICT systems:

https://www.utwente.nl/onderwijssystemen/en/about_the_applications/ .

We especially encourage students who are new to the UT, to already take a look at these systems (and their manuals), and to try some things out (if you have received your personal UT log on codes).

Especially focus on Osiris, BlackBoard an MyTimetable because you need to use these right from the beginning.

Instructions on how to use these systems are summarized in the presentation:

https://www.utwente.nl/en/educational-systems/new_students/ → *select: UT Educational systems MSc (pdf)*

Use of laptop/notebook during UT study

“Bring your own device” is the general and required practice at the faculty of Behavioural, Management and Social Sciences (BMS). This means that you will use your own notebook to get access to the computer facilities of the University through a terminal server, by logging in using the wireless network Eduroam. On campus there are several venues available for students as places to work on their notebook (but there are no fixed computers installed).

So, you’ll need to bring your notebook with you, to get access to the university computer facilities.

“What applies if...”

- “I do not have a notebook”: In this case, you will need to buy a notebook prior to your studies at the University of Twente. (A notebook using Windows is most easy to use with UT applications). Please, visit the website of the university Notebook Service Centre (<http://www.utwente.nl/lisa/nsc/>) for two very attractive notebook offers using Windows 10. Both notebooks are suitable for your study activities at the university (also, read more info below on “Notebook arrangement for UT students”).

- “I do have a notebook”: In case you already have a notebook, it is advised that the notebook is no older than 3 years and uses Windows 7, 8 or 10.

- “I do have a MacBook or another type of notebook”: You can very well use a Macbook or another type of notebook, but in some case you may have to use special Windows software. In many cases, you can use the special Windows software using the terminal server. On your notebook, you use the programme Remote Desktop to contact the terminal server, which provides you access to the Windows programmes. Using your notebook, you do give the input and you are provided with the output of the Windows programmes.

How to download available software on your notebook

You can download various software programmes on your personal notebook via the Notebook Service Center with your UT ICT-account (<https://www.utwente.nl/lisa/nsc/>).

Various manuals are available through the site of LISA: University Library, ICT Services & Archive (<https://www.utwente.nl/lisa/>)

How to get access to the terminal server?

To get access to the terminal server you need to start up the programme for remote desktop:

- using Windows:

Go to Accessoires -> Remote Desktop Connection:

Select Remote Desktop Connection, type as Computer the name of the Remote Desktop server:

onderwijs.mb.utwente.nl

Click Connect a windows appears: Windows Security Window.

Log in using your AD student account: AD\account name and password.

- using MacOSX:

There are various possibilities for a Remote Desktop Connection.

When you use Office for Mac 2011, a Remote Desktop programme is provided.

Manual Microsoft RDP Client for OSX: <https://itunes.apple.com/us/app/microsoft-remote-desktop/id715768417>

Use a computer name for the Remote Desktop server: **onderwijs.mb.utwente.nl**

For additional support or in case of problems, please visit the ICT Service Desk (<https://www.utwente.nl/lisa/servicedesk/>).

Notebook arrangement for UT students

In case you don't own one yet, you can purchase a notebook (laptop) via the Notebook Service Centre (NSC) of the UT. At the beginning of every academic year the NSC selects current notebook models, that are interesting and affordable for students. The NSC will arrange the purchase of the notebook and also a smooth and quick conclusion of the financial arrangement. More information on the notebooks and the Notebook Service Centre can be read on: <https://www.utwente.nl/lisa/en/nsc/>

The UT offers students the possibility of applying for an interest-free loan, to be used for the acquisition of a notebook provided by the NSC (a subsidized PC purchase scheme). This loan will have to be paid back to the University within a limited time frame. For more information + application procedure see: <https://www.utwente.nl/en/lisa/ict/nsc/interestfreeloan/> .

The exact arrangements and conditions for the loan can be found in the students statutes:

<https://www.utwente.nl/en/ces/sacc/regulations/notebook/> →

Every regular, full-time enrolled Bachelor/Master students at the UT can take part in the PC purchase scheme as follows.

Principal requirement:

Once in the Bachelor's phase and once in the Master's phase, provided the student in question is 60 ECs or more away from the degree in the respective phase.

Specifications:

1. When attending a one-year Master's course, the student may sign up for the scheme no later than one month after the programme commences.
2. Students enrolled in a Bachelor's programme who take subjects in the Bachelor's phase as well as in the Master's phase and still have to attain at least 60 ECs for both phases taken together are also entitled to take part in the scheme. Taking part in the scheme is then regarded as taking part during the Master's phase. Note: *this also includes students entering a programme via an alternative route who are attending a 'bridging programme'*.
3. By the UT known pre-enrolment students who want to make use of the Notebook Project UT can already use the UT PC Prive Scheme regulation in June, however they are not formerly enrolled at the UT.

See: www.utwente.nl/lisa/en/nsc/

- Notebook Service Centre / ICT Service Centre opening hours:
- Monday - Friday: 08.30 - 17.00
- venue: Citadel H136 / Entrance via O&O Plaza
- phone: 053 - 489 5533 / 053- 489 5577
- e-mail: nsc@utwente.nl / servicedesk-ict@utwente.nl

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Faculty of Behavioural, Management and Social Sciences

Educational Science and Technology
Onderwijs Service Centrum

To: (Pre-)master students

Subject: Study counselling facilities at UT and (pre-)master EST

Dear upcoming (pre-)M EST-student,

You are about to begin your studies at the University of Twente (UT), in the master's degree programme Educational Science and Technology (EST). Compared to your previous studies this means there will be several changes and challenges, in which study counselling may play an important role. This comprises information and advice concerning the EST programme, but also on facilities and regulations at the university and on campus. For all these questions there are several persons you may contact (both on university as well as on programme level).

University's Student Affairs, Coaching & Counselling (SACC)

The Student Affairs, Coaching & Counselling service is in charge of individual and collective care for and supervision of UT students at the co-ordinating level, supplementary to the programme's obligations of supporting their own students in this area. Student Affairs, Coaching & Counselling provides services such as the student counsellors, student psychologists, and various group training courses. For further information, go to: <http://www.utwente.nl/en/ces/sacc/>

- Student counsellors

The UT student counsellors are: Caroline van Dijken, Lucelle Dankbaar, Anne-Marie Hoogland, Minke Klomp, Hemo Oumenad and Carla Bruynel.

You may contact them for questions on financial support (e.g. in case of study delay due to exceptional circumstances), changing your studies, admission exams, (general) complaints procedures, studying with a handicap, personal circumstances, etc.

For appointments with a student counsellor:

Contact the secretariat by Phone: (053 489) 2035

Or visit the information desk Student Affairs, Coaching & Counselling (SACC), Vrijhof 3rd floor (room 311)

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- Student psychologists

The UT student psychologists are: Hans Feiertag, Caroline de Koning, Annemarie Klanderman and Annemarie Slot.

You can go to the student psychologist if you need to talk about a personal problem, such as an issue with your parents, friends or fellow students, or about anxieties or when you are feeling down or lost. You do not need a referral to see a student psychologist; you can make the appointment yourself. You can register for a first appointment with a student psychologist by filling out their online application form, after which you will be contacted through your student mail.

For appointments with a student psychologist:

Contact the secretariat by Phone: (053 489) 2035

Or visit the information desk Student Affairs, Coaching & Counselling, Vrijhof 3rd floor (room 311)

Office hours secretariat / information desk SACC in building 'Vrijhof 3rd floor:

- Monday, Tuesday, Wednesday, Friday: 8.30 - 12.30 and 13.00 – 17.00
- Thursday: 8.30 - 17.00

- Training courses

Have a look on: <https://www.utwente.nl/ces/sacc/en/personal-development/> to see what courses, workshops, etc. are offered by SACC.

Study adviser for the EST programme

The study adviser for the EST pre-master's and master's programmes is ms. Yvonne Luyten-de Thouars. You may consult her with questions about the EST programme and also with all kinds of study related questions. If needed she can redirect you to other student bodies or relevant persons.

The study adviser can advise you when you have questions about your personal study plan or when study delay occurs, when you have course related problems, but also in case of personal issues that affect your study progress, and she can give you study advice or tips, etc.

Study adviser Educational Science and Technology:

Yvonne Luyten-de Thouars

E-mail: y.c.h.dethouars@utwente.nl

phone: 053-4891117

room: Cubicus C110

Office hours: Tuesday, Thursday, Friday