

CHECKLIST KICK-IN BACHELOR MECHANICAL ENGINEERING - AUGUST 26TH 2024

ENROLLMENT		To do this week
Register for module 1: Mechanical Engineering MOD01 – 202300048 Design and Manufacturing in Osiris		Note: Register for each individual course (exam component) of module 1 Video & instructions: [https://www.utwente.nl/en/educational-systems/about-the-applications/osiris/manuals-for-students]
Find your schedule in TimeEdit and select your project group (module code: 202300048)		[https://cloud.timeedit.net/nl_utwente/web/] add to your personal calendar Project groups will be published later
Login to online learning environment Canvas		[canvas.utwente.nl]
Register for “Info Mechanical engineering” in Canvas		[https://canvas.utwente.nl/enroll/YP4HXW]
Enrollment completed? - OSIRIS: check contact info - OSIRIS: upload your photo Other actions required? Student services UT will inform you (check your email)		Enrollment completed + uploaded your photo < 1 November? Student card [https://www.utwente.nl/en/education/student-services/upcoming-students/studentcard/] will be sent by mail to addresses in Netherlands, Germany, Belgium and Luxembourg by Student Services. Other students will receive an email from Student Services when/where to pick up their student card. Note: if you upload your photo after 1 November, you need to pay €10,00 to get your student card.
STUDY MATERIAL		
Become a member of study association Isaac Newton (recommended)		[isaacnewton.utwente.nl]
Order your books via Isaac Newton (recommended)		Via Newton site, discount for members only. Books will be send to an address you provide
Make sure that you have a notebook that fulfils the requirements.		[https://www.utwente.nl/en/nsc/notebookproject/information/]
Buy reader for the following module components: • Technical Product Definition: Assignments (#022)		Building Bastille, Union shop, see [https://su.utwente.nl/en/unionshop/] for opening hours Pay cash or pin
ICT		
Checklist ICT (account, wireless, printing, software (Matlab, SolidWorks))		[www.utwente.nl/lisa/newstudents] Wi-Fi: eduroam: ..@student.utwente.nl + password
Problems with ICT?		Contact Service desk (Citadel Building) [https://www.utwente.nl/en/service-portal/services/lisa/about-us-contact/]
Install Microsoft Teams on your computer		Some of the educational activities will be held via Microsoft Teams, please find all the information you need on Microsoft Teams via this link: [https://www.utwente.nl/en/lisa/ict/manuals/telephony/teams/]
INTERNATIONAL STUDENTS		As soon as possible
Arrange health and liability insurance		Make sure that you have arranged your health and liability insurance for the Netherlands! See [https://www.utwente.nl/en/education/student-services/visa/insurance/]
Find a general practitioner		[https://www.utwente.nl/en/campus/facilities/health-care/#find-a-general-practitioner]
General information for international students		[https://www.isaacnewton.utwente.nl/students/international-students]
EXTRA FACILITIES		Before September 16 th
In case you need exam facilities (i.e. extra time in case of dyslexia etc.), show your certificate to proof your rights		Contact study adviser before September 16th 2024, send email See Osiris – tab supervision – to find out who is your study adviser
WELLBEING		If needed
Student Affairs Coaching & Counselling (SACC)		Information and advice on financial matters and personal circumstances [https://www.utwente.nl/nl/ces/sacc/]
Student psychologist		Free of charge psychologist [https://www.utwente.nl/en/ces/sacc/coaching-counselling/counselling/student-psychologist/]
Student wellbeing		[https://canvas.utwente.nl/enroll/K9PNAR]

USEFUL WEBSITES

Homepage BSc Mechanical Engineering	www.utwente.nl/en/bscme	Programme, rules, etc.
Frequently Asked Questions (FAQ)	https://www.utwente.nl/en/bscme/FAQ/	For questions related to (Prospective) First year students, Programme Mechanical Engineering, Study Planning, Personal Circumstances, Academic Planning, Course & Osiris registration, Examinations, Pass / Fail regulations, BSA, MoMi and lots more!
Email	https://www.utwente.nl/en/lisa/ict/manuals/email/	Info on how to access UT email
Printing	utwente.nl/printing-service-students	How/where to print, how to upgrade your print quota
OSIRIS	Osiris.utwente.nl	Course enrolment, grades, course catalogue
Canvas (Online learning environment)	Canvas.utwente.nl	- Learning environment for modules - Important announcements from the programme on Canvas site: <i>Mechanical Engineering</i>
Timetable <i>When timetable for next quartile available?</i>	[https://cloud.timeedit.net/nl_utwente/web/] www.utwente.nl/en/ces/planning-schedules	Login and add your module/course to see the timetable.
Educational Systems (overview)	www.utwente.nl/en/educational-systems/new_students/	PowerPoint & videos/animations about Osiris, Canvas etc.
Academic calendar	https://www.utwente.nl/en/bscme/curriculum/me-academic-calendar-2024-2025.pdf	
Student Services Contact Centre	www.utwente.nl/en/student-services	Desk Student Services, Location: Boerderij (Contact Centre), Boerderijweg 10 (centrally located on campus), open 10.00–16.00)
Student Affairs, Coaching and Counselling	www.utwente.nl/en/sacc	Student psychologists & student counsellors. Building Vrijhof, 3 rd floor
Resource Booker	https://rb.utwente.nl	Book a room to work with your (project)group
ICT/software	www.utwente.nl/lisa/newstudents	Building Citadel
Map of the campus	- www.utwente.nl/campusmap - www.utwente.nl/download/campusmap.pdf	
Campus App	www.utwente.nl/en/campusapp	
Indoor Map UT Buildings	Download <i>Mazemap</i> app in the Play-/App store	Find your way around the campus
People Pages	people.utwente.nl	Contact information UT employees
Study Association Isaac Newton	www.isaacnewton.utwente.nl	Building Horst, basement

Contact information

PROGRAMME BOARD



Lisa Gommer

- Programme Director
- e.m.gommer@utwente.nl
- Buitenhorst 117



Mark Rijkeboer

- Programme Manager
- m.rijkeboer@utwente.nl
- Buitenhorst 212



Genie Stoffels

- Programme Coordinator (*rules & regulations, schedules*)
- bachelorcoordinator-me@utwente.nl
- Horst N248

STUDY ADVISERS

(*study progress, study skills, study choice, personal circumstances etc.*)

To find out who your study adviser is – See Osiris – tab supervision



Dominique Paquaij

- d.a.c.paquaij@utwente.nl
- Buitenhorst 105-B
- **Open office hours:** every Monday & Wednesday 12.30-13.30



Jet van der Werf

- j.e.vanderwerf@utwente.nl
- Buitenhorst 110
- **Open office hours:** every Wednesday 12.30-13.30

Plan your appointment online: <https://et.planner.utwente.nl/#/en>

INTERNATIONAL STUDENT SUPPORT OFFICERS

(*for all non-educational related issues*)

Isso-et@utwente.nl



Astrid Oppers-van den Berg

- a.j.vandenberg@utwente.nl
- Buitenhorst 109



Elke Vinke-Dinius

- e.dinius@utwente.nl
- Buitenhorst 109