

## CHECKLIST KICK-IN BACHELOR MECHANICAL ENGINEERING - AUGUST 28<sup>TH</sup> 2023

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: <a href="https://www.utwente.nl/en/educational-systems/about-the-applications/osiris/manuals-for-students">https://www.utwente.nl/en/educational-systems/about-the-applications/osiris/manuals-for-students</a>
Find your schedule in My Timetable and select your project group (module code: 202300048)	[rooster.utwente.nl] 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	[ <a href="https://canvas.utwente.nl/enroll/YP4HXW">https://canvas.utwente.nl/enroll/YP4HXW</a> ]
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 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.	[ <a href="https://www.utwente.nl/en/nsc/notebookproject/information/">https://www.utwente.nl/en/nsc/notebookproject/information/</a> ]
Buy reader for the following module components: • Technical Product Definition: Assignments (#022)	Building Bastille, Union shop, see [ <a href="https://su.utwente.nl/en/unionshop/">https://su.utwente.nl/en/unionshop/</a> ] for opening hours Pay cash or pin
ICT	
Checklist ICT (account, wireless, printing, software (Matlab, SolidWorks))	[ <a href="http://www.utwente.nl/lisa/newstudents">www.utwente.nl/lisa/newstudents</a> ] Wi-Fi: eduroam: ..@student.utwente.nl + password
Problems with ICT?	Contact Service desk (Citadel Building) [ <a href="https://www.utwente.nl/en/service-portal/services/lisa/about-us-contact/">https://www.utwente.nl/en/service-portal/services/lisa/about-us-contact/</a> ]
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: <a href="https://www.utwente.nl/en/lisa/ict/manuals/telephony/teams/">https://www.utwente.nl/en/lisa/ict/manuals/telephony/teams/</a>
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 [ <a href="https://www.utwente.nl/en/education/student-services/visa/insurance/">https://www.utwente.nl/en/education/student-services/visa/insurance/</a> ]
Find a general practitioner	[ <a href="https://www.utwente.nl/en/campus/facilities/health-care/#find-a-general-practitioner">https://www.utwente.nl/en/campus/facilities/health-care/#find-a-general-practitioner</a> ]
General information for international students	[ <a href="https://www.isaacnewton.utwente.nl/students/international-students">https://www.isaacnewton.utwente.nl/students/international-students</a> ]
Extra facilities	Before September 18 <sup>th</sup>
<b>In case you need exam facilities</b> (i.e. extra time in case of dyslexia etc.), show your certificate to proof your rights	<b>Contact study adviser before September 18th 2023</b> , 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 [ <a href="https://www.utwente.nl/nl/ces/sacc/">https://www.utwente.nl/nl/ces/sacc/</a> ]
Student psychologist	Free of charge psychologist [ <a href="https://www.utwente.nl/en/ces/sacc/coaching-counselling/counselling/student-psychologist/">https://www.utwente.nl/en/ces/sacc/coaching-counselling/counselling/student-psychologist/</a> ]
Student wellbeing	<a href="https://canvas.utwente.nl/enroll/K9PNAR">https://canvas.utwente.nl/enroll/K9PNAR</a>

## Useful websites

<b>Homepage BSc Mechanical Engineering</b>	<a href="http://www.utwente.nl/en/bscme">www.utwente.nl/en/bscme</a>	Programme, rules, etc.
<b>Email</b>	<a href="https://www.utwente.nl/en/lisa/ict/manuals/email/">https://www.utwente.nl/en/lisa/ict/manuals/email/</a>	Info on how to access UT email
<b>Printing</b>	<a href="http://utwente.nl/printing-service-students">utwente.nl/printing-service-students</a>	How/where to print, how to upgrade your print quota
<b>OSIRIS</b>	<a href="http://Osiris.utwente.nl">Osiris.utwente.nl</a>	Course enrolment, grades, course catalogue
<b>Canvas</b> (Online learning environment)	<a href="http://Canvas.utwente.nl">Canvas.utwente.nl</a>	<ul style="list-style-type: none"> <li>- Learning environment for modules</li> <li>- Important announcements from the programme on Canvas site: <i>Mechanical Engineering</i></li> </ul>
<b>Timetable</b> <i>When will timetable for next quartile become available?</i>	<a href="http://Rooster.utwente.nl">Rooster.utwente.nl</a> <a href="http://www.utwente.nl/en/ces/planning-schedules">www.utwente.nl/en/ces/planning-schedules</a> > FAQ	Login with student number and password and add your module/course to see the timetable.
<b>Educational Systems (overview)</b>	<a href="http://www.utwente.nl/en/educational-systems/new_students/">www.utwente.nl/en/educational-systems/new_students/</a>	PowerPoint & videos/animations about Osiris, Canvas etc.
<b>Academic calendar</b>	<a href="https://www.utwente.nl/en/bscme/curriculum/academic-calender-2023-2024-bsc-me.pdf">https://www.utwente.nl/en/bscme/curriculum/academic-calender-2023-2024-bsc-me.pdf</a>	
<b>Student Services Contact Centre</b>	<a href="http://www.utwente.nl/en/student-services">www.utwente.nl/en/student-services</a>	Desk Student Services, Location: Boerderij (Contact Centre), Boerderijweg 10 (centrally located on campus), open 10.00– 16.00)
<b>Student Affairs, Coaching and Counselling</b>	<a href="http://www.utwente.nl/en/sacc">www.utwente.nl/en/sacc</a>	Student psychologists & student counsellors. Building Vrijhof, 3 <sup>rd</sup> floor
<b>Resource Booker</b>	<a href="https://rb.utwente.nl">https://rb.utwente.nl</a>	Book a room to work with your (project)group
<b>ICT/software</b>	<a href="http://www.utwente.nl/lisa/newstudents">www.utwente.nl/lisa/newstudents</a>	Building Citadel
<b>Map of the campus</b>	<ul style="list-style-type: none"> <li>- <a href="http://www.utwente.nl/campusmap">www.utwente.nl/campusmap</a></li> <li>- <a href="http://www.utwente.nl/download/campusmap.pdf">www.utwente.nl/download/campusmap.pdf</a></li> </ul>	
<b>Campus App</b>	<a href="http://www.utwente.nl/en/campusapp">www.utwente.nl/en/campusapp</a>	
<b>Indoor Map UT Buildings</b>	Download <i>Mazemap</i> app in the Play-/App store	Find your way around the campus
<b>People Pages</b>	<a href="http://people.utwente.nl">people.utwente.nl</a>	Contact information UT employees
<b>Study Association Isaac Newton</b>	<a href="http://www.isaacnewton.utwente.nl">www.isaacnewton.utwente.nl</a>	Building Horst, basement

## Contact information



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- **Programme Manager**
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- Buitenhorst 212



Genie Stoffels

- **Programme Coordinator** (rules & regulations, schedules)
- [bachelorcoordinator-me@utwente.nl](mailto: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](mailto:d.a.c.paquaij@utwente.nl)
- Buitenhorst 105-B
- Open office hours: every Mon/Wed 12.30-13.30



Jet van der Werf

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- Open office hours: every Thursday 12.30-13.30



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- Buitenhorst 113
- Open office hours: every Wednesday 12.30-13.30

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

### International Student Support Officer

(for all non-educational related issues)

[lso-et@utwente.nl](mailto:lso-et@utwente.nl)



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