

Intake Communication Science 2017-2018.

Project centered education in 15 EC modules; the TEM model

Each module consists of four module components which belong to one of the four learning-teaching trajectory's (LTT): Project (P), and applied within this project, Theory (T), Research Methodology (R) and Academic and Professional Skills (S). Within the module, students work in groups on project oriented assignments and gain new knowledge independently (under the support and supervision of tutors). The assessment forms are manifold – individual and group assignments, individual written tests, group papers and presentations, etc. - which are applied at different phases along each module.

More detailed information on the learning goals, exam formats can be found in the module descriptions in Osiris and at the Blackboard site of each module.

A module has a throughput time of one quarter (typically ten calendar weeks) and students subscribe every quarter for one module, not for separate learning teaching trajectories (LTT) or module components. In other words: **a module is offered as one integrated educational unity and students take it as such.** This is the rule that applies to every student and will only be deviated of in case of personal circumstances (e.g. impairment, top sports, special circumstances), however with the disadvantage of losing – at least partly - the synergy between the LTT's within a module.

Binding Study recommendation Ba-Communicatie Science 2016 2017

The UT enforces a binding recommendation for all Bachelor's programmes (see article 6.3). Students in the CS-programme will receive a positive recommendation if they have

1. completed at least three complete modules (45 EC)

OR

2. completed at least 75% of the first year study load (300 out of 400 percentage points module component weighting factors, as registered in OSIRIS); provided that students have no more than one insufficient module component grade in each learning-teaching trajectory (the four learning-teaching-trajectories in the first year are: Project, Theory, Research Methodology and Skills). See appendix, table 1 below.

Not meeting this norm means that you cannot re-enroll in the programme for the next three years, save situations in which personal circumstances played an important role.

For specific information and official text please refer to the programme-specific appendix of the Education and Examination Regulations (OER) <https://www.utwente.nl/en/bms/education/regulations/2017-2018-eng/>

The procedure

1. **Introductory interview:** at the beginning of the academic year you will receive an invitation of your student adviser.
2. **Pre-recommendation:** will be send to you by e-mail or Osiris (31 December at the latest) after the results of module 1 are known.
3. **Second pre-recommendation:** will be send on 1 March at the latest.
The recommendations at 2. and 3. are not binding and can be negative, neutral or positive.
4. **Invitation:** when you have received a negative or neutral recommendation, you will be invited for a meeting with your student adviser. The study approach and study choice will be discussed.

5. **Final recommendation:** week 32 or 33 you will receive the final recommendation mid-August by e-mail/Osiris. The programme board can decide to defer the final recommendation to the second academic year, for instance due to a study switch or personal circumstances.
6. If the recommendation is negative the student will be invited for a hearing session in week 34, after which the recommendation becomes definitive.

In case of Personal circumstances

1. **Notification:** report to your student adviser as early as possible when your study is or might be delayed. Possibly a study plan will be drawn up. This study plan will be included in your BSA file.
2. **Assessment after module 1:** in consult with you student adviser, you can apply at an early stage for an assessment of your circumstances by the Committee Personal Circumstances (CPO). This is only done in cases for which non-assessment can have a negative influence on your personal situation.
3. **Assessment in regular cases:** you should apply for an assessment (in consult with your student adviser) when you cannot meet the BSA standard. Submit the application before **30 June 2017**. Depending on the circumstances, the application should be underpinned with supporting documents such as:
 - a. **Illness, disability/impairment:** a certificate from your doctor or psychologist indicating the degree to which the study progress has been impeded and an estimate of the expected duration. You may also contact the campus General Practitioner for this certificate. <https://www.campushuisarts.nl/en/>
 - b. **Pregnancy/delivery:** a certificate from your midwife or gynaecologist stipulating the expected date of birth. With a pregnancy, it is assumed that a student will hardly be able to study (if at all) for a period of four months. If the delay amounts to longer than four months, a reason other than pregnancy/childbirth must be given for the prolongation of this period.
 - c. **Special family circumstances:** if possible supporting documents. This can be a certificate of your doctor/psychologist or a death certificate/obituary in case of the death of family members.
 - d. **Recognized board positions** (as mentioned in FOBOS, appendix B): a statement of the association mentioning your position and the period you are/were in the board.
 - e. **Recognized top-level athlete or top-level artist:** decision or recognition by the UT.
4. **Interview with a student counsellor:** you must arrange a meeting with a student counsellor before 30 June (the meeting should take place before 15 July 2016). The student counsellor can help you to formulate your problem (own written statement) as well as advice on other (financial) regulations that might be applicable.
5. **Recommendation of the CPO:** the Committee Personal Circumstances (CPO) will assess the legitimacy, the expected duration and the severity of your personal circumstances and gives a recommendation to the Programme Board (you will receive a copy).
6. **Decision of the Programme Board:** the final binding recommendation (positive, negative or deferred) will be made taken into account the ruling of the CPO.
7. Against this decision you can appeal to the central complaints desk (see http below).

Addresses and HTTP-addresses

Student adviser Communication science

Drs. G.W. Brinkman

E: g.w.brinkman@utwente.nl

T: 053-4894050, (when no response 053-4894996)

Visiting address: Cubicus building (42); room C118

Student counselors

<https://www.utwente.nl/en/ces/sacc/coaching-counselling/counsellors/student-counsellor/>

Extended information on BSR (procedure and CPO-committee).

<https://www.utwente.nl/ces/sacc/en/regulations/bsa-extended-information/>

Central Complaints Desk:

https://www.utwente.nl/ces/studentervices/en/complaints_desk/

Other subjects than BSR and Assessment sytem B1

Student adviser

When you have any questions concerning your study, you encounter study related personal problems, or you want to discuss your study planning, you can make an appointment with your student adviser using the appointment tool at https://www.planzelf.nl/enterprise/bij/utwente_bms/en

Please select student adviser *Gert Brinkman*.

Week 30

Repairs of the module exams are in week 10 of every module. However in special personal circumstances the Exam Committee could decide – on request - for an extra exam sit after the 10th week of module 4.

This might be during the summer, as late as week 30, which still is official education time. Please consider this while planning your holidays. Please negotiate the Academic calendar

at <https://www.utwente.nl/ces/planning-roosters/en/academic-calendar/calendars/>

The educational online systems OSIRIS, BlackBoard and MyTimetable

OSIRIS has two functionalities for students. For one, it is the system through which you enroll yourself (obligatory) in the modules. Once you are enrolled in a module in *OSIRIS*, you will be automatically enrolled in the module's *BlackBoard* page, which is the Universities educational learning environment. As from that moment you are also automatically enrolled and registered for the upcoming modules tests. Furthermore, *OSIRIS* is the official grading administration system of the UT, which means that test and exam results (on the level of module tests and module exams) are being administered in this system. Check your results in *Osiris* on a regular basis for omissions.

BlackBoard is the electronical learning environment of the UT. In this system the organization of every module is arranged. Every module has its own *BB-site* and all issues concerning a module, including communication and grading are arranged via this system.

MyTimetable is the UT's schedule system for all educational activities. You can personify and tailor the schedule for your specific personal situation (e.g. tutorial groups, practicals, etc.). Also the module tests are scheduled in this system.

For further information, please negotiate <https://www.utwente.nl/onderwijssystemen/en/>

SOCOM

The Programme board values Internal quality assurance. If you have serious complaints about testing, exams, or other study related issues, than you are welcome to address those at the Educational Feedback Committee EFC/SOCOM (the student internal quality assurance committee of the educational programme). All complaints and suggestions will be taken seriously. <http://www.communique.utwente.nl/feedback/>

Student mail

Check on a regular basis the *BB-site* of the current module, your student e-mail, and the studentportal of the University. The institute will only communicate with its students using the student e-mailadres provided by the UT.

Test subject arrangement

The educational programme Communication Science finds it important that her bachelor students experience empirical research also in the role of being a test subject. In this way students get acquainted with different types of research and it is an extra way to prepare for students own research activities in the context of their study. The so called *Test Subject Hours* are an obligatory and official part of the Bachelor

exam Communication Science. For the complete bachelor programme it comprises 15 hours, 10 of which belong to the first academic year. Please see for further information on this arrangement the Education and Examination Regulations (EER), - and within those the programme specific appendix, chapter 8. <https://www.utwente.nl/en/bms/education/regulations/2017-2018-eng/>

De 10 TS-hours of the first year do not play any role in determining the BSR. A positive BSR will only be related to an accomplished minimum of 45 EC at the end of the first year. However, to formally complete the whole first academic year it is necessary to obtain 10 TS-hours, next to the four first year modules (60 EC).

The test subject arrangement will be organized, as well as administered through the online SONA system. You will receive the credentials to logon tot this system via your student mail address. Ones this system records 10 TS-hours, the part " Subject hours B1" in your Study Progress Overview in OSIRIS, will read "V". The SONA-system: <https://utwente.sona-systems.com/Default.aspx?ReturnUrl=>

Appendix

Overview modules and module components B1 Communication Science 2017/2018

Table 1: Curriculum 2017-2018, BSc Communication Science: module components

	B1: First year (Study unit)	Weight	Study load (EC's)
1.1	Going Viral		
	P: Digital Viral Campaign Planning	33	5
	T: Marketing Communication & Social Media	27	4
	R: Research Methodology & Descriptive Statistics	20	3
	S: Academic Writing and Presenting 1	20	3
		100%	15
1.2	Damage Control		
	P: Reputation and Crisis Management	33	5
	T: Strategic Corporate Communication	27	4
	R: Data Collection and Scale Development	20	3
	S: Crisis Response & Media Representation	20	3
		100%	15
1.3	User Experience		
	P: User Perspectives in Technology Design	26	4
	T: Human-Technology Interaction	27	4
	R: Qualitative Methodology 1	27	4
	S: Instructional Design	20	3
		100%	15
1.4	Persuasive Technology		
	P: Technology Design and Compliance	33	5
	T: Behavioural Change	20	3
	R: Quantitative Data Analysis 1	27	4
	S: Professional Communication	20	3
		100%	15