



Information Brochure 2018-2019



Disclaimer

This booklet has been carefully compiled and it was our goal that all information in the booklet is accurate and complete. However, imperfections as a result of human mistakes can occur, which is why we cannot guarantee the accuracy and completeness of the data shown.

Contact information CH

Opening Hours

Monday: 13:00-17:00
Tuesday until Friday: 9:00-17:00

Address

Mekelweg 4
2628CD Delft

Phone Number

015-278 2532

E-mail

General affairs - board@ch.tudelft.nl
Education Related - education@ch.tudelft.nl

Website

<https://ch.tudelft.nl>





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Introduction

For most of you, it's about 6 years ago: the moment you went from primary school to high school. This was a big transition with a lot of changes, but fortunately, as a freshman, you were well supervised with these changes. Now the next big step in your life is awaiting: the transition to university. At university you are expected to do a lot on your own.

As a study association, we would like to help you to deal with these changes as well as possible. That is why we have compiled a booklet containing all the important information, such as how to register for courses, exams, how Brightspace works, who can answer questions or complaints, and so forth.

If you have any further questions, don't hesitate to come to the room of W.I.S.V. 'Christiaan Huygens' (CH).

Practical Information

Rules and rights as a student

Student Charter

The Student Charter states all the rights and duties of the students at TU Delft and vice versa. The Charter includes information on registration and legal protection.

The Student Charter consists of:

- A part that is valid for the entire TU Delft. (<https://www.tudelft.nl/en/student/legal-position/education-regulations/>)
- A part that is valid for a certain education programme (<https://www.tudelft.nl/en/student/faculties/eemcs-student-portal/education/regulations/>)

Teaching & Examinations Regulations (TER)

The TER describes all possible matters concerning education and exams. It describes all the rights and duties of both parties (students and faculty/teachers) such that in a conflict the TER can serve as a basis for a ruling.

The TER also describes the official regulations for cases such as exam rights, deadlines and resits.

(<https://www.tudelft.nl/en/student/legal-position/education-regulations/ter/>)

NetID

Your NetID is the general authentication tool for the TU Delft. With your NetID, you have access to a number of ICT facilities, such as Brightspace, Osiris and your webmail. In order to use NetID, you must first activate it.



As a new student, you will receive a letter with information about your email address and NetID. You must activate your NetID with the one-time key listed in the letter. Go to <https://e-service.tudelft.nl> and choose 'Set password with one-time key.'

Brightspace

Brightspace is the digital learning environment of TU Delft. Brightspace is available at <https://brightspace.tudelft.nl>. You must log in with your NetID. Teachers offer study material and assignments per course, but you can not view this automatically. You need to register yourself on Brightspace for each course you are taking to view study material and assignments for that course. This is called "enrolling". In addition, students and teachers can interact with each other through this system and enable students to submit completed assignments and make online tests.

Webmail

Once you are registered as a student at TU Delft, you will automatically have an e-mail address. To access it, you need your NetID and associated password.

All students receive an e-mail address in the form of 'name@student.tudelft.nl' at TU Delft, where the name is a combination of initials, prefixes and surnames. This address is case sensitive and is linked to a mailbox. TU Delft will send formal communication about and around your studies via this email address. It is therefore important that you regularly read your mail at this address or forward it to your personal email address. You can access your mailbox at <https://webmail.tudelft.nl>, or through various mail clients.

Timetable

Your timetable can be found at <http://mytimetable.tudelft.nl>. Here you can indicate which study programme you are following, with optional elective courses. It is possible to export your schedule to your calendar or phone via a .cal link. For Computer Science students it is also possible to filter on the right student set (your mentor group).

OSIRIS

OSIRIS is the system for educational administration at the TU Delft. Here you can enroll for exams and projects (see sections “Registering for Exams” on page 8) and here your grades will be published. OSIRIS is available at <http://osistud.tudelft.nl>, or via Brightspace. You can log in with your NetID.

Registering for Exams

At TU Delft you must register for each exam you are going to do. This can be done from 56 working days before the exam until 2 weeks (14 days) before the exam. By registering you will reserve a place in the exam room. It is very important that you register at least 14 days before your exam! If you make an exam without being enrolled, it will not be reviewed, nor will you be allowed to enter the exam room.

You register for an exam through Osiris. When enrolling, you can fill in the course code of the exam that you want to do. After you have registered you will receive a ticket by mail. It is very important that you bring your campus card and this ticket (or a picture of it on your phone) to your exam, otherwise you will not be able to do the exam. It is also important to bring your proof of



enrollment for the current year, this is the flat plasticized piece of paper that you received by mail.

If you are late to register, you can complete a 'request for participation form' up to 2 days before your exam, which can be found at Osiris. It is also possible to go to the exam room and get a late submission form there. Half an hour after the start of the exam you may enter the room if there is space available. One working day before the exam it will be announced to the late-subscribers who are allowed to participate in the exam. The application requests are assigned in order of registration. The admitted students are notified by e-mail that they are admitted. The rejected students will also receive an email notification.

Unsubscribing from your exam can be done up to 3 days before your exam. You can unsubscribe via Osiris. This way you create some space for someone on the waiting list, so it's important to unsubscribe if you are not going to go to an exam. For more information, see <https://www.tudelft.nl/en/student/education/examinations/registration-for-examinations/>

Grade list

There are two different ways to view your official grades, those being through the dossier overview and the study progress report in Osiris.

The dossier overview is an overview of all your results as a student. If you have finished a course, but the result is not yet in this overview, you should contact the teacher of the subject. Please note that it may take up to 15 working days before the grade is determined and processed in Osiris.



The study progress overview is an overview of results that are included in your course list and are part of your programme. The student progress report shows the highest grade of the relevant subject. If you think there is an error in your study progress report, you can contact the education and student administration at osa-ewi@tudelft.nl. Always include your name, study number and the course code of the relevant subject.

You can obtain a certified grade list at the EEMCS service desk.

Unenrolment for a study programme - EU students only

If you no longer want to be registered for your programme(s) at the TU Delft, you must submit a request for deregistration via your Studielink account. To do so, go to 'My Subscriptions' and select the study you want to unsubscribe from. By clicking on 'Request to unsubscribe' you will be unsubscribed from the selected study in Studielink.

If you are unsubscribed before the 1st of February, you will be exempted from the BSA. When you register again for the same programme next academic year, you are considered as a freshman and therefore subject to the provisions applicable to BSA. However, you have to redo all courses, even the ones that you passed the year before. Before making the decision to quit, make sure to consult the academic counsellors about it.

Any student who unsubscribes and with less than 45 EC achieved after February 1st, will get a negative BSA. These students will then be unable to register for the same programme at the TU Delft for four years.



Yearly resubscription for your study programme(s)

As a student, you have to re-enrol for your study programme(s) every year. This happens, just like your registration, via Studielink.

Studielink will guide you through the re-registration. You can view the status of your registration through your Studielink account. Upon re-enrollment, you are usually enrolled in the degree programme for which you have been enrolled in the last year of study. In Studielink you must then choose the option "possible re-enrollments".

If you have any questions regarding your enrollment at the TU Delft, you can always contact the Central Student Administration of the TU Delft:

<https://www.tudelft.nl/en/student/administration/>

Other important issues

BSA

The BSA is your binding recommendation for the continuation of your study programme, which means that you have to obtain at least 45 out of 60 ECTS credits in your first year of studies. You receive these credits by passing your exams and projects. If you do not meet this requirement, your registration will be terminated automatically and you will not be able to register for this programme for four years.

In March and August, you will receive interim recommendations on your BSA. This interim advice can be either positive, indeterminate or negative. The interim advice, in March, indicates what the university expects you to get. If you have received a negative recommendation, it is advisable to find out the reason for your lesser study results.

You might not be able to obtain your BSA because of personal circumstances. If this is the case, you can get a postponement for your BSA. It is important that you go to the academic counsellor as soon as possible. More information about this can be found at <https://www.tudelft.nl/en/student/legal-position/binding-recommendation-on-continuation-of-studies-bsa/>.

Fraud

The rules and guidelines of our faculty provide a very general definition of fraud. According to this definition, there must be: 'any act or omission by a student that makes it fully or partially impossible to properly assess the



knowledge, insight and skill of that student or another student.

The Board of Examiners shall establish rules regarding the proper conduct of teaching and examinations and regarding the measures to be taken in this regard. Those measures can result in being excluded from certain courses for a maximum period of one year or being expelled from the study programme in whole. You can find the fraud policy at <https://www.tudelft.nl/en/student/faculties/eemcs-student-portal/education/fraud-policy/>.

Studyguide

A study guide or module card is available online and in PDF format for each year for the Bachelor and Master programmes within EEMCS. The variants and specializations within a Master are described in the relevant study guides. The information in the study guide is binding. You will find the study guides for the past and last years at <http://www.studiegids.tudelft.nl>.

Annual planning

The academic year format is a rough classification of the academic year at the TU Delft. The yearly format can be found at <https://www.tudelft.nl/en/student/education/academic-calendar/>.

Module card

The module card is an important guide to your education. In this card you will find the programme of study, and you will be able to find when your courses are given. You can find the module cards at <https://www.tudelft.nl/en/education/programmes/bachelors/>. Select your bachelor, and then navigate to 'Curriculum'.

Studying with a disability

If you have dyslexia, ADHD, autism spectrum disorder or another disability, you can get some extra help. You will, for example, get extra time when making exams. Furthermore, there is the possibility of financial compensation for the delay. To qualify for this financial compensation and/or other amenities, you have to report your restriction within 5 weeks to the academic counsellors. There are also specific workshops and training sessions with the theme 'studying with a functional limitation'.

More information can be found at <https://www.tudelft.nl/en/student/counselling/career-counselling-services/student-counsellors/studying-with-a-disability/>.

Cum laude

Cum laude is an indication that is used when students pass their university exams with high grades. Information on how to graduate cum laude and the rules can be found in the Rules and Regulations of the Board of Examiners of EEMCS. (<https://www.tudelft.nl/en/student/faculties/eemcs-student-portal/education/regulations/>)

Honours programme

For bachelor and master students who want some extra challenge on top of their regular programme, there is the Honours Programme Delft: a challenging supplementary programme for students who perform above average, conduct independent research and/or projects and take initiative. A large part of this programme is therefore designed for you. Together with students from other



programmes you will, for example, work on research for a professor, write a business plan, do an assignment for a company or organize scientific lectures for fellow students. As mentioned, at Delft's Honours Programme, you take the initiative yourself. Therefore the possibilities are numerous and depend on your own interests and challenges. (<https://www.tudelft.nl/en/education/programmes/honours-programme-delft/>)

TU Delft contact information

If you are looking for a teacher's contact details, you can go to the TU Delft Phonebook, see <https://www.tudelft.nl/en/about-tu-delft/find-employees/>. You can find email addresses, phone numbers, room numbers, and so on. This is useful if you have a question or want to make an appointment.

To get in contact with the academic counsellors go to this link: <https://www.tudelft.nl/en/student/faculties/eemcs-student-portal/organisation/academic-counsellors/>.

General useful information

You can find a lot of useful information for new students on the TU Delft website. You can find it on this page: <https://www.tudelft.nl/en/student/education/welcome-new-student/>

W.I.S.V. 'Christiaan Huygens'

'Christiaan Huygens' (CH) is the study association for students of Applied Mathematics and Computer Science at Delft University of Technology. Study associations are run for and by students.

CH achieves its aims relating to the study programmes by selling study books with a discount and maintaining an archive of old exams. CH also evaluates education and tries to solve education-related problems. Furthermore, CH organises activities which broaden the students' field of study, such as lectures, excursions and symposia.

Students (should) do more than just studying. This is why CH organises non-study-related activities such as lunches, social drinks and parties.

After graduating many students wish to stay in touch with their classmates. This is why CH has a committee for alumni called 'Constantijn Huygens' (CoH). CoH organises activities for alumni, such as reunions, special lectures and symposia.

Student Panels

Jurriaan and Annemieke of Education Affairs coordinate these student panels. There is a student panel for each year of each study. For instance, there is a CRW-1 for the first year Mathematics students and a CRI-3 for the third year Computer Science students. The student panels meet once each quarter to evaluate the education, lunch will be provided. The results of this evaluation are reported to the lecturers and the faculty's education committees. Students



can sign up for the student panels at any moment. If you are interested in joining one of these panels, please go to <https://wisv.ch/crg>.

If you have any other feedback or suggestions on education affairs, please let us know (anonymously) via: <https://ch.tudelft.nl/feedback>.

CHoice

Old exams can be useful while studying for an exam. Therefore, CH has an archive containing loads of old exams. This exam archive can be found at <https://ch.tudelft.nl/en/choice>.

Booksale

Most books you need for your study can be bought at CH. For the bachelor courses, we sell all books, and for the masters, we sell the books that belong to the common core and many of the specialisation courses. CH offers a discount on these books, so they are often much cheaper than in stores. CH delivers directly from the publishers and does not make any profit.

T.U.E.S.Day

T.U.E.S.day is an acronym for Tuesday U(You) Eat Sandwiches Day. Every Tuesday there is a lecture with free lunch. At this lunch lecture, a lecturer will tell you something about a topic that is not discussed in your study. These activities are therefore an excellent opportunity to increase your knowledge about your study direction and field. You can register every week at <http://wisv.ch/lecture>

Committees at CH

‘Christiaan Huygens’ (CH) has multiple committees that organize all kinds of events throughout the year. Events such as lectures with free food during the lunch break and career colleges, but also parties, trips and a ski trip. As a freshman, there are five committees in which you can take part. Each of these committees has their own activities that they organize and will take up about one hour of your time each week.

Within these committees, you learn a lot about working together and organizing, but you also get to know a lot of new people and have a lot of fun. Below you can find the different committees that you can join as a freshman.

AkCie

Also known as the activities committee, the AkCie organizes a number of events:

- **ADSL** An event where all teachers drink for free and are allowed to give drinks to students that have a talk with them.
- **Two member lunches** A lunch where all members of CH can come for a luxurious lunch in the /Pub for only €1,-
- **A free activity** An activity is chosen by the committee for all members of CH, such as an evening of disco roller skating.

CHoCo

A committee that organizes two events:

- **Parents day** A day where all students of Computer Science and Mathematics can bring along their parents for a tour around the faculty during the



morning and a tour around Delft, followed by pizza and a pub quiz in the afternoon.

- **Freshmen diner** A diner organized only for freshmen of Computer Science and Applied Mathematics. Here you can get to know more of your fellow students or just enjoy a meal with your friends that you already made.

MaPHya

This committee is focused on organizing events for the students that follow both Applied Mathematics and Applied Physics at the same time, think of events like a fancy dinner, pre-party or pubquiz.

MeisCie

A committee consisting of only women that organize events that are only for women, such as a sushi workshop, disco bowling or a high tea.

Sjaarcie

A committee that organizes two events:

- **Party** A party open to all students from the TU Delft and their friends organized at the Bierfabriek in Delft.
- **BBQ** A barbecue towards the end of the year where all students from Computer Science and Applied Mathematics can join, grill some meat or veggies and enjoy a drink.

CH Owls

The soccer team of CH that you can join, whether or not you are good at soccer. Each Monday they play against another team in a friendly competition.

Questions and Organisations

Academic counsellors

The academic counsellors can advise on personal and study-related questions and problems. Consider questions such as: planning your study, situations you can't control, study programme, choice of study, student exchange, disability, motivation, study or financial support for study delay due to special circumstances. The academic counsellors will always deal with your information confidently.

Mathematics students who need help with their study planning can also contact the bachelor coordinator of mathematics, Joost de Groot. He can help you plan your study.

Miriam Heemskerk, Eva de Haan, Susanne van Aardenne, Agaby Masih, Jolien Kooijman and Leonie Boortman are the academic counsellors of the EEMCS bachelor and master degree programmes. If you have a short question, there are walk-in hours. More information can be found here: <https://www.tudelft.nl/en/student/faculties/eemcs-student-portal/organisation/academic-counsellors/>.

For short questions: first check online, then write an email.

For 10 minute questions: drop by the walk-in office hours.

If you have more questions: make an appointment.

An appointment with one of the academic counsellors can be made at <https://www.tudelft.nl/en/eemcs/study/make-an-appointment/>.



Where can you get answers to questions or complaints?

If you have a complaint about TU Delft, the faculty or its employees, try solving it first with the employee or department the complaint is about. Explain your complaint and request a response. If this does not lead to a solution, you can turn to the Central Complaints Desk for students. The Desk will submit your complaint to the relevant person or department, requesting a suitable solution. If you do not agree with this outcome, you can contact the Ombudsman for Students.

The Central Complaint Desk for students is part of the Education and Student Affairs department and is managed by the student counsellor team (<https://www.tudelft.nl/en/student/counselling/career-counselling-services/student-counsellors/>). Based on your complaint, the student counsellor determines how and by whom your complaint is best dealt with. Usually, this is the Head of Student Affairs of the relevant faculty. In some cases, the student counsellor handles the complaint himself or sends it directly to the student ombudsman.

You can contact the student counsellors when you want to know more about:

- Support for students belonging to a special group, such as top athletes, foreign students, people with temporary physical or mental problems, studying with a disability or chronic illness.
- Rules regarding your studies, such as registration and enrollment, scholarships and financial support.
- Removing personal barriers during your study.
- Submitting a complaint via the Central Complaint Desk.

The complaints desk does not deal with complaints about unwanted behaviour, discrimination or (sexual) harassment. If you have a complaint about this, you can contact one of the confidential advisors of the TU Delft (<https://www.tudelft.nl/en/about-tu-delft/strategy/strategy-documents-tu-delft/integrity-policy/undesirable-behavior/confidential-advisor-undesirable-behavior/>) for assistance, counselling and advice.

Servicedesk

The service desk is the first point of contact for students, employees and visitors. At the service desk, it is possible to reserve rooms for studying and they are available for complaints and malfunctions.

All complaints, wishes, information requests and malfunctions will be considered within a half working day. The service desk ensures that your questions and requests are resolved immediately or that they reach the correct department.

The service desk can be found right next to the main entrance of EEMCS.

You can email them at servicedesk-eemcs@tudelft.nl

Board of Examiners

You may submit a request to the Board of Examiners if you believe that injustice is in progress or if you believe that an exception must be made in your particular situation. This request can be submitted to the official secretary of the sub-exam committee, room LB02.010.

For each degree programme, there is a subcommittee. This committee deals with issues such as fraud, student exemption requests, requests for free minors



and requests from students who are considered to be exempt from the rules. The Board of Examiners meets approximately once a month, except during the summer holiday. For information about the Board of Examiners, you can always contact the academic counsellors.

Central Student Administration

At the Central Student Administration (CSA) you can, among other things, ask questions about your enrollment at TU Delft, financial administration, ICT activities, Studielink and your study progress. You can also go here when you need a new campus card. For more information, please visit <https://www.tudelft.nl/en/studenten/administratie/>.

Faculty Student Council

The Faculty Student Council (FSC) is a participation body within the faculty of EEMCS. Each student can be elected for this. In decisions taken in the faculty, the FSC represents the interests of the students. The FSC works intensively with the Board of Education to improve the quality of education.

Each year a policy plan is drawn up, with a number of key points that guide the policy. This policy plan contains points for both the long and short term.

The FSC consists of three chapters: one for Computer Science (4 members), one for Applied Mathematics (3 members) and one for Electrical Engineering (4 members). Students with comments, complaints or tips can mail to fsr@ewi.tudelft.nl.

