

Wiskunde  
Informatica  
Studievereniging



'Christiaan  
Huygens'

# Information Brochure 2017-2018



# 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](mailto:board@ch.tudelft.nl)

Education Related - [education@ch.tudelft.nl](mailto: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 that you went from primary school to high school. This was a big transition with a lot of changes, but fortunately, as a freshmen, you were well supervised with these changes. Now a next big step of your life is waiting, namely the transition to the university. At a 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 / complaints and so on.

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

## Chief Commissioners of Education

W.I.S.V. 'Christiaan Huygens' (CH) has two Commissioners of Education (COs). There is a Commissioner for Applied Mathematics Education (COW): Marc Corstanje - and a Commissioner for Computer Science Education (COI): Francis Behnen. They ensure that the quality of education is guaranteed and, where possible, improved. These people can always answer questions or comments about education. You can walk to them at the CH room, or you can mail to [cow@ch.tudelft.nl](mailto:cow@ch.tudelft.nl) and [coi@ch.tudelft.nl](mailto:coi@ch.tudelft.nl) respectively.





# Practical Information

## Rules and rights as a student

### Student Charter

The Student Charter states all the rights and duties of the student 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. (<http://studenten.tudelft.nl/en/students/legal-position/regulations/>)
- A part that is valid for a certain education program (<http://studenten.tudelft.nl/en/eemcs/regulations/>)

### Teaching and Examinations Regulations (TER) en Rules & Regulations (RR)

The TER describes all possible matters concerning education, examinations and exams. It describes all the rights and duties of both parties (students and faculty / teachers) so 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 examination rights, deadlines and resits.

(<http://studenten.tudelft.nl/en/eemcs/regulations/2017-2018/>)

## 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.

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 so-called 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 in two places. The first place is at <http://rooster.tudelft.nl>. Select the right academic year here. Then you can indicate what study you are doing and from what week you want to see the timetable.

Second place is via <http://mytimetable.tudelft.nl>, here you can indicate which study program you are following, with optional elective courses. It is possible to export your schedule to your calendar or phone via a .cal link.

## OSIRIS


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

## Register for Exams

At the university you must register yourself for each exam you are going to do. This can take place from 56 working days before the examination until 2 weeks (14 days) before the exam. By registering you will reserve a place in the examination room. It is very important that you register 14 days before your exam! If you make an exam without being enrolled, it will not be reviewed.







Brightspace for the specific deadlines. Please take note of the admission requirements and realize that, before the registration period has expired, you must comply with the admission requirements (Note: this does not necessarily have to be at the start of the project!).

The admission requirements are in the executive regulations of your education. Can't enroll while you do meet the admission requirements? Then send an email to [osa-ewi@tudelft.nl](mailto:osa-ewi@tudelft.nl) before expiry of the application deadline.

## Grade list

There are two different ways to view your official grades, namely 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 two weeks before the grade is processed in Osiris.

The study progress overview is an overview of results that are included in your course list and are part of your program. 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](mailto: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 servicedesk.



## Unsubscribe study - EU students only

If you no longer want to be registered for your program(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 unsubscribe for 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 program next academic year, you are considered as a freshmen and therefore subject to the provisions applicable to BSA, you will however 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 program at the TU Delft for four years.

## Resubscribing for a study

As a student, you have to re-enroll for your studies every year. This happens, just like your registration, via Studielink.

Via Studielink you will be guided 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 program for which you have been enrolled in the last year of study. In Studielink you must then choose the option "possible re-enrollments".

## Other important issues

### BSA

The BSA stands for Binding recommendation on continuation of studies, which means that you have to obtain 45 out of 60 ECTS credits in your first year of studies. You receive these credits by passing your exams. 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 advice can be either positive, questionable 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 postponement for your BSA. It is important that you go to the study advisors as soon as possible. More information about this can be found at <http://studenten.tudelft.nl/en/students/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 Examinors 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 for certain courses for a maximum period of one year or being reprimanded from the study in whole.

## Studyguide

A study guide or module card is available in PDF format for each year of the studies for the Bachelor and Master programs within EEMCS. The variants and specializations within a master are described in the relevant study guide or module card. That what is in the study guide is binding. You will find the study guides or module cards for the past and last years at <http://studenten.tudelft.nl/en/eemcs/study-guides/>.

For the digital version of the subject descriptions, visit <http://studiegids.tudelft.nl>.

## Annual planning

The academic year format is a coarse classification of the academic year at the TU Delft. There are additions to mathematics and computer science during this academic year.

The yearly format can be found at <http://jaarindeling.tudelft.nl/>.

## Module card

The module card is an important guide to your education. In this card you will find the program of study of your degree program and you will also see on the



module card when the different courses from your program are given.

On the back of the module card you will also find important links and information about your education. The module card for your education is attached to this booklet.

## Functional restrictions

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 facilities, you have to report your job restriction within 5 weeks to the academic counsellors.

There are also specific workshops and trainings with the theme ‘study with a function limitation’.

More information can be found at <http://studenten.tudelft.nl/en/eemcs/academic-counsellors/a-z-studieadviseurs/functiebeperking/>.

## Cum laude

Cum laude is an indication that is used when students pass their university exams with high grades. Information about how to graduate cum laude can be found in the rules and guidelines of the EEMCS Board of Examinors. The rules can be found in the Rules and Guidelines of the EEMCS Examination Committee. (<http://studenten.tudelft.nl/en/eemcs/regulations/>)





## Honours programma

For bachelor and master students who want some extra challenge on top of their regular program, there is the Honours Program Delft: a challenging supplementary program for students who perform above average, conduct independent research and / or projects and take initiative. A large part of this program is therefore designed for you. Together with students from other programs you will, for example, work on a research for a professor, write a business plan, do an assignment for a company or organize your scientific lectures for fellow students. As mentioned, at Delft's Honours Program, you take the initiative yourself. Therefor the possibilities are numerous and depend on your own interests and challenges. (<http://studenten.tudelft.nl/ewi/honours-programma/>)

## TU Delft contact information

If you are looking for a teacher's contact details, you can contact the TU Delft Phonebook, see <https://telefoonboek.tudelft.nl/>. You can find email addresses, phone numbers, room numbers, and so forth. This is useful if you have questions or want to make an appointment.

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

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

CH achieves its aims relating to study by selling study books 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 or symposia.

Students do more than just study and 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 or symposia.

## Student Panels

The Commissioners for Education coordinate the evaluation student panels. There is one 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. Minor problems can be communicated directly to the lecturers. In the end of each quarter or semester, an end-evaluation is planned.



The results of this evaluation go to 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 committees, please send an email to [education@ch.tudelft.nl](mailto:education@ch.tudelft.nl).

## CHoice

Old exams are an important part of studying for an exam. Therefore, CH has an exam archive online where there are as many old examinations as possible. 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 master 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 the store. This is because CH delivers directly from the publisher and does not make any profit.

## T.U.E.S.Day

T.U.E.S.day is an acronym for Tuesday You (U) Eat Sandwiches Day. Every Tuesday there is a free activity with lunch in the lunch break, except for the exam weeks. Often this is done in the form of a lunch lecture. At a 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 field of study and field of study. You can register here every week for registration at <http://wisv.ch/lecture>

# Committees at CH

‘Christiaan Huygens’ (CH) has multiple committees that organize all kinds of events throughout the year, events like lectures with free food during the lunchbreak, career colleges, but also parties, trips and a wintersport. As a freshmen there are five committees in which you can take place. Each of these committees has their own activiteit 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 freshmen:

## The AkCie

A committee that organizes three type of events:

- **ADSL** An event where all teachers can drink for free and give drinks to students that have a talk with them.
- **Two memberlunches** A lunch where all members of CH can come for a luxurious lunch in the /Pub for only 1 euro.
- **A free activity** An activity chosen by the committee for all members of CH, for instance an evening of disco rollerskating.

## The CHoCo

A committee that organizes two events:

- **Parentsday** 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 pubquiz 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 mentorgroup or friends that you already made.

## The MaPHya

A committee that is focused on organizing events for the students that follow both Applied Mathematics and Applied Physics at the same time, think of events like eating a pizza together or playing Double games.

## The MeisCie

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

## The 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 bbq towards the end of the year where all students from Computer Science and Applied Mathematics can join, eat some meat or vega and enjoy a drink.

## The CH Owls

The soccerteam of CH that you can join whether you are good or really bad at it. Each Monday they play against another team in a friendly competition.

# Questions and Organisations

## 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 (<http://studenten.tudelft.nl/en/students/academic-and-career-counselling/career-counselling-services/central-student-counsellors/>). Based on the content of 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 decides to handle the complaint himself or send it directly to the student ombudsman.

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

- Support to 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 in the study.
- Submitting a complaint via the Central Complaint Desk.

The complaints desk does not deal with complaints about unwanted behavior, discrimination or (sexual) harassment. If you have a complaint about this, you can contact one of the confidential advisors of the TU Delft (<http://studenten.tudelft.nl/en/students/services/well-being-health/confidential-advisors/>) for assistance, counseling and advice.


## 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 program, 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 confidentially.

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.

EEMCS's academic counsellors are Eva de Haan (for Bachelor CSE), Susanne van Aardenne (for first year CSE and Master CS) and Agaby Masih (for TW, AM, CE and ES). If you have a short question, there are walk-in hours. The times are available at <http://studenten.tudelft.nl/en/eemcs/academic-counsellors/>.

An appointment with one of the academic counsellors can be made at <http://>



[studenten.tudelft.nl/en/eemcs/academic-counsellors/make-an-appointment/](https://studenten.tudelft.nl/en/eemcs/academic-counsellors/make-an-appointment/).  
An appointment will usually take 30 minutes..

## **Servicedesk**

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

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

The Servicedesk can be found right next to the main entrance of EEMCS.  
Email address: [servicedesk-eemcs@tudelft.nl](mailto:servicedesk-eemcs@tudelft.nl)

## **Board of Examinors**

You may submit a request to the Board of Examinors 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 LB02.160.

For each degree program 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 Examinors meets approximately once a month, except during the summer holiday.



## 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 <http://studenten.tudelft.nl/en/students/administration/central-student-administration/>

## 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 importance 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](mailto:fsr@ewi.tudelft.nl).

# Activities

Mon 04 Sept	General Assembly 1
Tue 12 Sept	T.U.E.S.Day Lecture: Adyen
Fri 15 Sept	Committee Interest Lunch
Mon 18 Sept	Career College Kick Off
Tue 19 Sept	T.U.E.S.Day Lecture: Prodrive Freshmen Weekend Reunion
Tue 26 Sept	Members lunch
Wed 27 Sept	IFF
Thu 28 Sept	Career College 1.1
Tue 10 Oct	T.U.E.S.Day Lecture
Tue 17 Oct	T.U.E.S.Day Lecture
Thu 19 Oct	Career College 1.2
Mon 23 Oct	General Assembly 2
Tue 24 Oct	T.U.E.S.Day Lecture with Drinks
Thu 26 Oct	Business Tour Interest Lunch
Tue 31 Oct	T.U.E.S.Day Lecture

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