**Master’s Science Starter Guide**

**Finding your way at Utrecht University**

**BUILDINGS**

- Buys Ballot building (BBG)
- Caroline Bleeker building
- David de Wied building (DDW)
- Hans Freudenthal building (HFG)
- Hugo R. Kroey building
- Leonard S. Ornest building
- Minnaert building
- Victor J. Koningsberger building (KBG)

**These are the Faculty of Science’s buildings, but you might have classes anywhere on campus.**

**TIP**

The walking route to the BBG goes through the KBG, and the first room of the KBG on the right side is the entrance to the main building.

**EDUCATION**

**Registration / de-registration**

All first-year Master’s students are automatically registered for the mandatory courses in period 1 or period 3 if you start in February. For elective courses your programme coordinator will inform you about how to register. After that, you will have to register for all mandatory and elective courses yourself.

**How do I register for courses?**

You register for courses via Osiris during the designated registration period. The registration periods are posted on the student site: students.uu.nl/en/science/practical-information/course-registration

**Please note:** the registration periods can be six months in advance, so note the dates in your agenda and plan ahead. Registration periods can also differ per faculty. Take this into account if you are following elective courses at a different faculty.

**Calendar for the academic year**

You can find an overview of the entire academic year at students.uu.nl. More information about programme page students.uu.nl > Academics > Research project

**Research project**

Within all Master’s programmes you will complete one or more research projects. More information: programme page students.uu.nl > Academics > Research project

**DIGITAL TOOLS**

**Login**

Solis-ID: your user name for university services, that corresponds to your student email address.

ZFA: UU secures data using two-factor authentication (ZFA). You need two things to log in using ZFA: your Solis-ID and password, and your smartphone or tablet.

Wi-fi: Utrecht University, log in using your e-mail address and Solis-ID password.

**Registration & schedules**

Osiris student: this is where you can register for courses, see your grades and change your address details.

Course planner: to plan out your studies and have an overview of all courses included in your programme.

MyTimetable: you can link this scheduling website to your own electronic agenda.

MyUU: app for students featuring your grades from Osiris, your university ID, your library card and your personal schedule.

**TIP:** you can read course reviews in the evaluation system Caracal.

**SUPPORT & CONTACT**

**Programme Coordinator:** advises on all content and practical matters concerning your Master’s (e.g. how to plan your research project and which elective courses you should choose).

**Study Advisor:** questions about the study programme, problems with motivation, studying with a disability and personal issues that affect your studies. Make an appointment via your study programme page at students.uu.nl > Contact

**Lecturer:** questions concerning assignments, grades and evaluations.

**Board of Examiners:** grants approval for exemptions, extra results and foreign internships. More information: programme page at students.uu.nl > Contact > Board of Examiners

**Study Association:** every study programme has a study association that organises academic and social activities. More information: students.uu.nl/en/student-life/student-organisations

**TIP:** in case of an emergency, use the emergency telephone number: 030-2534444. This connects you to the Utrecht University Security.

**UNIVERSITY**

**Student Services:** place for information about your enrolment, tuition, financial assistance, housing and Studielink. More information: students.uu.nl/en/contact/student-services

**Student Counsellor:** helps with financial issues, studying with a disability, or combining studies with professional sports. More information: students.uu.nl/en/guidance-and-development/who-to-contact/student-counsellor

**Student Psychologist:** helps with personal and study-related problems. More information: students.uu.nl/afspraak-maken-met-een-studentenpsycholog

**Confidential Advisor:** guidance on issues of inappropriate behaviour. More information: students.uu.nl/en/guidance-and-development/who-to-contact/confidential-counsellor-for-inappropriate-behaviour

**Skills Lab:** offers training, workshops and guidance in the areas of writing, studying and other academic skills. More information: students.uu.nl/en/guidance-and-development/skills-lab

**Tips:**

- Utrecht University offers a lot of ICT support. You can find more information at manuals.students.uu.nl, or by calling (030) 253 300.

- Still have some questions?

Find the answers at students.uu.nl/en/guidance-and-development/who-to-contact/student-services

- Blackboard: learning environment for handing in assignments and finding lecture materials and information about courses. Some courses also use MS Teams.

- Outlook: You will receive important information from lecturers and university administrators via your student email address.

- Solis Workspace: offers all the applications you need for your courses.