# Minor *Advanced Life Science and Technology*:

# Registration manual.

Academic year: 2020-21

Programme coordinator: Dr. Helmi R.M. Schlaman (E: Onderwijscoordinator-bachelor-LST@lic.leidenuniv.nl)

## Registration as a guest student at TU Delft

Students who are not registered at TU Delft should register at TU Delft as guest student *Life Science and Technology*. This is obligatory to enrol in classes of the minor *A-LST* and to make use of Brightspace[[1]](#footnote-1) that requires a TU account, to ensure proper administration of study results, and for insurance reasons.

Procedure:

1. By student:
* Log in into *Studielink* (U: [www.studielink.nl](http://www.studielink.nl))

> Choose Institution of Education: ‘Technische Universiteit Delft’

> Register as ‘Guest student Life Science and Technology (Bachelor level)’



* Present an original (no copy) proof of paid registration fee (‘Bewijs Betaald Collegegeld’)[[2]](#footnote-2) at the Contact Centre, TU Delft[[3]](#footnote-3).
* Collect your student card (campus card) at the Contact Centre, TU Delft[[4]](#footnote-4) (see point 3 below).
* A proof of admission of the student’s own Board of Examiners is not required (see point 2 below). Please deny the messages if you are asked to submit such a document.
* NOTE: Do Not register as minor student at TU Delft at Studielink.
1. By programme coordinator (second half of August the latest):
	* Send list of non-LST students who are admitted to the minor programme *A-LST* to the student administration of TU Delft via contactcentre-esa@tudelft.nl
2. By Student Administration TU Delft:
	* Send student a student number and NetID (TU Delft account) upon registration via Studielink.
	* Registration of student as ‘guest student LST’ under exam type code XB and Bekostiging B but only when proof of paid registration fee (BCC) has been submitted by the student and when admission is registered.
	* Prepare a digital proof of registration that may be downloaded from *Osiris*.
	* Inform student to collect his student card (campus card) by automatic e-mail before October 2020.
1. Brightspace is the electronic learning environment of TU Delft. A TU Delft account (NetID) is required to get access to the Brightspace courses. [↑](#footnote-ref-1)
2. A proof of paid registration fee can be obtained at the front office of the central student administration of the university where the student is enrolled for his/her major bachelor programme. For Leiden University students, use the ‘contactformulier’ that can be obtained from: <http://faq.leidenuniv.nl/questionForm?lang=nl> [↑](#footnote-ref-2)
3. Student Administration, team Enrolment & Finance, Jaffalaan 9a, 2628 BX Delft. E: contactcentre-esa@tudelft.nl T: 015-278 8012 [↑](#footnote-ref-3)
4. By law, is it not permitted to send campus cards to your personal address. You should pick it up yourself at the address indicated at footnote 3 above. [↑](#footnote-ref-4)