

Minor programme *Advanced Life Science and Technology*: Registration manual and Information.

ACADEMIC YEAR: 2017-18

PROGRAMME COORDINATOR: Dr. Helmi R.M. Schlaman (E: schlamenwrm@chem.leidenuniv.nl)

Registration for minor at Usis (Leiden University)

Registration for the minor *A-LST* (complete programme) is only made available through Leiden University, not through TU Delft.

1. University Leiden, current students website:
<https://www.student.universiteitleiden.nl/en?cf=science&cd=life-science-and-technology-bsc>
2. > Directions ('wegwijzer')
3. > Administrative matters ('administratie')
4. > Course and Exam enrolment ('Inschrijven voor vakken en tentamens').
Click: Science ('Wiskunde en Natuurwetenschappen')
Click: Minors for bachelorstudents ('Minoren 2017-18')
5. > Registration code (*Class code*) *Advanced LST*: **1454**

In short: https://www.student.universiteitleiden.nl/administratie/in---uitschrijven/inschrijven-voor-vakken-en-tentamens/inschrijven-voor-vakken-en-tentamen/wiskunde-en-natuurwetenschappen/sterrenkunde-bsc?cf=wiskunde-en-natuurwetenschappen&cd=sterrenkunde-bsc#Minoren_NL1718

Registration Period: 1 May – 1 August 2017 (preferably before half June)

Confirmation of registration: registered students are informed personally via university e-mail (U-mail, TUDelft mail, etc) to confirm their registration and (conditional) admission.

This will happen in two rounds: half June and half August.

Admission requirements (proofs should be submitted to the programme coordinator by non-LST students before 10 August):

- Completion of first year programme.
- Completion of at least 30 ec of the second year programme. For LST bachelor students, this includes all practical courses.
- Background knowledge in chemistry, molecular and cellular biology and biotechnology.
- For students outside Science Faculty, Leiden University: approval by Board of Examiners of own programme that minor *A-LST* as part of the exam programme.

Cancellation of registration: students who decide NOT to participate in the minor *A-LST* should cancel their registration in Usis.

Enrolment in Blackboard course '*minor Advanced LST*'

Blackboard Leiden University: <https://blackboard.leidenuniv.nl> – Log in using your ULCN account.

Courses > Faculty of Sciences > Minors [GO]

> Advanced Life Science and Technology (2017-18) > Enrol

This Blackboard course contains general information on, for instance, schedules, registration procedures, etc. and it is used as communication channel of the programme coordinator with the students.

Registration as a guest student at TU Delft

Every non-LST student should register at TU Delft as guest student *Life Science and Technology*. This is obligatory as the study administration of the minor *A-LST* components is done at TU Delft, some of the courses of the *A-LST* are taught at TU Delft that make use of Brightspace¹, and for insurance reasons.

Procedure:

1. By student:
 - Log in into *Studielink* (U: www.studielink.nl)
 - > Choose: 'bacheloropleiding'
 - > Indicate at 'Start eerste jaar': NO
 - > Institution of Education: 'Technische Universiteit Delft'
 - > Register as 'Gaststudent Life Science and Technology'
 - Present an original (no copy) proof of paid registration fee ('Bewijs Betaald Collegegeld')² at front office central student administration TU Delft³. A proof of admission of the student's own Board of Examiners is not required (see point 2 below).
 - NOTE: Do Not register as minor student at TU Delft at Studielink.
2. By programme coordinator (second half of August):
 - Send list of non-LST students who are admitted to the minor programme *A-LST* to the central student administration. Only students who submitted the required admission requirements (see above) before 10 August will be listed.
3. By central student administration TU Delft:
 - Registration of student as 'guest student LST' under code XB but only when proof of paid registration fee has been submitted and when admission is registered.
 - Send student card (campus card) and proof of registration before October 2017.

Registration as a guest student at Leiden University

Every student not registered at Leiden University should register at Leiden University as a guest student *Life Science and Technology*. This is required as some of the courses of the minor *A-LST* are taught at Leiden University that make use of Blackboard⁴ and for insurance reasons.

Procedure:

1. By student:
 - Fill-out the 'guest-student registration form' to obtain from:
<https://www.student.universiteitleiden.nl/binaries/content/assets/ul2student/registration-minor-or-guest-student.pdf>
 - Contact the programme coordinator of the minor *A-LST* (not the study advisor) to fill out the required fields for approval of participation.

¹ Brightspace is the electronic learning environment of TU Delft, comparable to Blackboard at Leiden University. A TU Delft account (NetID) is required to get access to the Brightspace courses.

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>

³ Central Student Administration (csa), Jaffalaan 9a, 2628 BX Delft. E: csa@tudelft.nl T: 015-278 249

⁴ Blackboard is the electronic learning environment of Leiden University, comparable to Brightspace at TU Delft. A Leiden University account (ULCN account) is required to access the Blackboard courses.

- Send in the filled-out and undersigned form together with required enclosures to the Front Office Student Affairs⁵.

Information

Programme minor A-LST: <https://studiegids.leidenuniv.nl/studies/minors/2017-2018>

Course content: <http://www.studiegids.tudelft.nl/>

Registration for courses (examinations): via Osiris (TU Delft)⁶

Transcript (list of results of minor components) can be obtained from TNW servicepunt:
ServicepuntTNW@tudelft.nl

Programme coordinator: schlamanwrm@chem.leidenuniv.nl

⁵ Front Office Student Affairs *Plexus*, Kaiserstraat 25 (ground level), 2311 GN Leiden. T: 071 527 8011

⁶ From September 2017 onwards, Brightspace is substituted for Blackboard as the collaboration and digital learning environment of TU Delft. Access to *Orsiris*, that went via *My Student Info* at Blackboard, will change too. How is not clear yet at the moment of this writing.