

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

ACADEMIC YEAR: 2019-20

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

Registration for selection minor *Advanced LST*

1. LST students and Nanobiology students: registration for the minor *A-LST* via Osiris, TU Delft
Procedure: Osiris/student – minor registration (...)
2. Students from Leiden University including MST students and external students (from institutions different from TU Delft, Leiden University or EUR): registration via uSis, Leiden University
Procedure:
 - 2.1 University Leiden, current students website: <https://www.student.universiteitleiden.nl/>
 - 2.2 > Administrative matters ('administratie')
 - 2.3 > Course and Exam enrolment ('Inschrijven voor vakken en tentamens').
Click: Science ('Wiskunde en Natuurwetenschappen')
 - Click: Minors for bachelorstudents ('Minoren 2019-20')
 - 2.4 > Registration code (*Class code*) *Advanced LST*: **(will be made available from half March 2019 onwards)**¹
3. Students from TU Delft and Erasmus University Rotterdam: registration via their home university

Registration Period: 01 April 2019 (13:00 hr) – 15 April 2019 (24:00 hr)

Confirmation of registration: registered students are informed personally via university e-mail (U-mail, TU-Delft mail) to confirm their registration and (conditional) admission before half May.

Admission requirements (proofs should be submitted to the programme coordinator by non-LST students before 15 April 2019):

- 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 (bio)chemistry, molecular and cellular biology and biotechnology.
- For students outside Science Faculty, Leiden University: approval by Board of Examiners of own programme that the minor *A-LST* will be part of their exam programme.

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

- LST students, Nanobiology students and students from TU Delft: send an e-mail to minors@tudelft.nl.
- Students from Leiden University, including MST students, and external students: 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 (2019-20) > Enrol

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

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 Brightspace² 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)
 - > Choose Institution of Education: 'Technische Universiteit Delft'
 - > Register as 'Guest student Life Science and Technology (Bachelor level)'

The screenshot shows a web form titled "GUEST STUDENT LIFE SCIENCE AND TECHNOLOGY (BACHELOR LEVEL)". At the top left is the "STUDIELINK" logo. Below the title is a "Full-time" button. The form contains three rows of information: "Type of study programme:" with the value "WO Bachelor"; "Educational institution:" with the value "Technische Universiteit Delft"; and "Location:" with the value "DELFT". A blue "Select" button with a right-pointing arrow is located at the bottom right of the form.

- Present an original (no copy) proof of paid registration fee ('Bewijs Betaald Collegegeld')³ at the Contact Centre, TU Delft⁴.
- Collect your student card (campus card) at the Contact Centre, TU Delft⁵ (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.

² 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.

³ 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>

⁴ Student Administration, team Enrolment & Finance, Jaffalaan 9a, 2628 BX Delft. E: contactcentre-esa@tudelft.nl T: 015-278 8012

⁵ By law, it is not permitted to send campus cards to your personal address. You should pick it up yourself at the address indicated at footnote 4 above.

- NOTE: Do Not register as minor student at TU Delft at Studielink.
2. 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 via contactcentre-esa@tudelft.nl
 3. 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 examentypecode XB and Bekostiging B but only when proof of paid registration fee has been submitted 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 2019.

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 Blackboard⁶ that requires an ULCN account, 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/verzoek-tot-inschrijving-gaststudent.pdf>
 - Contact the programme coordinator of the minor *A-LST* (not the study advisor) to fill out the required fields for approval of participation.
 - Send in the filled-out and undersigned form together with required enclosures to the Front Office Student Affairs⁷.

Information

Programme minor *A-LST*: <https://studiegids.leidenuniv.nl/studies/minors/2019-2020>

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

Registration for courses (exams only): via *Osiris* (TU Delft)⁵

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

Programme coordinator: schlamanwrm@chem.leidenuniv.nl

⁶ 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. <https://blackboard.leidenuniv.nl>

⁷ Front Office Student Affairs *Plexus*, Kaiserstraat 25 (ground level), 2311 GN Leiden. T: 071 527 8011