Find your way at the Faculty BSS

University of Groningen
Faculty of Behavioural and Social Sciences
July 2017
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<tr>
<th>Important phone numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University alarm number</td>
</tr>
<tr>
<td>+31 (0)50 8050</td>
</tr>
<tr>
<td>CIT-Service Desk:</td>
</tr>
<tr>
<td>+31 (0)50 363 3232</td>
</tr>
<tr>
<td>Student Service Desk fac. BSS</td>
</tr>
<tr>
<td>+31 (0)50 363 6301</td>
</tr>
</tbody>
</table>
Preface

Dear student,

Welcome to the faculty of Behavioural and Social Sciences. This reader will help you find your way in the first weeks at the faculty BSS, with practical and IT information.

For the explanation of IT-facts this reader is chronologically organised and starts with an explanation how to log in on the university network and how to get access to the internet. The standard applications that are used are shortly mentioned. More attention is paid to the composition of your individual course catalogue and you individual time table. This information is needed for registering for courses and exams (ProgRESS WWW). If you’re enrolled in a course, you will be subscribed automatically the next day in that course in our electronic learning environment (Nestor).

Recommendations IT Practical Students

It is recommended to read the information in this reader carefully, in order to make proper use of all the IT facilities at the faculty of Behavioural and Social Sciences and the University.

Account:
It is necessary to check your account and the password received by regular mail and change your password in a more easy one to memorize. (pages 1 and 2).

ProgressWWW:
It is necessary and obliged to enroll for all courses and exams. You should therefore practice this in ProgressWWW and make sure that you know how this is done (pages 7 and 8).
The faculty BSS
The faculty of Behavioural and Social Sciences is one of 11 faculties at the University of Groningen. The faculty accommodates several programmes:

- Psychology
- Sociology
- Pedagogy and Educational Sciences
- Academic Teacher Education Programme

More than 600 employees are working at the faculty and more than 4000 students are registered.

Buildings at the faculty BSS
The faculty buildings are open from Monday till Friday from 8 a.m. till 6 p.m. The Heymans and Munting building are open from 8 a.m. till 9.30 p.m. On Fridays the buildings are closed at 5.30 p.m. During summer holidays there will be other opening hours, which will be announced on time at the information screens and the student portal.

Front desk
Practical questions can be asked at the front desk at the Heymans building. You can also pick up keys here if you reserved a room.

Student Service Desk
For questions about the organisation of the study program, enrolling for courses and exams, forms for course exemptions or electives, a certified academic transcript and for making appointments with the academic advisors please contact the Student Service Desk (Heymans building, first floor):

Grote Kruisstraat 2/1,
9712 TS Groningen
Telephone: +31 50 363 6301

Opening hours:
Monday to Friday from 9:00 am until 12:00 pm and 13:00 pm until 17:00 pm. The Student Service Desk has specific opening hours (Tuesday and Thursday 14.00-15.00 pm) for students who want to have a certified copy of their diploma. This service costs 5 euro for two complete sets. Copies will be made exclusively from the original documents. It is therefore necessary to bring all of your original documents (degree certificate in Latin, Dutch and English, and the diploma supplement). Please note: payment by PIN only. More information about current opening hours: www.rug.nl/gmw/education/onderwijsbalie.

Library
The library collection of behavioural and social sciences can be found at the 3rd floor of the University Library (UB), Broerstraat 4 (opposite to the Academy Building). Compulsary study literature is available at the faculty BSS, in the former library on the 1st floor of the Heymans building.

Copy shop
The copyshop located in the Van Gelder building. Here you can copy, print and bind your reports. You can also buy lecture pads, usb sticks, notepads and other office supplies.
House rules

Theft
All BSS buildings are public; that is to say, they are accessible to everybody during opening hours. In connection with possible theft of either RUG or private properties every keyholder is obliged to lock his or her workspace during absence

Safety
Every staff member, student or visitor who uses the BSS buildings and/or the facilities must be aware of the general safety Instructions of BSS. In case of a fire, accident or emergency, people should immediately contact the Central Office (Centrale Meldkamer, or CMK) of the RUG: phone: 050-363 8050. The Central Office will make sure that all necessary assistance will be arranged for you. Keep exits free!

No Smoking Policy
You are not allowed to smoke in any of the buildings of the Faculty of Behavioural and Social Sciences. Also, smoking is not permitted within a radius of 5 meters near the entrances and exits.

Animals
You are not allowed to bring animals into the buildings. Only guide dogs and care dogs are permitted.

Waste
Please dispose of any waste in the appropriate bins, and throw cigarette butts into the ashtrays.

Bicycles
Please place bicycles in the shed or in the bike racks. You are not allowed to park bicycles at random in the Hortus Garden. Also: keep the passage way for pedestrians in mind, when you put your bikes (in the racks) on the street.

Notice Boards
The notice boards in the various buildings are intended for organizational or teaching and research activities that are associated with the faculty. Information that does not comply with this will be removed. You are not allowed to paste information on any of the walls.

Mobile phones
Phone calls are not permitted in or near a teaching / research area, in the study rooms or in the library. Make sure you do not disturb others when you make a phone call.

Food and drinks
In the lecture rooms, computer rooms, libraries and laboratories food and drink are not allowed.

Lecture rooms
The use of phones, laptops and tablets in the lecture rooms is only allowed in connection with activities that concern the lecture.
Be on time: there is no ‘academic quarter’ anymore.
Be quiet: talk will disturb the teacher and fellow students.

Access to buildings
If people do not follow the rules as established in the University House Rules and Disciplinary Measures (Art. 7.57h WHW) under ‘Regulations for the use of university buildings, grounds and other facilities,’ this may have the consequence that their access to the buildings and premises will be temporarily or permanently denied.
Computers and wireless network

Location of PCs

Consult the map (last pages) to locate the rooms where you always have access to the computers. In addition to these, there are PC classrooms where you can use the computers when no instruction is being given.

N.B. Eating, drinking and smoking are prohibited in the computer rooms. Installing software (including games) or playing games on these machines is not permitted.

<table>
<thead>
<tr>
<th>Location</th>
<th>Computer rooms (always available)</th>
<th>Computer/lecture rooms (sometimes available for individual use)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grote Kruisstraat 2/1</td>
<td>Heymansvleugel</td>
<td>Room Hv.0306, Hv.0307, Hv.0406, Hv.0407 (4 x 20 computers)</td>
</tr>
<tr>
<td>Bloemstraat Building</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your account

To use any University computer, you will first need a username and a password to log on to the central network. Once logged on, you will have access to all software installed on the GMW network, for example Word 2010 for word processing, Internet Explorer for Web browsing and SPSS for statistical analysis.

You have recently received a letter from the university informing you of your e-mail address, your login name and your password for access to the University IT facilities. You can use this account to log on to a computer, manage your e-mail and use ProgRESS WWW, Nestor and wireless access (eduroam).

The letter contains your initial password. In the next section you will learn how to change this password. It is necessary to change your password. You can use the password named in the letter only three times. For questions about your account you can go to the City Centre Servicedesk (8.30 – 17.00 hours), Harmonie building (building 1313, room 231). A password should contain at least 8 letters (small and capital) and/or digits. The Acceptable Use Policy included in Appendix I explains how to use and make up passwords. **The main password must be changed every year.**

Starting up, logging on and changing passwords

The operating system on the computers in the computer rooms is Windows 7. If the screen is black, the computer may still be operational. In that case, press the space bar and wait for a few seconds or check the computer casing to see if any lights are on. If it is really switched off, use the power switch to turn it on. After you have switched on the computer (and, if applicable, have selected Windows as the operating system), the following dialog box will be presented, in which you should enter your username (= S + student number) and password. Use the mouse or the Tab key to go to the Username: and Password: fields and enter the correct information (stated in the letter). Press OK after you are finished.
Use Internet Explorer (the icon is on the desktop) to navigate to [https://diy.rug.nl](https://diy.rug.nl) (you can do this at home). This will bring up the following form.

After logging in (with the password you received in a letter) this form appears:
Enter your new password in the field ‘New password’ and confirm it in the next field ‘Confirm new password’). Your password is subject to certain rules which you can also find on this page. When you have done this, your new password is stored.

At the faculty and at several other places in Groningen you can use the wireless network.

**Wi-fi**

I-pad/I-phone:
- **Settings**
- Network: Eduroam
- Username: s-nummer, followed by @rug.nl
- Password: your University of Groningen password
- Mode: automatic
- Click join/accept

Android:
- **Settings**
- Network: Eduroam
- EAP-method: Select PEAP
- Phase 2 verification: select MSCHAPV2
- Identity: student number, followed by @rug.nl
- Password: your University of Groningen password
- Click connect

Please contact the CIT-servicedesk in the Harmony building in the city center or call the Central Service Desk (050 363 3232) if you have any questions about the wireless network or if you can’t get connected.
PC-applications

The Start menu

You have access to all available applications through the Start button (bottom left corner of the screen). **Please note:** After you logged in, the applications must load first. This may take some time! Click on Start and then on All Programs.

In the menu you find the applications that are on the network. Under Accessories you find the applications that are installed on the PC. You can also type the first few letters of the program in ‘Search programs and files’.

Start > RUG Menu

All applications offered on the network can be accessed through Start>All Programs. They are listed according to program type. You will also find Microsoft Office 2010 in this list.

Personal drive (X:)

You can store your personal files on your Homedrive. This is the X:\ drive, 4 Gb of disk space on the network, reserved for you.
Central University e-mail program (Webmail)
As explained in the letter sent to you in August, all University students have been given an e-mail address and access to the e-mail program for students. As from July 2013 the University uses Googlemail for students. You can login to http://googleapps.rug.nl. You then can use googlemail/Gmail. At the same time you have access to Google Drive and Google Calendar. For further details go to http://myuniversity/infonet/studenten/ict/collaboration/google/google.

If you are logged in to the Student Portal (http://studentportal.rug.nl/) you do not have to log in to the mail anymore, because you are already logged in (single sign on). However, the first time you log in to your mail you have to use an extra password (see myuniversity.rug.nl/infonet/studenten//ict/collaboration/google/application-specific-password-en.pdf).

Please note: Sending spam-mail is forbidden by law. When the faculty discovers a student sending large amounts of unwanted email (spam) to others, disciplinary actions will be taken accordingly. (Also see: Appendix II: Acceptable Use Policy of the University of Groningen).
The Student Portal is your central access point for all news, announcements (for example about course units) and degree programme-related information. The Student Portal has three tabs: Today, Study Info and My Career.

Logging in
By logging in to the Student Portal, you are automatically logged in to systems such as the electronic learning environment Nestor, Progress (numbers and registrations), schedules/timetables, Ocasys and your mail.

All information
All information from Nestor, Progress and My University for Students can now be centrally accessed from the Student Portal. The Student Portal comprises:

- Today tab: links to your course units, news and important information (for example about course units), timetables, your latest marks, the balance on your student card and much more
- Study Info tab: all information from Infornet for Students
- Career tab: all information and events organized by NEXT Career Services

Announcements
All announcements sent by the University, your Faculty or your degree programme will be posted on the Student Portal only. The following types of news announcements are distinguished:

- Need to know = important announcements, which you are required to read.
- Nice to know = interesting tips and information.
- Courses = important information about your courses.
**Word 2010**
Microsoft Word 2010 is the standard text processing software used by University students and staff. If you use an older version of the program at home, Word 2010 has the option to save your text as a Word2010 document.

**Printing, copying and scanning**
Printing of documents can be done by sending your documents to the FollowMeprinter. Log in on any printer (don’t forget to hold the Shift-button when typing the capital(s) in your password) or hold your student card over the card reader. The documents in the print row will be shown on a printer with display. You can select the documents you want to print. After that select print. Printers without display will print all print jobs. If you want to make a color print you have to select this in the print job. After that you can print this job on a color printer.

The Groningen University has 400 machines available for usage for both students and staff. Each machine(equipped with a card reader) can be used to pick up your prints, scanning or copying. Printing facilities are also located close to the student computer rooms.

**Pay with your University Card**
You can pay your printouts with a credit on your University Card. This credit can be topped up through MyPrint. Identify yourself at a printer with a University Card or by entering your S-number and password, to release the machine or printjob. The minimum amount is €5, the maximum amount € 50 per upgrade. Transactions costs (€0.70) will be calculated separately. You cannot get this money back after finishing your study.
The academic year calendar gives an overview of the course and exam weeks and holidays.

The academic calendar consists of two semesters, each of 20 weeks. The first semester runs from September to December, and the second semester runs from January to June. Students have a study free week during the second semester. The first chance exams will be held in the last two weeks of each period. The second chance exams will be held in the fourth week of period 2b, 2a, 2a, and in July.

2. Holidays and Public holidays:
- Week 36, 2017 is an introduction week.
- Good Friday: 30 March, 2018.
- Easter: 1 & 2 April, 2018.

The year calendar can also be found on www.rug.nl/gmw/education/schedules.

Course catalogues
Each BSS-programme has an online Course catalogue, of which items can be selected and merged into one PDF document. To compile your catalogue, please visit: www.rug.nl/gmw/studiegidsen.
Here you see an overview of available catalogues. When clicking a catalogue, a new screen appears in which you can select the items you wish to add to your course catalogue. (see image below)
Select the components using your mouse. (Hold the CTRL-button to select multiple components at once). Now press ---Add--- to add your selection to “My catalogue”. Once you have added all items, click ‘Generate catalogue’. Now you can open or save your catalogue as a .pdf file.

Please note!: The catalogues can be updated at times. Always check the date of the latest update when you select your catalogue.

Timetables
To create your timetable, it is easiest to use the timetable-generator. To do this, visit www.rug.nl/gmw/education/schedules. Here you see an overview of the programmes the faculty offers. Choose courses or programmes:

- **Courses**
  Compile your own timetable by selecting one or multiple courses.

- **Programmes**
  A schedule to all lectures and exams in a programme in a given period, with or without lectures and exams.
Viewing your timetable

You will see the following screen. (See image below):

---

You are now looking at your week to week activities. Each line represents one activity. You can also get a calendar, compact or graphical view of your timetable.

You will get your course information by clicking on the by clicking on the relevant course link in the schedule. Abbreviations for the buildings/rooms are:

- **B** = Bouman building
  - Grote Rozenstraat 31
- **Hv** = Heymans building
  - Grote Kruisstraat 2/1
- **M** = Munting building
  - Grote Kruisstraat 2
- **N** = Nieuwenhuis building
  - Grote Rozenstraat 38
**ProgRESS WWW**

To sign up for courses and exams, as well as viewing your results, a web-application called “ProgRESS WWW” is being used. The URL to this application is:

https://progresswww.nl/rug

The opening screen will appear: (See image below)

The default language is Dutch. To switch to English, click “Switch to English Language”, before logging in. After logging in using s+student number (e.g. s1234567) and your password, you’ll see the menu as shown below.

*Enrolling in courses and/or exams*

To sign up for a course and/or exam you use the “enrolling” button. When clicking this button, a new screen appears with a menu on the left and an overview of courses and/or exams you are enrolled in on the right. By navigating through the left menu, you will eventually get to the available courses and/or exams of a programme. (See image below)

Enrolling in a specific course and/or exam is done by checking the box behind the activity and then clicking the “enroll” button. The activity is now shown on the right under “Enrollments”. Here you can also deregister yourself from an activity: check the box behind the activity and click “de-register”. *Registration for courses in the first semester (block 1a en 1b) will be done by the faculty.*
When a course or exam is not listed or unavailable in ProgRESS WWW, please go to the BSS Student Service Desk.

Please note: Enrollment is only opened for a limited period of time. Please check your course catalogue for specific dates.

Once you have enrolled for a course, in the sixth week of the courses you will automatically be enrolled for the first exam. If you do not pass the exam, you will also automatically be enrolled for the re-sit exam.

If you are not present at the first exam, you will have to enroll for the re-sit. Therefore you have to be enrolled in the course. Enrolling is possible from the start of the first exams until 5 working days before the relevant re-sit exam.

**Viewing your results**
To view your results, click “results”. When you have results, a list as in the image below will appear:

<table>
<thead>
<tr>
<th>Course</th>
<th>Score</th>
<th>Date</th>
<th>Percentage</th>
<th>Score</th>
<th>EC</th>
</tr>
</thead>
<tbody>
<tr>
<td>PABAP001</td>
<td>6</td>
<td>11-01-2011</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>PABAP010</td>
<td>7.1</td>
<td>17-01-2011</td>
<td>7.1</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>PABAP011</td>
<td>6.2</td>
<td>21-01-2011</td>
<td>6.2</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>PABAP023A</td>
<td>6.3</td>
<td>06-04-2011</td>
<td>6.3</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>PABAP023B</td>
<td>5</td>
<td>14-04-2011</td>
<td>5</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>PABAP030C</td>
<td>9</td>
<td>30-04-2011</td>
<td>9</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>PABAP055</td>
<td>7.3</td>
<td>21-09-2011</td>
<td>7.3</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>PABAP057</td>
<td>4.9</td>
<td>20-09-2011</td>
<td>4.9</td>
<td>9.0</td>
<td></td>
</tr>
<tr>
<td>PABAP058</td>
<td>5</td>
<td>15-04-2011</td>
<td>5</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>PABAP092</td>
<td>6.2</td>
<td>26-10-2010</td>
<td>6.2</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>PABAP093</td>
<td>5.0</td>
<td>11-04-2011</td>
<td>5.0</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>PABAP100</td>
<td>6.9</td>
<td>04-07-2011</td>
<td>6.9</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>PABAP101</td>
<td>7.2</td>
<td>15-05-2011</td>
<td>7.2</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>PABAP102</td>
<td>7</td>
<td>20-01-2011</td>
<td>7</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>PABAP103</td>
<td>6.6</td>
<td>03-11-2010</td>
<td>6.6</td>
<td>10.0</td>
<td></td>
</tr>
<tr>
<td>PABAP104</td>
<td>6.9</td>
<td>03-11-2010</td>
<td>6.9</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>PABAP105</td>
<td>6.4</td>
<td>25-10-2010</td>
<td>6.4</td>
<td>5.0</td>
<td></td>
</tr>
</tbody>
</table>

If you have questions about, or when you find an error in your results, please visit the GMW Student Service Desk.

Please note: Errors in your e-mail address or student card can only be corrected by the Information Services, 1st floor at the Academy Building, Broerstraat 5. Make an appointment online at [www.rug.nl/education/information-services](http://www.rug.nl/education/information-services).
Support
Obviously, things may occasionally go wrong when using a faculty computer. For any support issues, please contact the IT Service Desk. You can also consult the Desk if there are problems with your account (please bring your student card and/or other ID). If you encounter problems with SPSS or other statistics software, consult the Methodology Shop (open Monday to Friday from 1 p.m. to 5 p.m.; opening hours may differ during vacations). If you want to really get to know a computer program, the Center for Information Technology may have a suitable course for you. Visit www.rug.nl/cit and navigate to IT & Education>Course overview to see what’s on offer.
If you want to purchase other software, you can log on to www.surfspot.nl with your username and password and buy several programs with huge discount.

Logging off
When you are finished working on the computer and want to log off, click on the arrow next to the ‘Start’ button at the bottom left of the screen and select ‘Log off’. If it is the end of the day, you may want to shut down the PC by selecting ‘Shut Down’ instead of ‘Log off’.

Acceptable Use Policy of the University of Groningen for University Computer Systems
This use policy can be found at: www.rug.nl/society-business/centre-for-information-technology/security/aup.

Which info where?

| Student portal | https://studentportal.rug.nl | • all course information  
|               |                             | • actual information about opening hours during holidays  
|               |                             | • vacancies for student assistantships  
|               |                             | • Career information and information about trainings  
|               |                             | • exchange information(studying abroad)  
|               |                             | • your opinion counts! – everything about participation  
|               |                             | • all rules and regulations  
|               |                             | • faculty facilities  
|               |                             | • course catalogues, schedules, contact information  
| Progress-WWW  | https://progresswww.nl/rug  | • course and (resit)exam enrollment  
| Ocasys        | https://www.rug.nl/ocasys   | • course information |
Addresses

City Center IT Service Desk
Harmonie building (building 1313, room 231)

Telephone: +31 (0)50 363 3232
Email address: CITServicedesk @RUG.nl
(The Service Desk cannot help you with specific software problems)
Opening hours: 8.30 a.m. – 5.00 p.m.

Methodology Shop
Grote Rozenstraat 19
Gadourek building, room 113
Telephone: +31 (0)50 363 6190
(Only for queries relating to statistics and methodology)
Opening hours: 1.00 p.m.-5.00 p.m.
Dear student,

Welcome to the University of Groningen. This e-mail is to inform you of your student number and e-mail address. You will need your student number to activate your account and create a password to gain access to various University facilities, including:

- My University; the University intranet
  - (myuniversity.rug.nl)
- Google Apps for Education; e-mail, planner, chat, documents and web pages
  - (myuniversity.rug.nl/infonet/studenten/ict/collaboration/google/how-to-go-google)
- Nestor; the electronic learning environment of the University of Groningen
  - (nestor.rug.nl/)
- ProgRESS WWW; to register for courses and track your study results
  - (progresswww.nl/rug)
- electronic databases of the University libraries
  - (bestanden.ub.rug.nl)
- uploading a passport photo for your student card
  - (myuniversity.rug.nl/infonet/studenten/inuitschrijving/how-to-upload-photo.pdf)

Your account details are:
Username / studentnumber: s1234567
E-mail address: a.w.test@student.rug.nl

For security reasons you will have to activate your account via diy.rug.nl.
As soon as you have activated your account, you will receive a code in an e-mail to your private e-mail address and/or in an SMS text message.
You will need this code to create your personal password.

N.B.
We emphasize that this message does not mean that your personal status in the application-/ ballot- / matching procedure has been changed.
The current status of your ballot procedure or registration can be tracked via Studielink (app.studielink.nl/front-office). This does not apply for Exchange Students.

We need your passport photo to create your student card, so don’t forget to upload it in good time.
More information and telephone numbers can be found in the knowledge base.
(www.rug.nl/education/hoezithet).

Please contact the CIT Service Desk on 050- 363 3232 or via www.rug.nl/servicedesk if you need help or have any questions.

With kind regards,

Center for Information Technology
CIT Servicedesk
Acceptable Use Policy of the University of Groningen

DISCLAIMER: The current document is a translation of the corresponding and official Dutch version (called 'Gebruiksregels Universitaire Computersystemen'), which was endorsed by the Board of the University of Groningen in June 2001. The document is provided solely as a service to non-Dutch-speaking members of the University. Where the meaning of the English document is unclear or ambiguous, the Dutch document should be consulted.

This document contains the general rules for using the computer systems of the University of Groningen, the 'Acceptable Use Policy' (AUP) of the University of Groningen.

The current document is derived from existing AUPs as used by various other universities. The following AUPs were consulted:

**Boston University Information Technology:**
Conditions of Use and Policy on Computing Ethics, 1 September 1988

**University of California at Los Angeles (UCLA):**
SEASnet General Information (23 October 1990)

**Oregon State University:**

**Princeton University:**

The above-mentioned documents can be requested from the security manager of the CIT, Center for Information Technology. UCLA's Acceptable Use Policy was used in particular as a basis for the current document. This document contains the generic usage policy, both for internal and external users as well as systems managers. More specific acceptable use policies, derived from the current policy, are also available for these target groups.

This document uses the following terminology:

- Computer systems: IT (information technology) systems in general. Not only computers, but also peripherals such as printers or specialized systems such as *routers*.
- Terminal: a generic term for any IT apparatus.
Responsibilities of the User and of Systems Security Personnel

User Responsibilities

Users of the University computer systems should realize that they are not the only ones using these computers. Many computers are multi-user systems, and the users of these computers belong to a community. Therefore, the ground rule on which this AUP is based is similar to the ground rule on which traffic is based: the users of the University computer systems should not endanger these systems, nor should they hinder other users.

Some implications of this ground rule are that users are not allowed to send unsolicited e-mail or to try to obtain or use other users' passwords, not even occasionally or 'for fun'.

Account privacy

Access to University computer systems is only granted to individuals. Using other people's accounts or access rights will result in the discontinuation of that individual's account. Any unauthorized use of an account should be reported immediately to the CIT Security Manager.

Copying software

The use of software made available on the University computer systems is subject to applicable licenses and copyrights. Software stored on the University computer systems may not be copied for use elsewhere, unless explicit and written permission has been granted by the proper authorities. Conversely, using illegally obtained software is not permitted on the University computer systems.

Using the University computer systems

Using the University computer systems, including hardware, software and computer network facilities, is only allowed in accordance with the nature of the account provided. Any use of the University computer systems is always restricted to research or teaching. No commercial use of the University computer systems is allowed, unless explicit and written permission has been granted by the proper authorities.

Password security

Third parties may gain access to the University computer systems via passwords. Even in this case the owner of an account is liable for any access or abuse of the University computer systems. In order to minimize the chances of unauthorized parties getting hold of your password, please adhere to the following guidelines:

- Keep your access information secret: do not hand this information to friends or acquaintances.
- Do not type your password while somebody is watching you type.
- Change your password every now and then. Opinions differ about the optimal interval for password changes, but everyone working in the field of security advocates changing passwords every once in a while. Changing your password very often isn't necessary, but it should be changed at least once a year.
- Do not use personal data about yourself, your friends or relatives when constructing your password.
- Do not use existing words or abbreviations (like rcrug or bss).
- Use lower-case as well as upper-case letters, digits and punctuation characters when constructing your password.
- Here are some examples of hard-to-guess but easy-to-remember passwords (well, until they were listed in this document):
  - 1irC&D 'it is raining cats and dogs'.
  - 6^twT. 'barking up the wrong tree.'

Report holes in security

All multi-user systems are susceptible to security breaches. If you find a flaw in a system's security setup
you should report this to the Security Manager. It is not permitted to exploit any weaknesses discovered in the security setup of University computer systems. By informing the Security Manager of any weaknesses that you have found, you are effectively helping to optimize the reliability of the University computer systems, while at the same time preventing misunderstandings (are you showing intellectual curiosity or are you deliberately exploiting a security hole?).

Playing games
Games are available on various University computer systems. Enjoy them in a responsible way. If you notice that somebody is waiting for your terminal it is very impolite to keep using your terminal to play games. Finish your session and let others use your terminal. Prevent situations where others have to ask you to leave your terminal.

The abuse of facilities and privileges

Abuse of facilities and privileges is illustrated by, but not restricted to, the following examples. Users of the University computer systems are expected to prevent and fight any abuse of the University computer systems within the spirit of this AUP. The examples provided below should be interpreted as illustrations, not as an exhaustive list.

It is not permitted:

- to modify or to remove hardware or software without having obtained prior permission from the proper authorities
- to use the University computer systems, or to use any software or stored data without having obtained prior permission from the proper authorities
- to send any e-mail using other people's names and/or addresses, or to read or distribute other people's e-mail without having obtained their consent in advance
- to alter IP addresses or other identifying data of University computer systems (e.g. by spoofing)
- to violate software and/or copyright licences that are applicable to the software and/or data that are stored on the University computer systems
- to harass or hinder other users of the University computer systems
- to gain access to, or to distribute any information stored in the University computer systems without having obtained prior permission from the owner of such software or data
- to hamper or to deny access to the University computer systems by sending extremely large bodies of e-mail, either to destinations within or outside the University. In addition, it is forbidden to abuse the University computer systems by, for example, submitting extremely large print jobs, storing extremely large amounts of data, or executing programs using grossly inefficient algorithms or requiring excessively large resources
- to distribute or to make available any information, irrespective of its form, owned by the University, without having obtained written permission from the owner in advance
- to distribute or to make available obscene, aggressive, discriminating or threatening information.

Responsibilities of systems managers

Systems managers have the same rights and duties as other users of the University computer systems. However, the sensitive nature of their position naturally leads to additional security-related requirements.

- Systems managers have to ensure that users of their systems have access to the software and hardware they require for their normal work at the University. Requests for the installation of software should always be considered conditional to the assigned nature of the particular University computer system. For example, a systems manager of a computer not intended to
provide access to the web cannot justifiably be asked to install a webserver on that particular computer.

- The systems manager is responsible for the security of the system itself and will, in cooperation with the security manager, take care of the installation and maintenance of the required and available software.
- The systems manager will consider any information about the system, as well as any information stored in the system, confidential.
- In special situations the systems manager can be required to submit specific information (data, software) for further investigation, in order to solve any problems that were encountered while using the data or software. These requirements may involve:
  - Performing security scans
  - Checking inbound and outbound e-mail traffic
  - Checking inbound and outbound world wide web traffic.

Consequences of abusing the University computer systems

The abuse of University computer systems may result in disciplinary action.

If there are strong indications that the University computer systems are or have been abused, and if the abuse can be traced back to a person who is associated with the University (the suspect), at least one of the following steps must be taken to ensure the safety and integrity of the University computer systems:

- The management of the department responsible for the suspect must be informed of the situation
- The access rights of the suspect must be restricted or suspended, pending the results of the investigation. The suspect may file an objection to this restriction or suspension with the chair of his/her department
- Data files and media of the suspect must be investigated
- The board of the relevant faculty or the director of the relevant department must be informed about the suspected abuse.

Legal articles related to this AUP (in Dutch)

- Artikel 7.57 h WHW (artikel 7.57a (oud) WHW)
- Huisregels en Ordermaatregelen Rijksuniversiteit Groningen.
Map Locations in centre:

<table>
<thead>
<tr>
<th>Acg</th>
<th>Academic Building</th>
<th>Broerstraat 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1314</td>
<td>Faculty of Arts</td>
<td>Oude Kijk in’t Jatstraat 26</td>
</tr>
<tr>
<td>SSC</td>
<td>Studenten Service Centre</td>
<td>Uurwerkersgang 10</td>
</tr>
<tr>
<td>USD</td>
<td>University Student Desk</td>
<td>Broerstraat 5</td>
</tr>
<tr>
<td>ISD</td>
<td>International Service Desk</td>
<td>Broerstraat 5</td>
</tr>
<tr>
<td>UB</td>
<td>University Library</td>
<td>Broerstraat 4</td>
</tr>
</tbody>
</table>
Tennishal = ACLO Blauwborgje 16

Tentamenhal = Examhall Aletta Jacobs Blauwborgje 4
Collegehal = Examhall Aletta Jacobs Blauwborgje 4
5161 = Faculty of Science and Engineering (FSE) Nijenborgh 4
5419 = Faculty Economics and Business (FEB) Landleven 12
Map Locations Bloemstraat & Medical Sciences:

3219 = Faculty of Medical Sciences
BL & BBL = Bloemstraat buildings

Antonius Deusinglaan 1
Bloemstraat 36