Find your way at the Faculty BSS
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Important phone numbers:

- University alarm number: +31 (0)50 8050
- CIT-Service Desk: +31 (0)50 363 3232
- Student Service Desk fac. BSS: +31 (0)50 363 6301
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 your individual timetable. This information is needed for registering for courses and exams (ProgRESSWWW). If you are enrolled in a course, you will be subscribed automatically next day in that course in our electronic learning environment (Nestor).

We recommend that you 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.

It is necessary to check your account and the password received by regular mail and change your password in an easier one to memorize.
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). Compulsory study literature is available between the regular collections of the university library.

Copy shop
The copy shop 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.

Catering
The faculty restaurant is located at the Grote Rozenstraat, under the Ambulatory, sandwiches, snacks, soup and drinks are available as well as a snack, candy, coffee and soft drink machine. You can use the microwave there. At the Orangerie (Gadourek building) you can get coffee, tea and cakes at Moyee Coffee.

Heritage room
The faculty BSS has a heritage room, in which you find scientific documents, interviews, photos and intriguing curiosities about 10 pioneers who built up the history of social sciences in Groningen: the very
first professors in Psychology, Pedagogics and Sociology and their successors. The heritage room is situated in the Boumangebouw, Grote Rozenstraat 31 and is free to visit.

Between the Grote Rozenstraat and Grote Kruisstraat, you find the former Hortus Botanicus of the University of Groningen. In the garden, you can enjoy the sun and beautiful surroundings.

The faculty has a faculty board, which is responsible for education and research at the faculty. The board consists of the dean, vice-dean, managing director and a student assessor.

**Disabled people**

Disabled people can enter the Heymans Building via the entrance at the back. A number of toilets for disabled are present in the building. Have a look at the map in the back of this reader for the routes for disabled.

**House rules**

**Safety**

Contact the University’s Main Control Room when a calamity (fire, accident, acute dangerous situation) occurs: tel. +31 50-363 8050.

**Smoking policy**

You may only smoke at the indicated places.

**Mobile telephony**

Telephoning is not allowed in or near a teaching/research room, in the study rooms or the libraries.

**Consuming food and drinks**

In lecture rooms, computer rooms, libraries and research rooms it is not allowed to eat or drink.

**Collegezalen**

- In lecture rooms use of mobile phones, laptops and tablets is only allowed for matters related to the lecture.
- Be in time for the lectures: there is no academic quarter.
- Be quiet: talking disrupts the lecturer and fellow students.
Computers and Wi-Fi

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.

<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>Heymans building</td>
<td>Heymansvleugel</td>
<td>Room Hv.0306, Hv.0307, Hv.0406, Hv.0407 (4 x 20 computers)</td>
</tr>
<tr>
<td>Gadourek building (next and above Moyee Coffee)</td>
<td>Ground floor and 1st floor</td>
<td></td>
</tr>
<tr>
<td>Building Bloemstraat 36</td>
<td>Hall</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

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 (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-number, 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.

General tip: contact the IT Service Desk on extension 050 363 3232. Use this telephone number to report defective or malfunctioning PCs or printers, to prevent unnecessary down time.
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 home drive. 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. The University uses Googlemail for students. You
can login to [http://googleapps.rug.nl](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](http://myuniversity/infonet/studenten/ict/collaboration/google/google).

If you are logged in to the Student Portal ([http://studentportal.rug.nl/](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](http://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.
Student Portal
studentportal.rug.nl

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.
Printing, copying and scanning
Printing of documents can be done by sending your documents to the FollowMeprinter. Log in on any printer (do not 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 print job. 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.
Academic year calendar

The academic year calendar gives an overview of the course and exam weeks and holidays.

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**Academic year 2018-2019 GMW**

<table>
<thead>
<tr>
<th>Sept '18</th>
<th>Oct '18</th>
<th>Nov '18</th>
<th>Dec '18</th>
<th>Jan '19</th>
<th>Feb '19</th>
</tr>
</thead>
<tbody>
<tr>
<td>mo</td>
<td>27</td>
<td>3</td>
<td>10</td>
<td>17</td>
<td>24</td>
</tr>
<tr>
<td>tue</td>
<td>28</td>
<td>4</td>
<td>11</td>
<td>18</td>
<td>25</td>
</tr>
<tr>
<td>wed</td>
<td>29</td>
<td>5</td>
<td>12</td>
<td>19</td>
<td>26</td>
</tr>
<tr>
<td>thu</td>
<td>30</td>
<td>6</td>
<td>13</td>
<td>20</td>
<td>27</td>
</tr>
<tr>
<td>fri</td>
<td>31</td>
<td>7</td>
<td>14</td>
<td>21</td>
<td>28</td>
</tr>
<tr>
<td>sat</td>
<td>1</td>
<td>8</td>
<td>15</td>
<td>22</td>
<td>29</td>
</tr>
<tr>
<td>sun</td>
<td>2</td>
<td>9</td>
<td>16</td>
<td>23</td>
<td>30</td>
</tr>
</tbody>
</table>

Syllabusweek: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Half term week: - - 1 2 3 4 5 6 7 1a 1a 1a 1 2 3 4 5 6 7 1b 1b 1b

---

The year calendar can also be found on [www.rug.nl/gmw/education/schedules](http://www.rug.nl/gmw/education/schedules).

Course catalogues

From 2018-2019 there will be no separate course catalogues at the faculty BSS. All information is to be found on intranet. The information will be placed in the summer of 2018. Please go to [www.rug.nl/gmw/education/study-guide](http://www.rug.nl/gmw/education/study-guide) for current information.

Timetables

To create your timetable, it is easiest to use the timetables-generator. To do this, visit [www.rug.nl/gmw/education/schedules](http://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
- **Hv** = Heymans building
- **M** = Munting building
- **N** = Nieuwenhuis building
- **Bl** = Building Bloemstraat

<table>
<thead>
<tr>
<th>Week 36: 3 - 7 Sep 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 3/9 11:00-13:00</td>
</tr>
<tr>
<td>13:00-15:00</td>
</tr>
<tr>
<td>Wed 5/9 11:00-13:00</td>
</tr>
<tr>
<td>Fri 7/9 14:00-15:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 37: 10 - 14 Sep 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 10/9 08:00-11:00</td>
</tr>
<tr>
<td>11:15-13:00</td>
</tr>
<tr>
<td>13:15-14:00</td>
</tr>
<tr>
<td>15:00-17:00</td>
</tr>
</tbody>
</table>

Abbreviations for the buildings/rooms are:

- **B** = Bouman building
- **Hv** = Heymans building
- **M** = Munting building
- **N** = Nieuwenhuis building
- **Bl** = Building Bloemstraat

Grote Rozenstraat 31
Grote kruisstraat 2/1
Grote Kruisstraat 2
Grote Rozenstraat 38
Bloemstraat 36
**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)

![Opening Screen](image)

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

![Menu](image)

**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)

![Enrolments](image)

Enrolling in a specific course and/or exam is done by checking the box behind the activity and then clicking the “enrol” button. The activity is now shown on the right under “Enrolments”. Here you can also deregister yourself from an activity: check the box behind the activity and click “de-register”. Information about registration is to be found on the student portal and to be given at the introduction lecture of your programme.
When a course or exam is not listed or unavailable in ProgRESS WWW, please go to the BSS Student Service Desk.

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:

![List of results](image)

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.
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’.

Information sources

<table>
<thead>
<tr>
<th>Information source</th>
<th>URL</th>
<th>Information available</th>
</tr>
</thead>
</table>
| 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: CITService Desk @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.
Example letter

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/student number: 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 Service desk

User rules
By using the university IT facilities you agree to the user rules for the university computer systems; see: www.rug.nl/cit/security/aup
Map Locations in centre:

Acg = Academic Building
1314 = Faculty of Arts
SSC = Studenten Service Centre
USD = University Student Desk
ISD = International Service Desk
UB = University Library

Broerstraat 5
Oude Kijk in ’t Jatstraat 26
Uurwerkersgang 10
Broerstraat 5
Broerstraat 5
Broerstraat 4
Map Locations at Zernike:

- Tennishal = ACLO Blauwborgje 16
- Tentamenhal = Exam hall Aletta Jacobs Blauwborgje 4
- Collegehal = Exam hall 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 = Bloemstraat building

Antonius Deusinglaan 1
Bloemstraat 36
Informatie voor mindervaliden

1. Heymanangebouw (2311) Grote Kruisstraat 2/1 Bereikbaar via de achtering Mindervalidentoilet: Te verdieping
2. Heymanswillemsgebouw (2313) Grote Kruisstraat 2/1 Bereikbaar via de achtering Mindervalidentoilet: Te verdieping
3. Mustingsgebouw (2212) Grote Kruisstraat 2/1 Bereikbaar via hoofd + achtering Mindervalidentoilet: begane grond + Te verdieping
4. Mustingsgebouw (2212) Grote Kruisstraat 2/1 Bereikbaar via achtering Mindervalidentoilet: lichtje 3
5. Jantina Tummersgebouw (3331) Grote Kruisstraat 2/1 Bereikbaar via de achtering Mindervalidentoilet: Te verdieping
6. Van Gelderzachtegebouw (334) Grote Kruisstraat 2/1 Bereikbaar via de achtering Mindervalidentoilet: Te verdieping
7. Snijdersgebouw (2223) Grote Kruisstraat 2/1 Bereikbaar via de achtering Mindervalidentoilet: Te verdieping
8. Gadouregelgebouw (3333) Grote Kruisstraat 2/1 Bereikbaar via de achtering Mindervalidentoilet: begane grond

HULP NODIG? BEL DE RECEPTIE! 050 363 6314