Specific information Master Communication and Information Studies

Welcome to the University of Groningen and in particular to the programme of Communication and Information Studies!

With this letter, we would like to address a few things that are important for the start of your programme. The letter contains important information concerning the mastertracks of CIS: Communication Science, Communication and Education, Computer communication, Digital Humanities and Information Science.

Start of the academic year
The academic year will officially start on Monday the 2nd of September. In order to know when and where your seminars will be, please check out the schedules. Note: the schedules can change. Keep an eye on the schedule, also during the semester.

Introduction Master
The introduction of the Master CIS takes place on Wednesday 4 September in room OBS 34.002 (Oude Boteringestraat 34). You will get more information about the programme. Make sure you can be there!

Note: the Mastertrack Digital Humanities has its own introduction day.

The programme:
15.00 Opening by Mike Huiskes
15.10 Information about thesis and internship
15.30 Presentation study advisor
15.50 Presentation Study Association Commotie
16.00 Drink

There are also other introduction activities to meet your fellow students.

Introduction Mastertrack Digital Humanities
The introduction of the Mastertrack Digital Humanities takes place on Monday 2 September. The welcoming lunch takes place in the Weberfoyer (Harmony building) and starts at 1:00 p.m. The weberfoyer is on the ground floor in building 1313.

New to the University of Groningen?
For some of you, the next academic year will not be your first year as student at the UG. Maybe you have followed courses as a bachelor's student or maybe you did a pre-master. But if you are new at this university, it would be a good idea to check out the information provided on this website, where you can find a lot of information that will help you to start your master's programme in the best way. Things like student accounts, student mail, access to Blackboard, and more are explained. If you have any practical questions, make sure to contact our secretariat (sec-mille@rug.nl).

The curriculum of CIS
In Ocasys, the online study guide, you can find the study programme of 2019-2020 with all the course descriptions. You can enroll for the first semester courses as soon as you are admitted to the programme. Students with a bachelor's degree from the UG can enroll for the courses even before their application is successfully finished. Enrollments for the courses can be done in ProgressWWW. Make sure you are registered for the courses before the academic year starts. If you need any assistance, please contact the secretariat (050-3635858 or sec-mille@rug.nl).

Purchase of laptop Mastertrack Information Science
Students of the Mastertrack Information Science need a computer or laptop. With your UG-account you will get access to Windows and a Linux environment. The courses regularly work with Linux. If you are still planning to purchase a new computer, take into account that your computer needs sufficient (working) memory. See Surfspot for student discounts on hardware and software, and log in by clicking on 'University of Groningen'.

Masterstudents of Information Science can join the computer instructions for bachelorstudents on Thursday 29 August from 2 p.m. – 5.30 p.m. in the Multimedia rooms.

**Study planning and special circumstances: Study Advisor**
It could be that your study does not go the way you wanted. Whether this is due to special circumstances (being sick for a while, personal issues, etc.) or disappointing results, you can contact the study advisor. Together with the study advisor you can discuss what is needed to get you back on track.

In this regard it is important to note that you need to contact the study advisor if you have a performance disability. That could be a physical disability, but also chronic illnesses, psychological complaints, dyslexia, etc. The university offers various arrangements for studying (and taking exams) for students with a performance disability.

You can make an appointment with the study advisor (book online), walk by during the walk-in hour (room 1312.0409) or send an email to studyadvicecis@rug.nl.

**Questions?**
You might have some questions left after reading this letter. Our secretariat is open during the summer and is happy to be of any assistance to you. You can contact the secretariat via email (sec-milc@rug.nl) or by phone (050-363 5858).

We look forward to seeing you in September. Have a wonderful summer!

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**General information**
We have made a list of important things you might come across while studying at our faculty.

**Ocasys**
Ocasys is the online catalogue where you can find all necessary information on the different programmes within the faculty. In Ocasys you will also find the course description, learning outcomes of the course, name of the teacher/coordinator, as well as the literature you should use and other necessary information about any specific course.

**Student email**
Your student email address is automatically generated when you apply for a programme at the University of Groningen, and uses the format X.Y.Z.Alfabet@student.rug.nl. To activate your student account, go to diy.rug.nl. You will need your student number (s1234567), your date of birth (yyymmd) and your own private email address (as registered in Studielink or Online Application System, OAS). Please make sure to check your inbox regularly and carefully. Our advice: make sure to automatically forward all your student emails to your personal email account.

**Lectures and exam schedules**
Schedules (for lectures and exams) can be found on the website. Via this link you will find schedule information not only for your programme, but for the whole faculty. Make sure to select the correct academic year in the right upper corner. For questions about schedules you can contact the scheduling office via roosters.let@rug.nl.
Prior to every semester you are required to plan the courses for the next semester. You can do this via the website ProgressWWW. Once you are enrolled for a course, you are automatically enrolled for the exam (if you meet the entry requirements). The Office for Student Affairs (the administration department from this faculty) will inform you about the procedures regarding enrollments.

Literature
You can find the literature you need for your courses in Ocasys. Some courses will only use books, others will use articles that are made available via the Student Portal. For some courses, you might need to use readers. You can order them in the reader shop. Go to www.uorder.nl and use your student account to sign in.

You can contact the secretariat about questions regarding course enrollment, seminars, etc. Contact them by phone (050-363 5858) of email (sec-miilc@rug.nl).

Study advisors
The study advisors provide information about choice of study and study programmes. They guide students during their programme and can be contacted when students have problems with study progress or difficult circumstances. You can book an appointment with a study advisor by making an appointment online. Depending on the programme you’re following, you can book an appointment with:

Hester Noord: https://hesternoord.youcanbook.me/
Sjors van Ooij: https://sjorsvanooij.youcanbook.me/
Albert Everaarts: https://alberteveraarts.youcanbook.me/
Aletta Westra: https://alettawestra.youcanbook.me/

Pigeonholes teachers
In the central hall on the fourth floor, next to the coffee corner, you will find the pigeon holes for all teachers and study associations.

Relevant documents
A description of the study programme with corresponding arrangements can be found in the Teaching and Examination Regulations (TER). You should definitely check this document, since you’re expected to know about its content. You can find the TER here.

An overview of the rights and obligations of both students and the university can be found in the Student Charter. You can find it here.

Board and organization
It is important to familiarize yourself with the Board of Examiners. You will encounter them the moment that you deviate from the normal curriculum. You can send a request to the exam board on your own account or in consultation with the study advisor. (S)he will be able to advise you on the best approach. Another important body you need to familiarize yourself with is the Programme Committee. The Programme Committee offers the possibility to students who would like to contribute to the important decisions within a programme. The Programme Committee is partially made up of students and partially of teachers. More information about important organs in the faculty can be found here.