OSIRIS Student (new)

Radboud Universiteit

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Werkinstructies

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General

What is OSIRIS Student?

OSIRIS Student is a mobile website and a 'native app' for mobile devices and PC. The following functions are available.

- View test results
- Consult study progress
- Registration for courses, tests, minors and specializations
- Checking the status of your registration
- Read messages from the university and faculty
- Read notes
- Upload your passport photo
- Consult documents in your file
- Consult and update contact details
- Consult the facilities for exams
- Manage calendars and schedules
- Consult the OSIRIS Coursecatalog
- Consult and reach the supervisors who are linked to you
- Follow the status of your graduation application
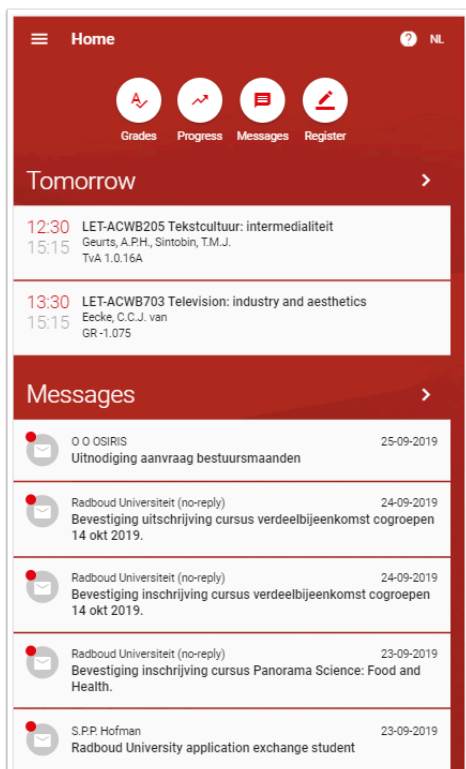
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The address of OSIRIS is: https://osiris.ru.nl

Yoe can download the native app in the apple appstore en google play.

How can I log in in OSIRIS Student?

You can log in in OSIRIS Studentwith your studentnumber as username using a 's' as prefix. For exemple: s1234567. During log in username and passwrd will be confirmed by Surfconext. At the first time log in, several screens will apear asking for consent on permission.

Go to: https://osiris.ru.nl to log in
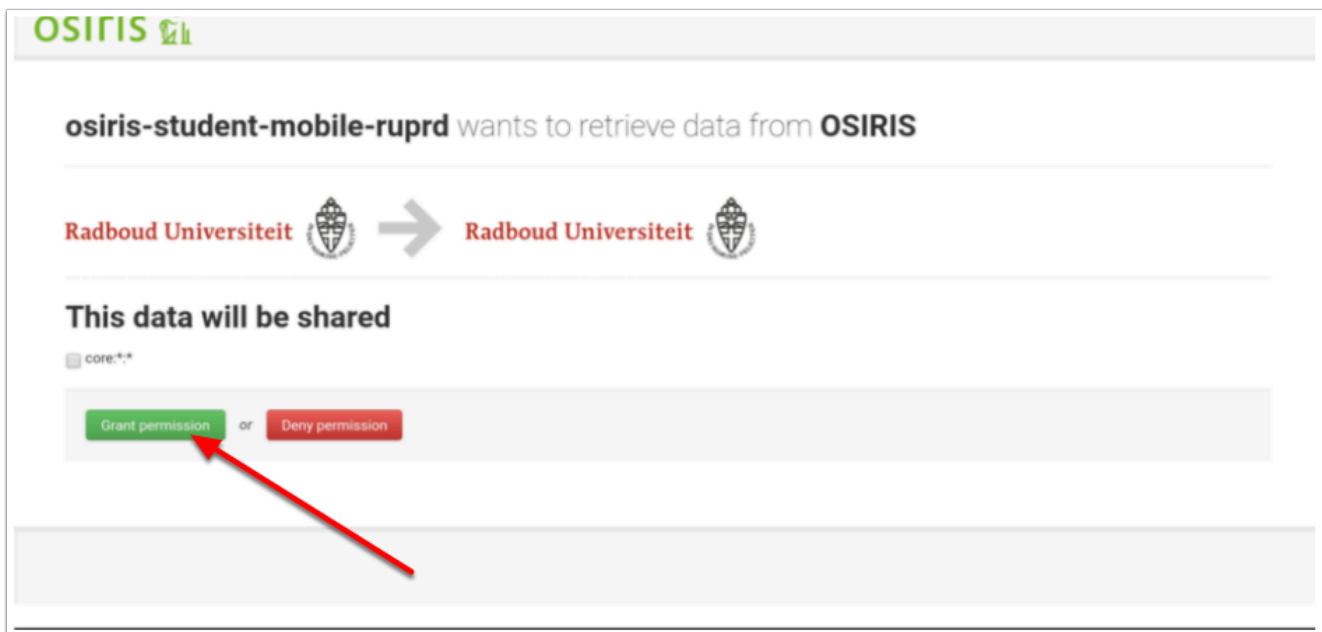
At the first time log in, you will be asked for permission to share data between the OSIRIS database and the OSIRIS Student application. Click the green button "Grant permission" to give the OSIRIS Student application access to your data in OSIRIS.

Click the "Yes, proceed to OSIRIS RU Student App | CACI" button. You will now have access to OSIRIS student. Next time you log in these steps will not occur again.

Log in

To log in use your studentnumber as username, with a 's' as prefix.

> ❗ Attention: In OSIRIS Case and OSIRIS Stay abroad (https://sis.ru.nl/osiris-student) the username is without the 's' prefix!

Which browser gives the most optimal experience with OSIRIS Student?

The OSIRIS web app is a 'responsive website' to be launched in a internet browser. Although OSIRIS is designed for the use in all modern internet browsers, it is recommended to use the following browsers for an optimal experience:
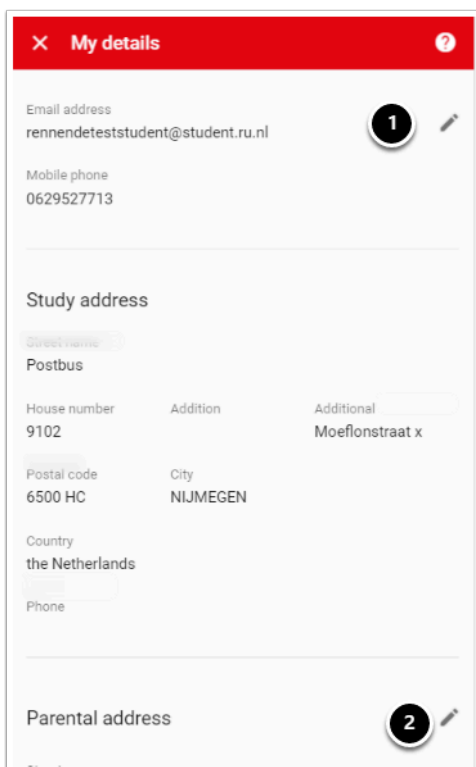
- Google Chrome
- Firefox
- Safari

How can I view and edit my address details?

Address details are in OSIRIS. They are from Studielink. We have a study address and a 'parental' address. The study address we receive from Studielink, and can therefore not be changed in OSIRIS. If you want to change this address, go to [Studielink](). The parental address is the address we received from Studielink at the time of your first application at Radboud University. After that you can change it in OSIRIS. This instruction explains how to do this.

Go to: > Home > My details > Contact details

To change your data, proceed as follows.

1. To change your mobile number click here
2. To change your parental address click here

How can I change my passport photo?

In OSIRIS you can upload your passport photo. The photo is used on your student card. Make sure that the photo you use is suitable for identification.

Go to > My details
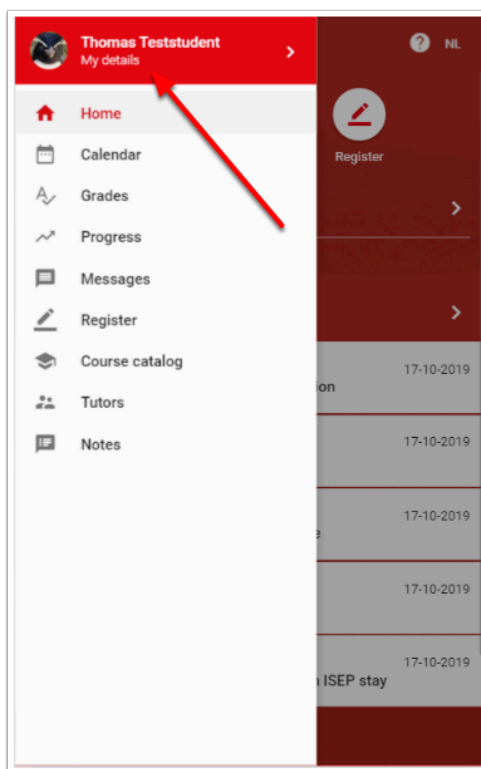
Click on the button at the top left, and go to the menu "My details".

Select menu personal details
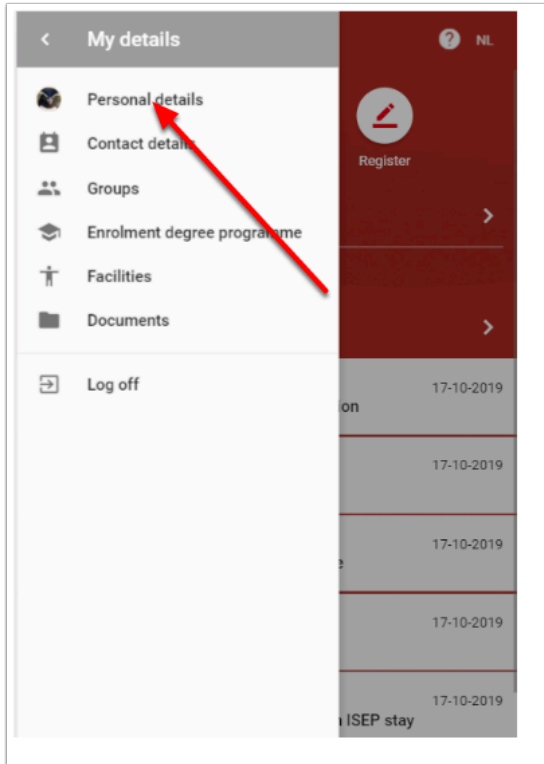
Click "Edit"
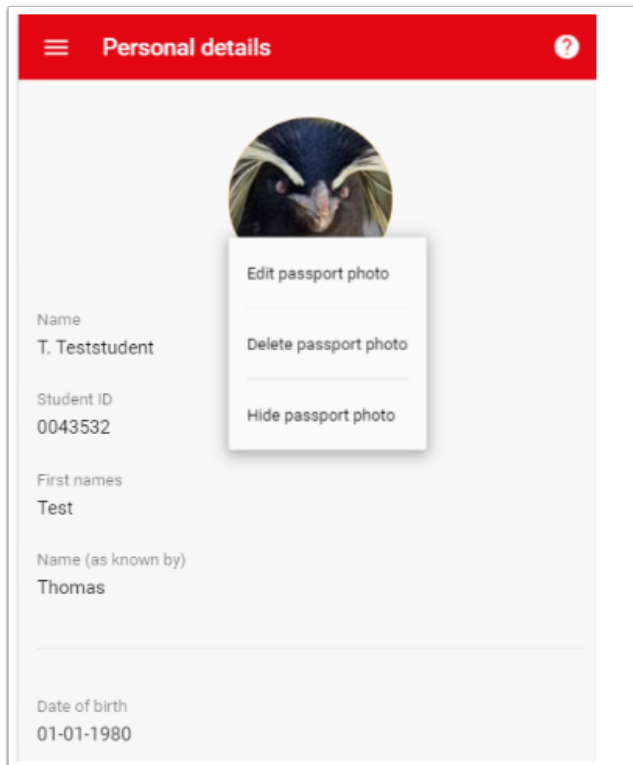
Click the "edit" link at the bottom of the current passportphoto. Three options now apear.

- Edit passport photo
- Delete passport photo
- Hide passport photo

Select "Edit passport photo"

Select and upload a new passport photo
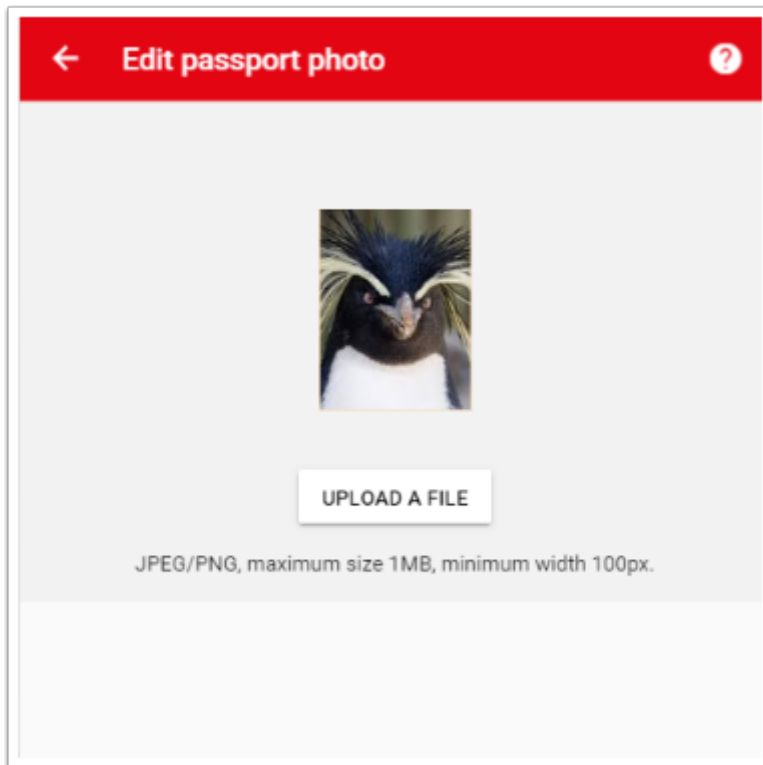
Selecteer nu een nieuwe foto. Houdt rekening met de bestanmdsgrootte en dwe minimale breedte. JKlik op "Upload een nieuw bestand" om toegang te krijgen tot je foto's / afbeeldingen.

Adjust the size
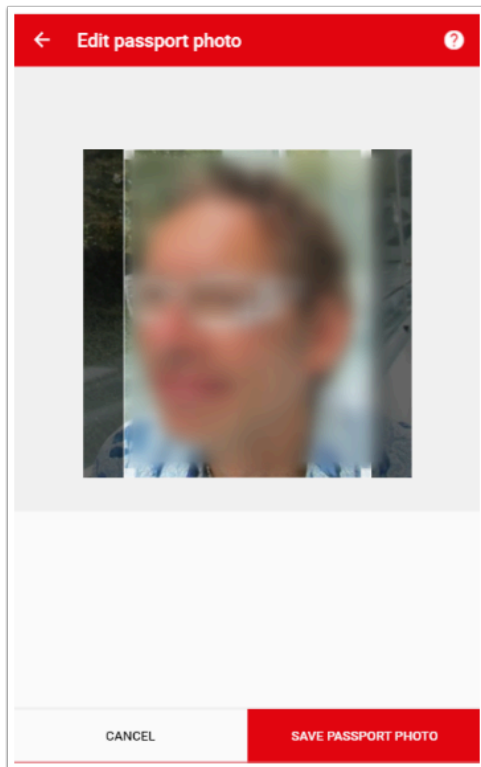
If necessary, adjust the size of the photo and the position of the photo, and click on the "Save passport photo" button.

Where can I go if I have any questions?

There are several possibilities to ask questions about your study. It depends on the type of question where you can best ask them.

Questions about registration for courses, tests, minors, grades for tests, internships, etc.

Any questions about the content of your study programme can be asked at the Student Information Point of the faculty that covers your study programme.

Questions about enrolment, payment of tuition fees, admission

Questions about admission, enrolment and tuition fee calculation and payment can be put to the student information desk.

Mail: centralstudentdesk@ru.nl

Visit: Houtlaan 4, Nijmegen

Where can I download the OSIRIS app?

You can download the OSIRIS native app for <u>Android here.</u>

You can download the OSIRIS native app for <u>iOS here</u>.

Registering

How do I register for a course?

Registration for a course can be done by yourself in OSIRIS. In some cases, the educational administration of your study programme will register you for courses. There are certain conditions attached to the application, such as entrance requirements, pre-registration or waiting lists. This is usually stated in the course description. Registration for courses takes place in a certain period of time. This period differs per faculty, programme or type of course. The registration period is mentioned for each course. It is also possible to filter on courses that are open for registration.

⚠ *Please note: as of 20 May 2020, exchange students can no longer register for courses themselves. Course registration will be done for them on the basis of their learning agreement. Any questions this may cause can to be addressed to their faculty contact person.*
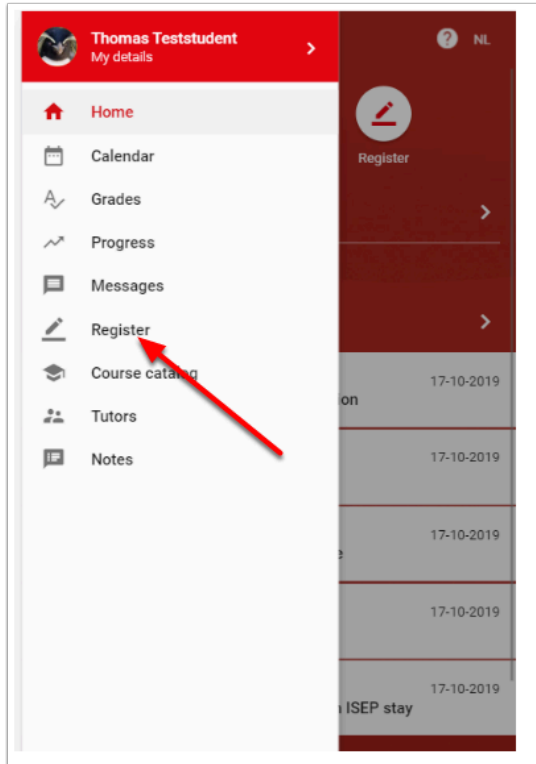
Go to: > Register

Select the menu with the button at the top left, and go to "Register".

Choose what you want to register for
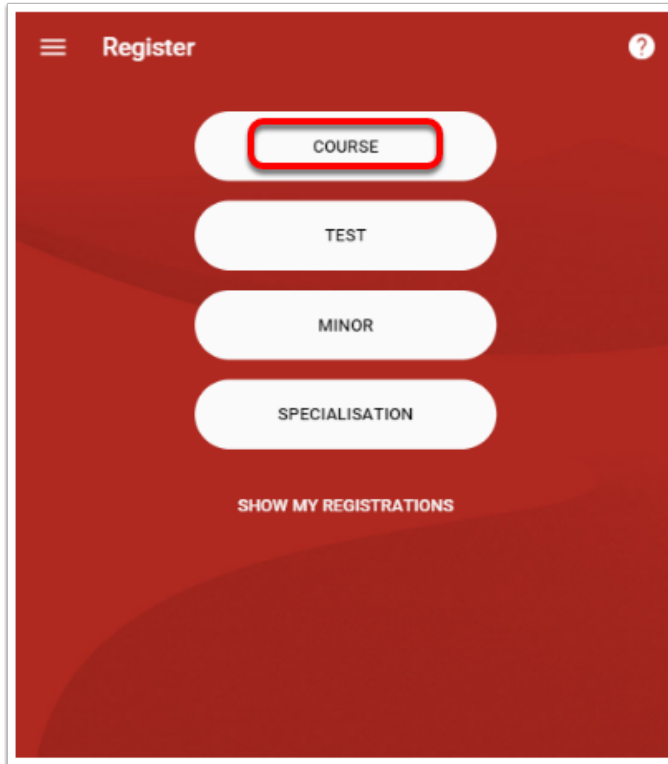
You can choose from the following options:

- Course - register for courses
- Test - register for tests
- Minor - register for minors
- Specialisation - register for specialisations

Select 'COURSE'
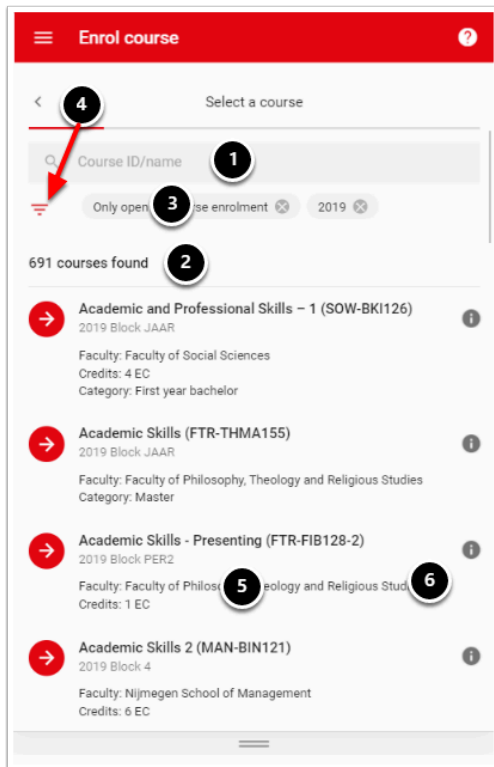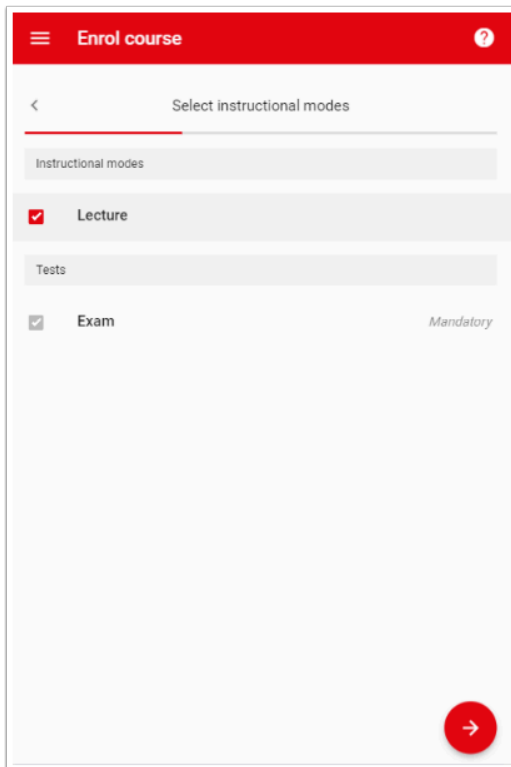
You will now see a page where you can search for courses. Not all courses are open for registration. Courses with a red dot and an arrow in front of them are open. In this page you will see the following.

1. A search bar in which you can search (part of) the code or the title of the course.
2. The number of courses found that match the filters that are used to perform the search.
3. The filters used
4. A button to add or modify filters
5. A short description of the course, with the faculty and the number of credits
6. An information icon to provide you with information concerning the description of the content, goals, starting blocks, entry requirements etc.
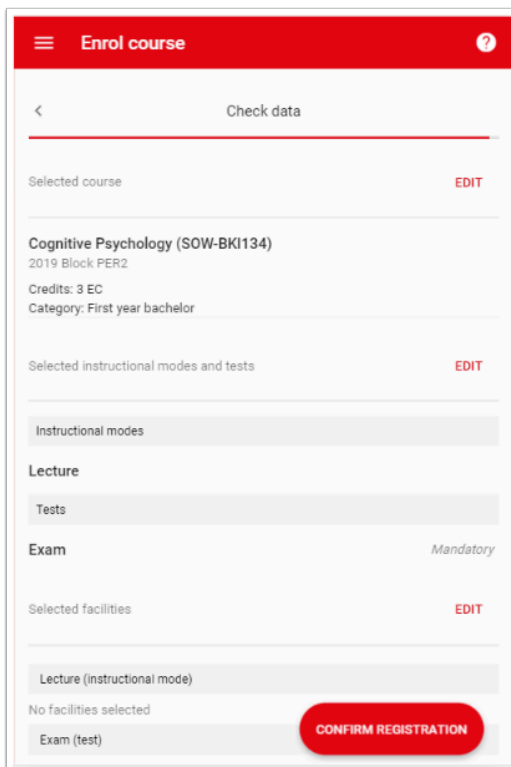
By clicking on the course for which you want to register, you will be taken to the following screen

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Select the instructional modes you wish to attend, and click the red arrow button on the lower right of the page to continue.

In some cases, you will ahve to choose also the groupnumber of the instructional mode. if you're entitled to the use of facilities, you will be prompted for selecting these also.

Now confirm the registration by clicking the 'CONFIRM REGISTRATION' button.
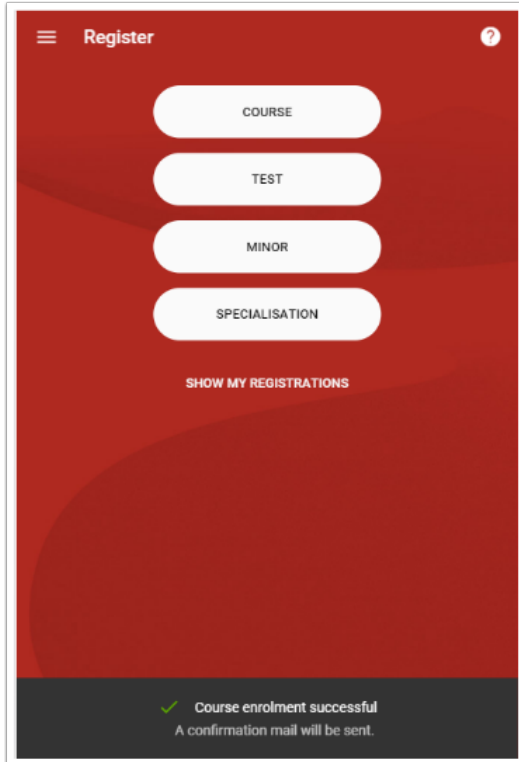
At the bottom of the page you will receive a message that you have successfully enroled. You will also receive an automatically generated email confirmation on your Radboud University mail account.

> 💡 Questions about course enrolment can be asked at the Student Information Point (StIP) of the faculty that offers the course. A list of Student Information Points can be found here.

How do I search and filter courses?

The Radboud University offers thousands of courses each year for dozens of programs. Almost all of these courses can be found in OSIRIS. Therefore it can be useful to search the offer using filters. This instruction explains how this can be done.

Go to: > course catalog
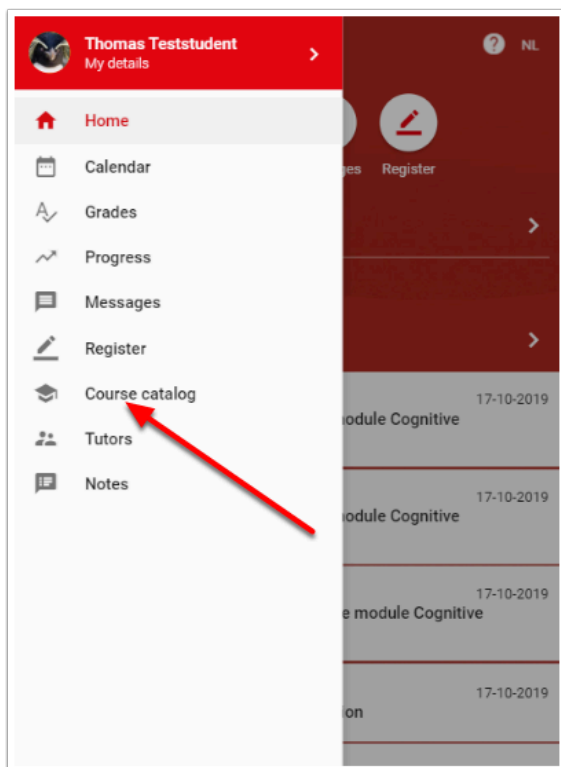
Select the menu button in the upper left corner and choose "Course catalog".

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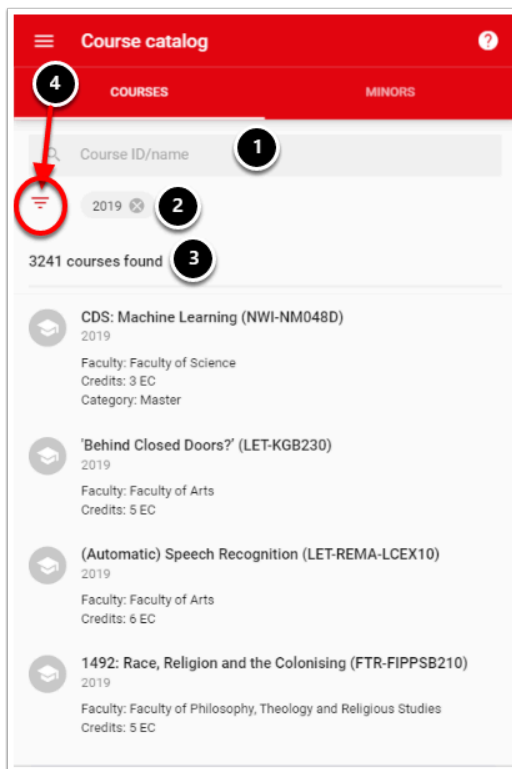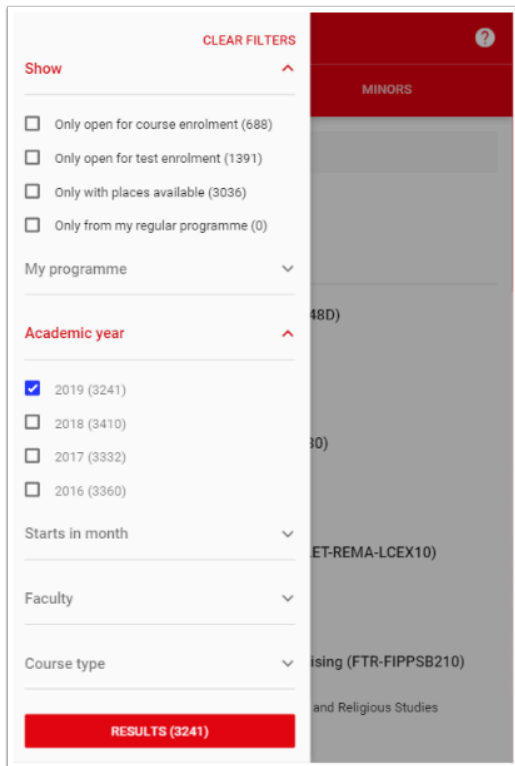
In the course catalog are available:

1. A search bar that can be used to search for (a part of) the code or the title of the course.
2. The filters used in the current set of courses found
3. The number of courses found
4. The filter button to adjust the filter settings.

In the above situation 3241 courses have been found, by searching with the search filter '2019'. To change the used set of filters, proceed as follows. Click on the filter button (4).

Ajust the filters

A section appears on the left side of the page in which you can adjust the filters. You can do this by checking the checkboxes on or off. After each filter option, you can see immediately how many courses the filter will yield. For example, in 2019 there are currently 3241 courses, but if you select 2018, there will be 3410 courses.

The following filters are available:

- **Show**: In this section you can choose to show only those courses that are open for enrolment, or that have the test open for enrolment.
- **My program**: This will show you all the mandatory and mandatory choice courses that you need to take for your program. In the example above, this section is collapsed, but by clicking on the arrow behind the filter, you can expand it.
- **Academic year**: choice between the different years of study that are available. It is also possible to consult the content of courses from previous years.
- **Start in month (scroll down)**: month in which courses start
- **Faculty (scroll down)**: shows all faculties of which courses are available.
- **Course type (scroll down)**: shows all course types of courses are available
- **Language (scroll down)**: Shows the language in which courses are given.
- **Students from other faculties have access? (scroll down)**: shows whether students from faculties other than those of the faculty whose course is being taken, so-called 'minor subjects', are allowed to participate.

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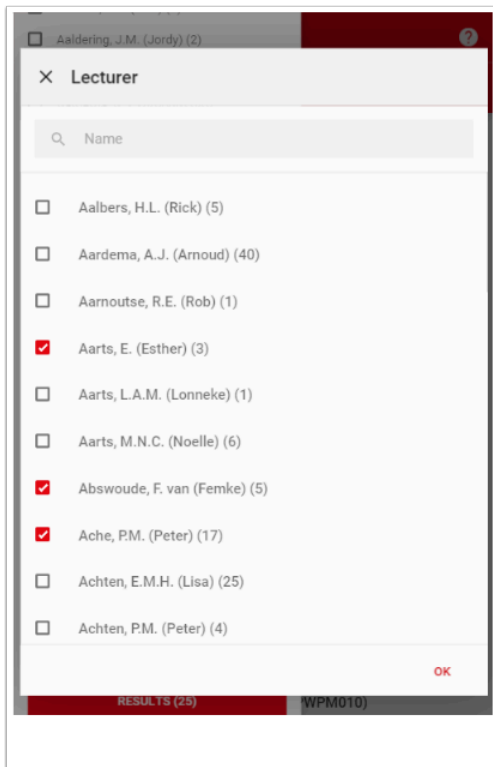
- **Lecturer (scroll down):** Displays the names of all teachers associated with one or more courses.

Search within a filter
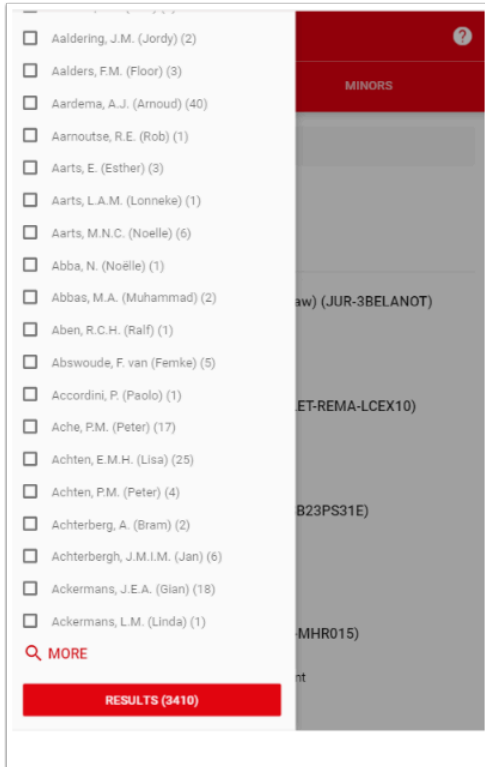
If there are too many values to show, you can search in the filter for a specific value such as lecturers. Click on the button 'More' at the bottom of the list

You can search by first or last name or part of it. Behind each name there is a list in brackets showing how many courses the lecturer is involved in. It is always possible to select more than one lecturer. The number of courses found will then be added up.
 Select one or more checkboxes and click 'OK'.
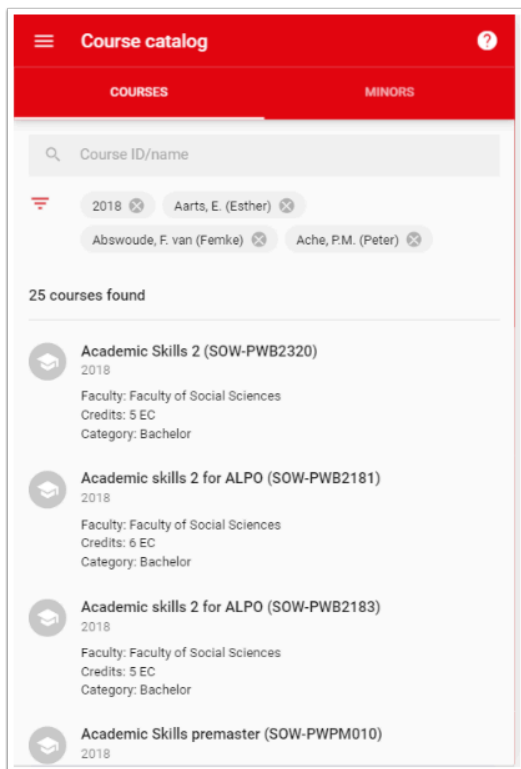
In the above filtering a set of 25 courses has been found that are tought by three lecturers.

What if I cannot find the course I am looking for?

In some cases you may not be able to find a course by using the filters. This has to do with the fact that the updating of the filters takes place at night. This means that there may be courses that are open for registration but are not yet to be found in the filters. If you can't find a course using the filters, try to use the course code or title in the search field at the top of the screen.

How can I register for a resit?

At Radboud University, you'll be automatically registered for the first opportunity of each test of a course, when you register for the course. However, if you need to take a resit, you will need to sign up for that test separatly. You can register for the test up to 5 working days before the test date. In OSIRIS Student you can consult the last date on which you can still register, at the 'Examination enrolment' part of the page.

Go to: > Register
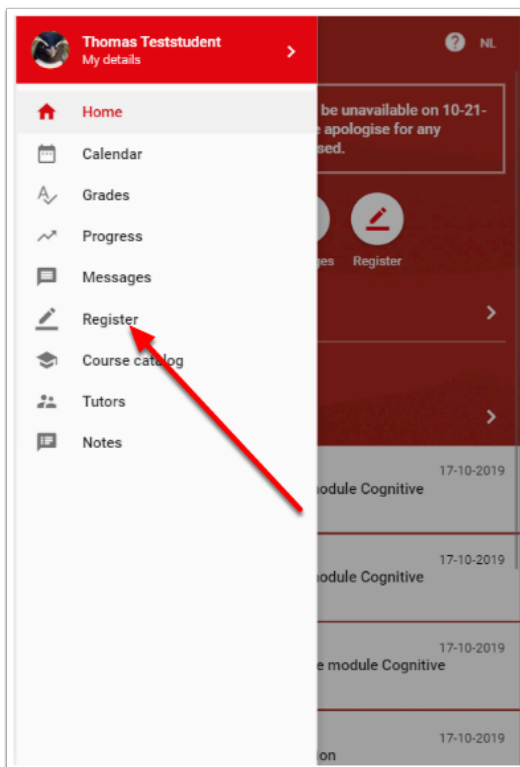
Select the menu button in the upper left corner of the screen and choose 'Register'. Then choose 'TEST'.
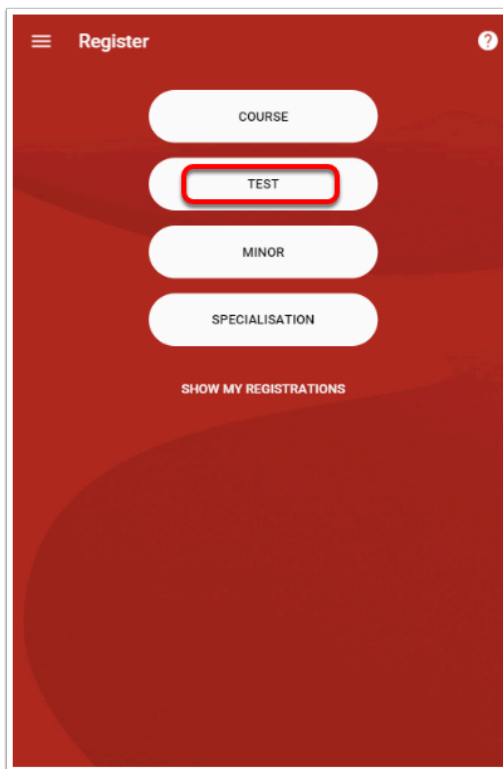
Select the test you want to register for
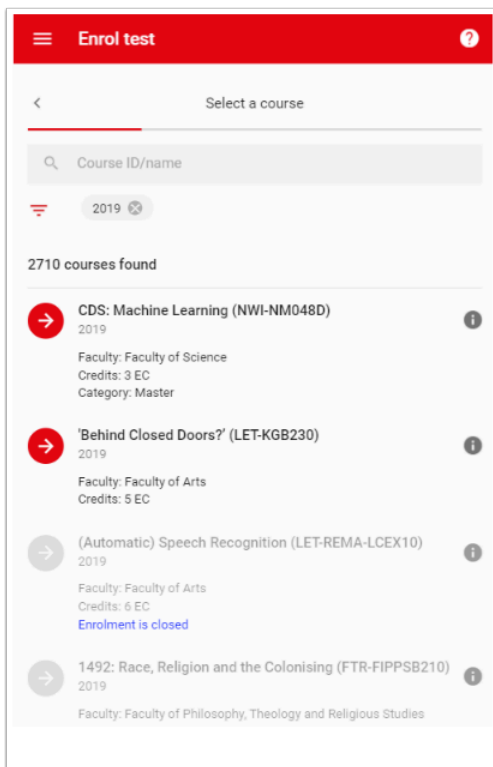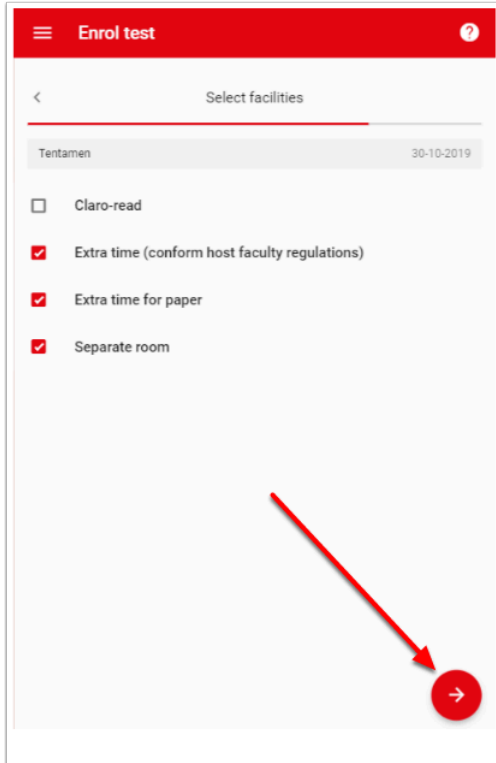
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Use the filters and the search bar to select a test. Only tests with a red arrow button marked are open for registering. For more information about the use of filters [click here](#).
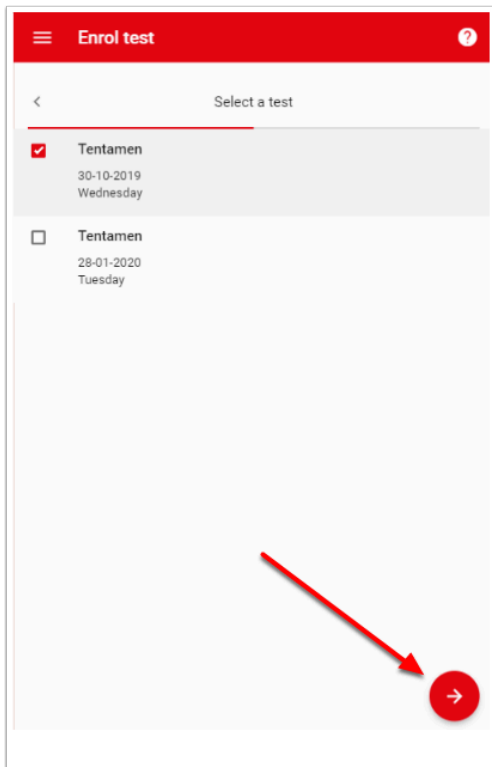
Once you have selected the course, you will see the tests and opportunities that are scheduled. Select the checkboxes of the tests / opportunities for which you want to register. Then click on the arrow in the lower right corner of the page.

Optional: select facilities

If you are entitled to facilities related to disability, you can select them here. If you do not wish to use the facilities to which you are entitled, you can te-select the checked facilities. When you are done, click on the arrow at the bottom right of the page.

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You will now get an overview of the choices you have made, with the possibility to edit them. Click on the button 'CONFIRM REGISTRATION' to complete the registration on the test. You will receive a confirmation email to your Radboud University mail account.

How can I register for a minor?

Registration for minors takes place at different faculties and programmes in different ways. Not all programmes offer their minors via OSIRIS. This instruction describes how to register on minors in OSIRIS. Check also the study guide of your program.

Go to: > Register
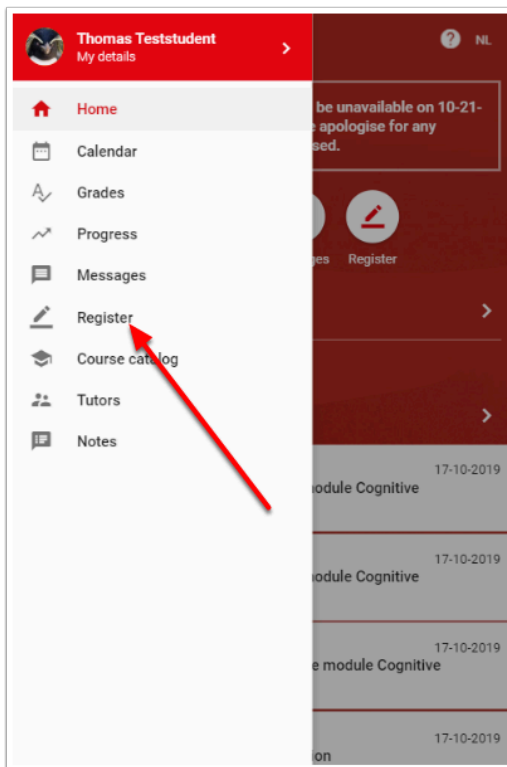
Select the menu head in the upper left corner of the screen and choose 'Register'. Then select 'MINOR'.
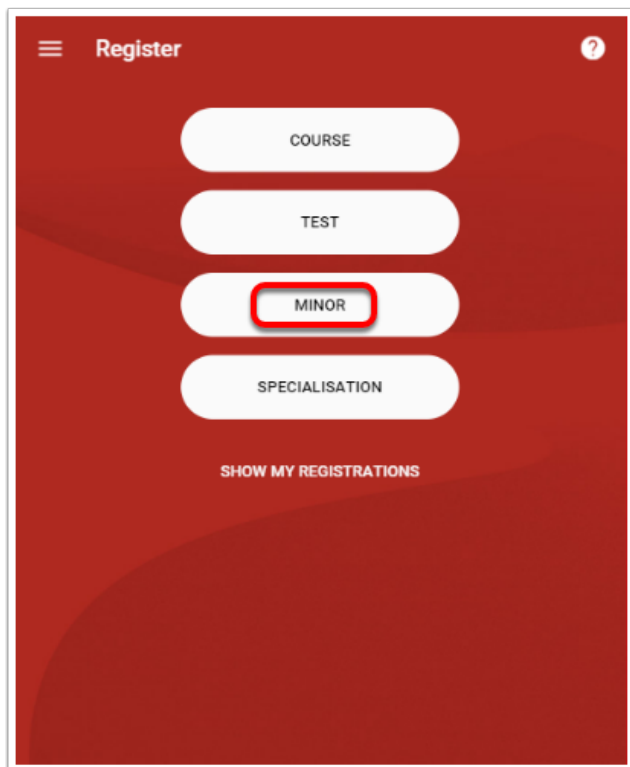
The page for minors looks different from that of the courses. It has no filtering option, you can only search on the name of the minor or the faculty.
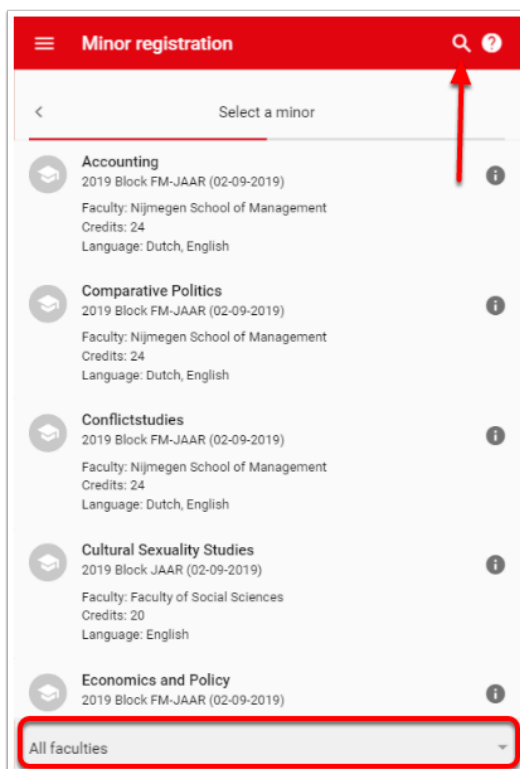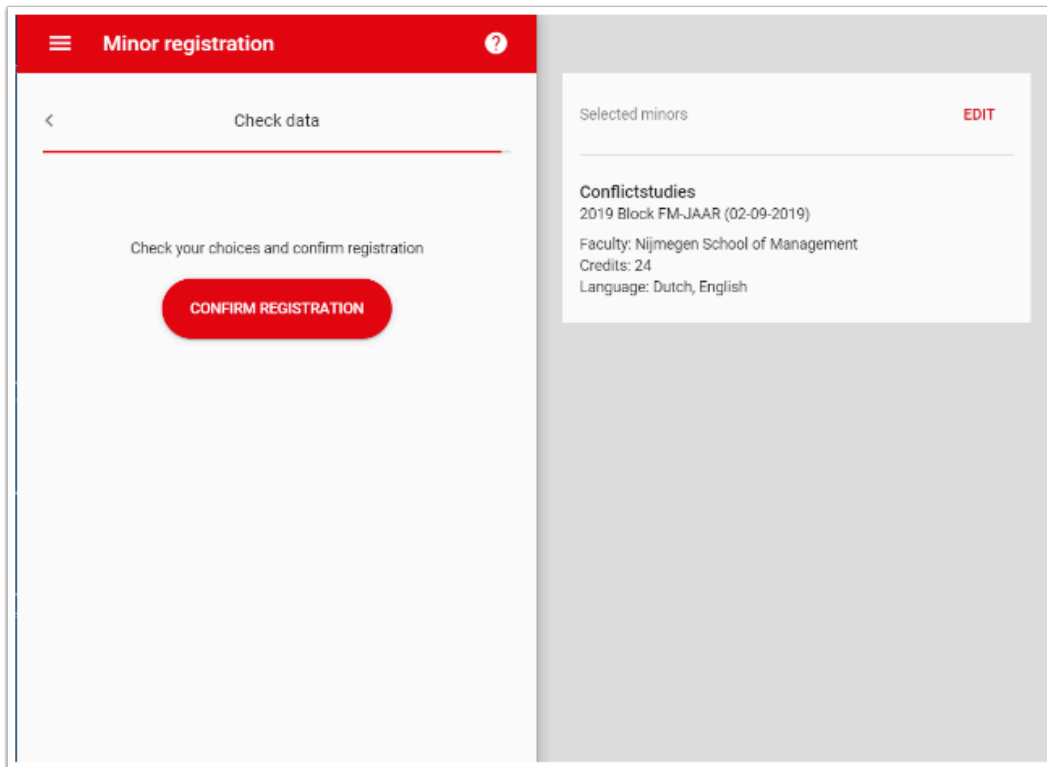
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You can now scroll through the minors, or you can search for a specific minor by clicking on the magnifying gas in the upper right corner of the page. At the bottom of the page you can select the minors of a specific faculty.
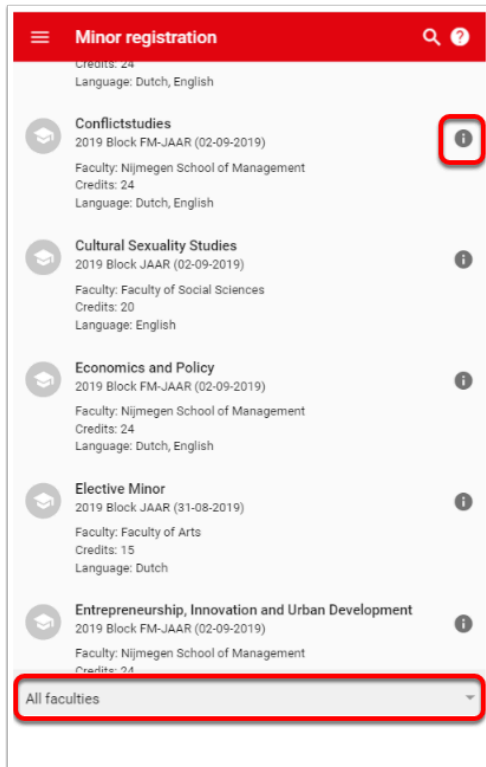
To search for minors of a specific faculty, click on 'All faculties' at the bottom of the screen. If necessary, click on the information icon to view a description of the minor. Select the minor for enrolment by clicking on it.

Click on the 'CONFIRM REGISTRATION' button to complete the registration. When OSIRIS Student goes live, it is only possible to register via the OSIRIS Website. Registration via the native app, will be possible in the course of 2019-2020.

How can I register for a specialisation?

Registering for specialisations differs per programme. There are programmes that allow you to register for a specialisation via Studielink. There are also programmes that have another specialisation within the programme for which students can register. This instruction shows you how to apply for a specialisation in OSIRIS. If the specialisation you are looking for is not listed, please consult the study guide for your study programme.

Go to: > Register
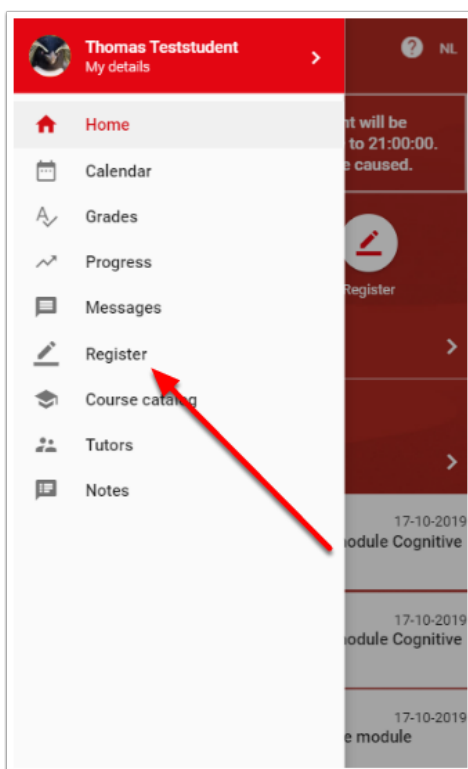
Select the menu button at the top left of the start page and choose 'Register'.
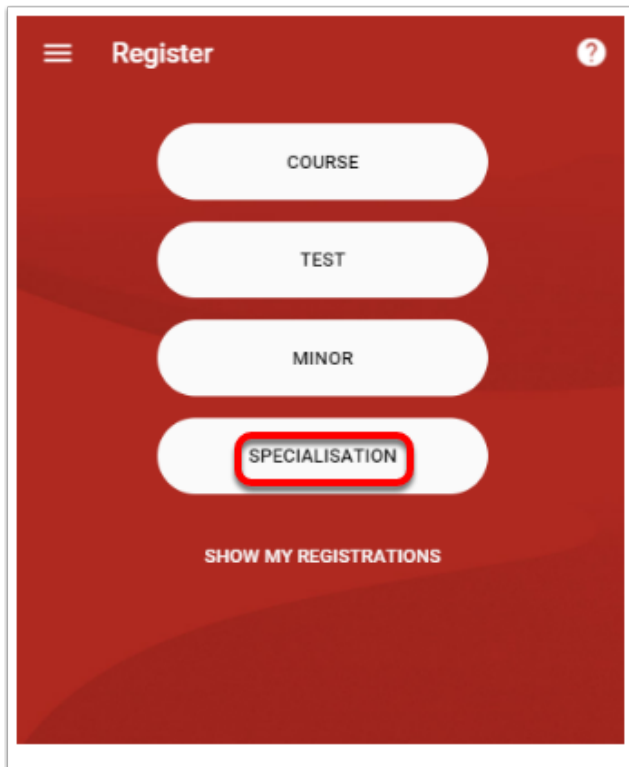
Select SPECIALISATION.

How can I unsubscribe for a course?

You can unsubscribe from courses in OSIRIS. However, this depends on the cancellation period before the start of the course. In some cases it is no longer possible to cancel a course. If you have any questions, please contact the Student Information Point of the faculty of your study programme.

⚠️ *Please note: as of 20 May 2020, exchange students can no longer (un)register for courses themselves. Course registration will be done for them on the basis of their learning agreement. Any questions this may cause can to be addressed to their faculty contact person.*

Go to: > Registration
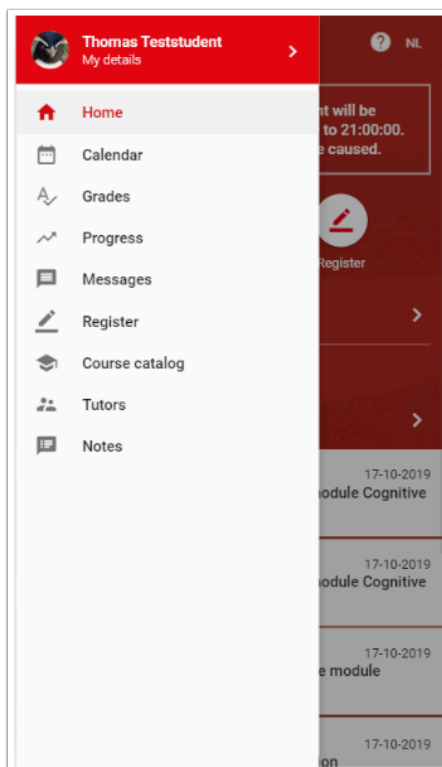
Select the menu button in the upper left corner of the start page and choose 'Register'.
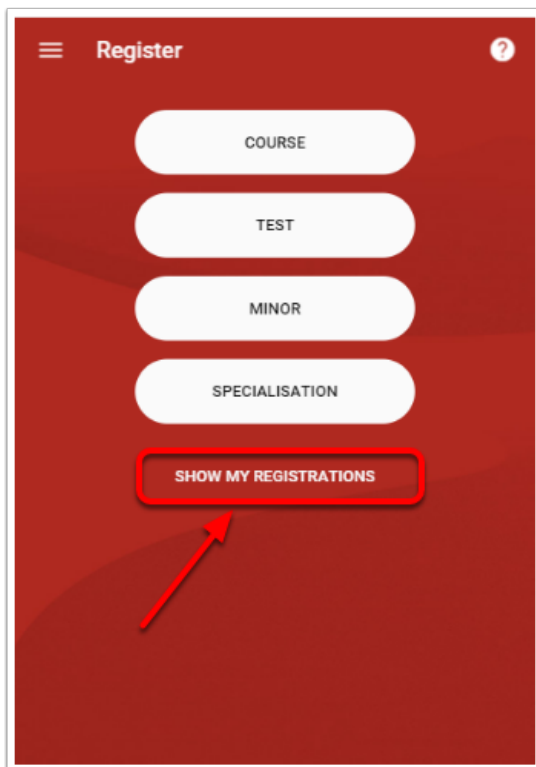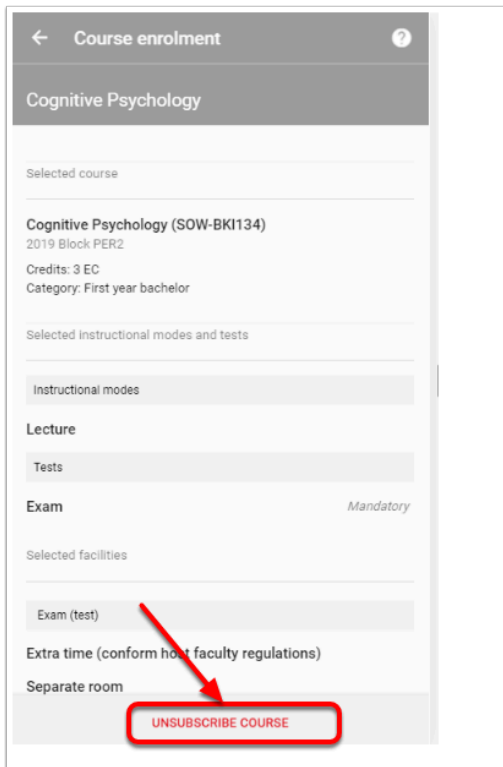
Now choose the link "SHOW MY REGISTRATIONS".
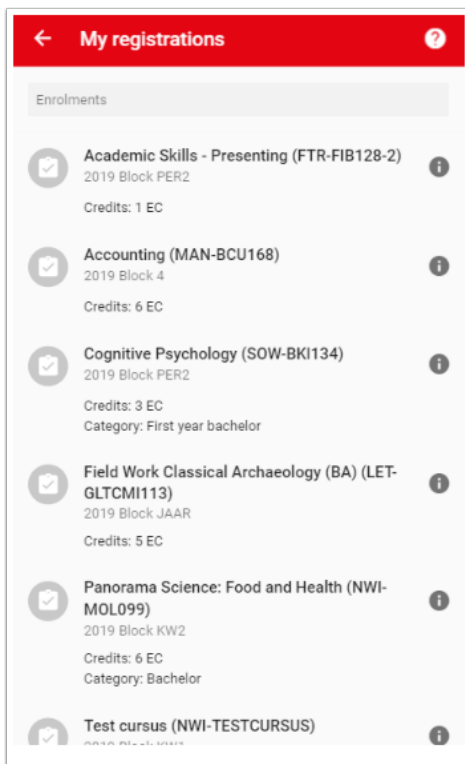
Select the course you want to unsubscribe from.

Now click on the button "UNSUBSCRIBE COURSE" at the bottom of the page. You will receive a confirmation email of your unsubscription at your Radboud University mail account.

What is the deadline for registering a course or a test?

The deadline for a test is 5 working days before the test date. Weekends and holidays are not included. This period enables the Radboud University to optimally carry out the logistical process facilitating the examinations. Because it may not always be clear what the last date for registering is due to public holidays, the deadline also shown in OSIRIS for each test. In this instruction we will show how to look up the latest registration date for a test.

Go to: > Course catalog
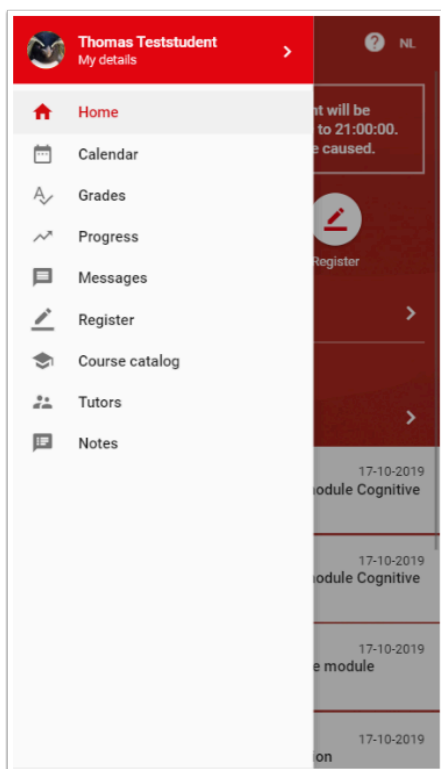
Select the menu button in the upper left corner of the home page, and choose 'Course catalog'.
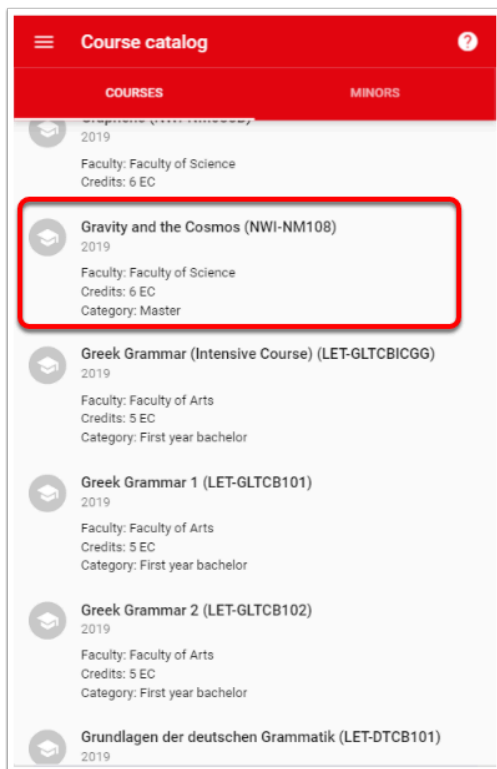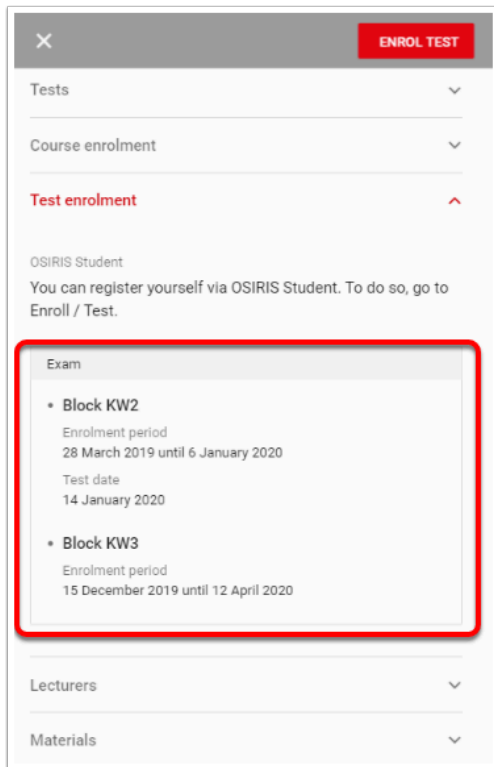
Now select the course for which you want to register for one of the tests by clicking on the course.
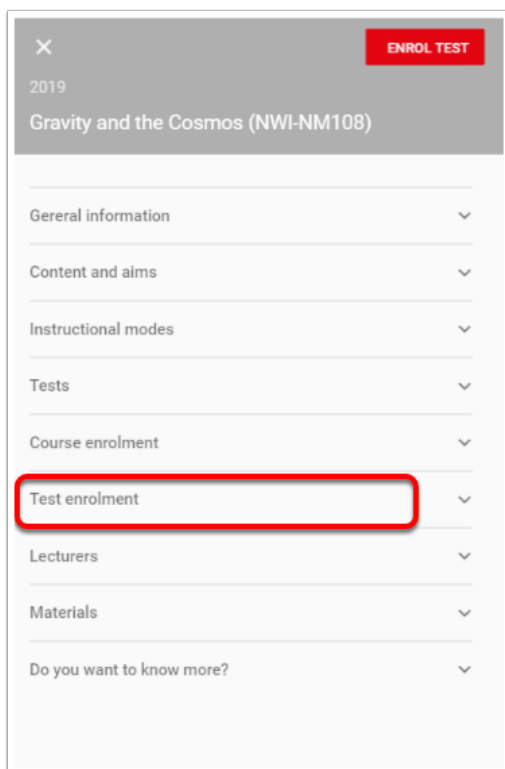
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Now go to the tab "Test enlorment".

For each test, the startdate and enddate for registering is shown. In the example above, the test in block KW2 is on 1-14-2020 and you can therefore register until 6-1-2020 until 11:59 PM.

> ❗ NOTE: it is possible that the registration for a test is closed at a specific time of the day in stead of just the date. In that case, the time of closing the date will also be adjusted to that closing date, so that during the last day of registering, registering will be closed.

> 💡 TIP: You can also easily search for all tests that are open for registration. [Click here to see how it works](#).

How do I find all tests that are currently open for registration?

You can easily find all the tests that are currently open for registration. This instruction will show you how to do this.

Go to: > Course catalog
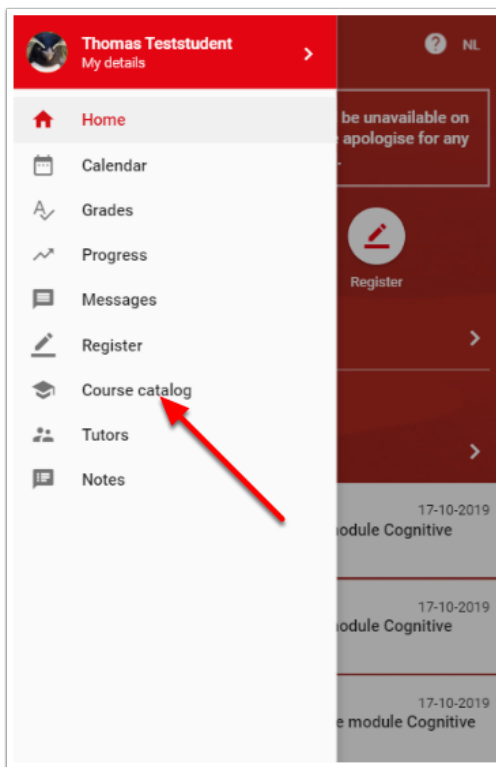
Select the menu button in the upper left corner of the home page, and choose 'Coarse Catalog'.
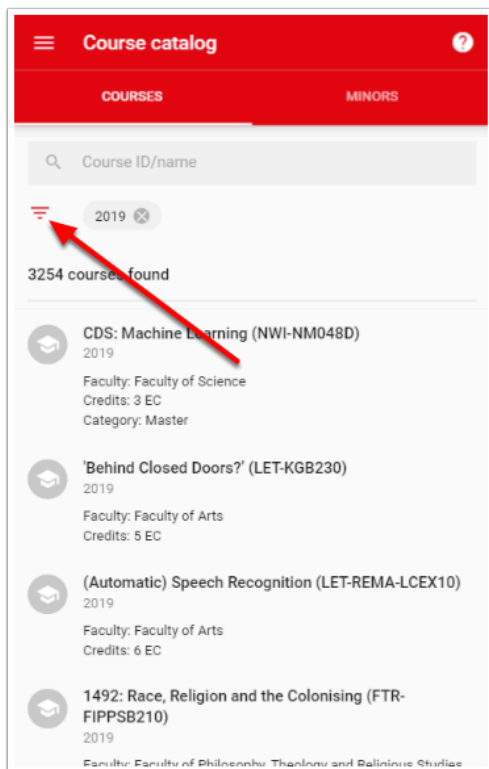
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Click the filter button
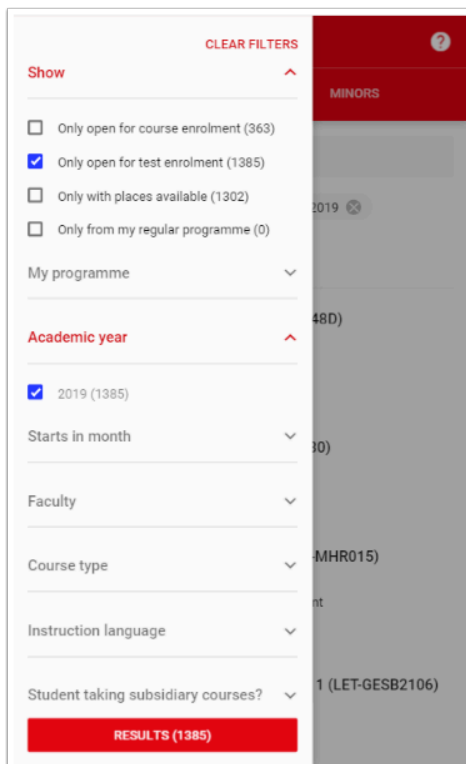
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Check the checkbox 'Only open for test enrolment (xx)'. The number shown between brackats behind this option, represents the number of courses found of which one or more tests are currently open for enrolment.

Finally, click on the button 'RESULTS (xx)' to select the courses.

How do I register for a profile (students Biomedical Sciences)?

Each master's student Biomedical Sciences must choose a professional profile (research, communication or consultancy). This is necessary to be able to keep track of study progress in a correct way and to pass the master's examination. Each students chooses one of the three profiles by registering for a specialization within the master's examination programme.
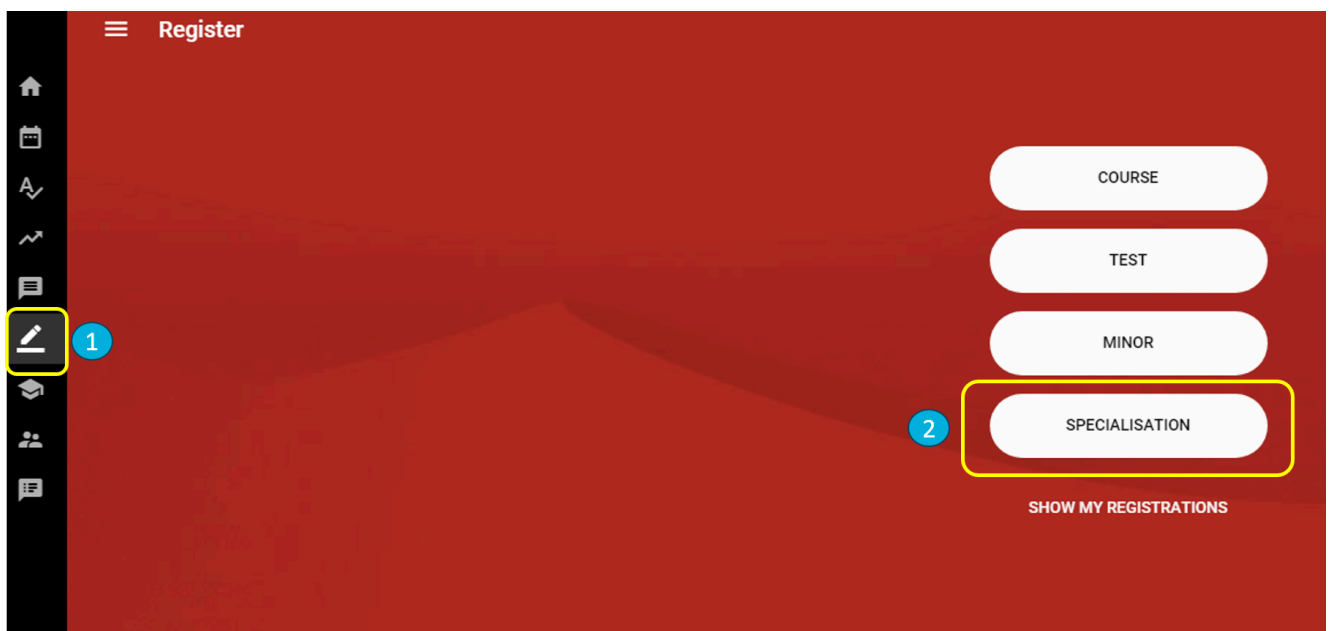
Log in to OSIRIS student, click the register icon (1) and choose 'specialisation' (2).

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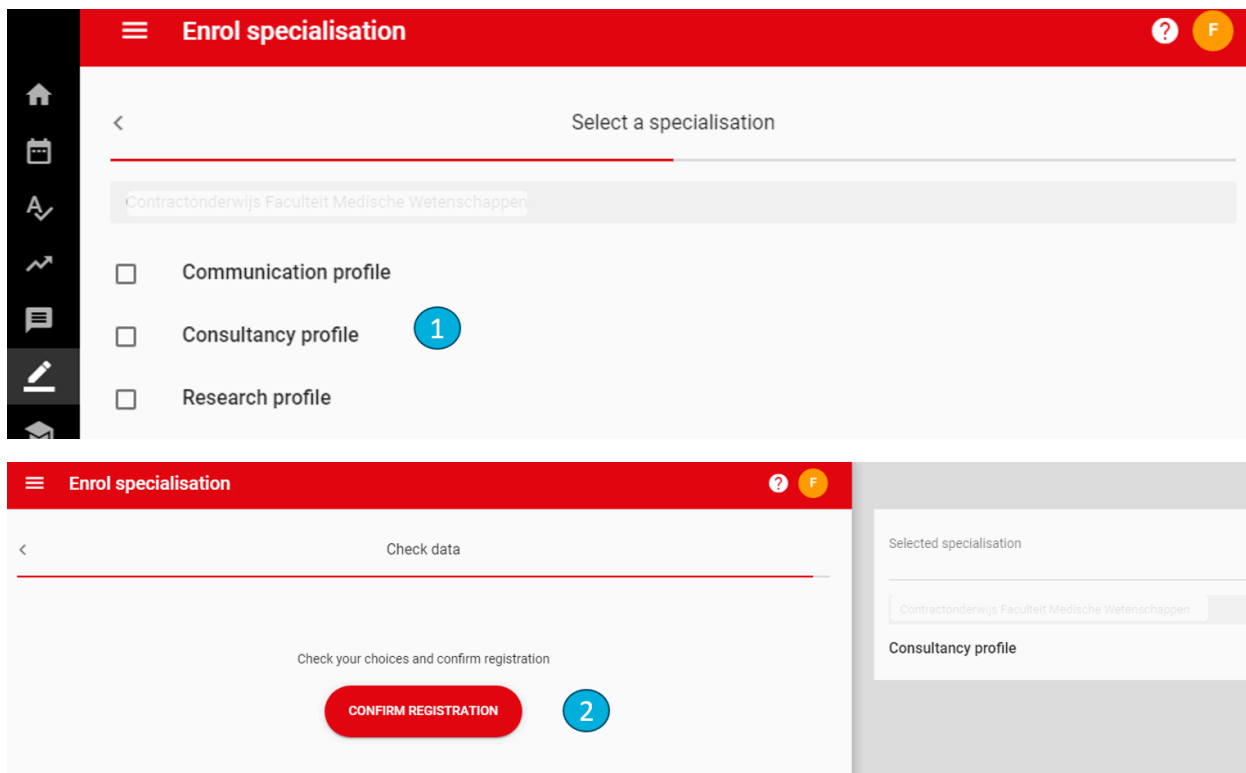
Select one of the three specialisations (1) and confirm your registration (2). You will receive a notification if your registration is successful.

How can I change my specialisation?
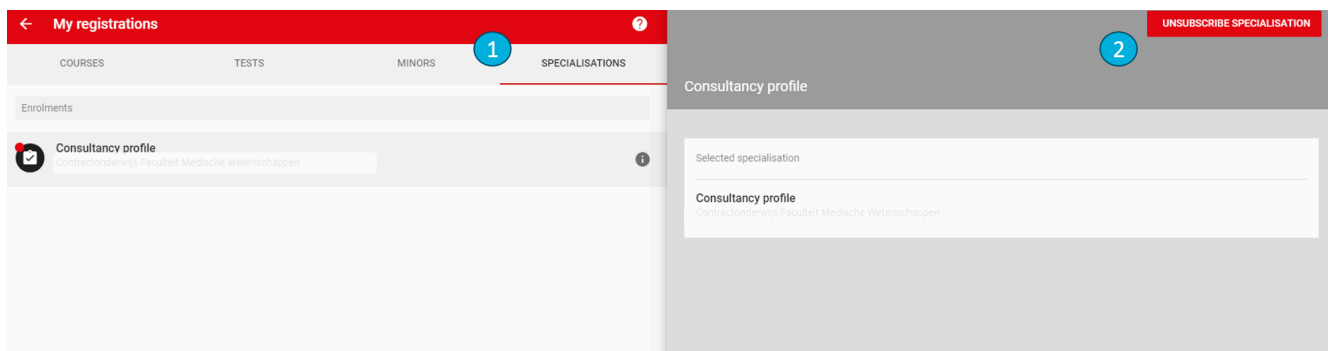
It is possible to change your specialisation. Discuss this with your mentor first. In OSIRIS, you can change your specialisation:

1. Unsubscribe from the specialisation via the home screen by clicking on 'my registrations' and then on 'specialisations' (1).
2. Click on 'unsubscribe specialisation' (2).
3. Register another specialisation by following the previous steps.

Werkinstructies

> ⚠️ **NOTE:**
>
> It's technically possible in OSIRIS to register for more than one specialisation at the same time. This is not permitted in the Biomedical Sciences master and causes a non-correct study progress overview.

Grades and progress

Where can I find the grades of my tests?

All test results that count towards your study progress are registered in OSIRIS. You can find them all at once.

Click the grades button
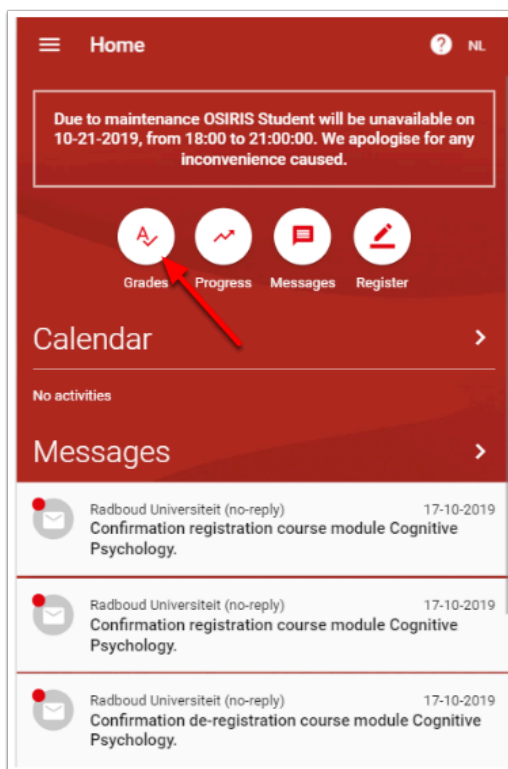
You will now be taken to the menu where all your grades are listed, in order of the academic year.
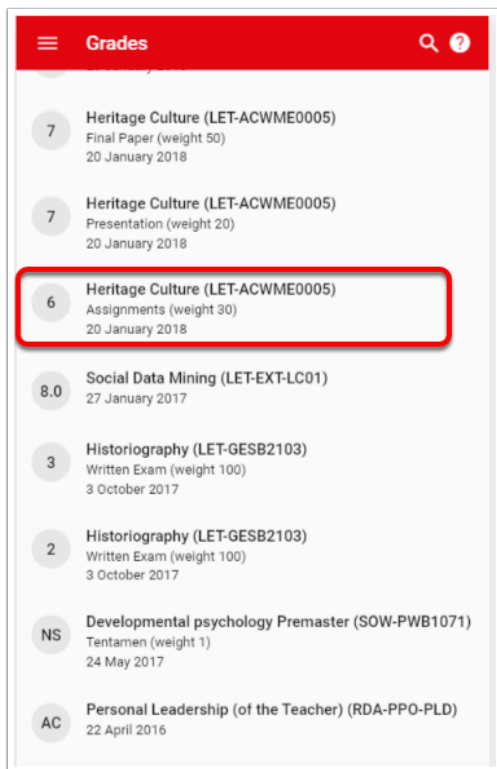
Select a grade to see the details.
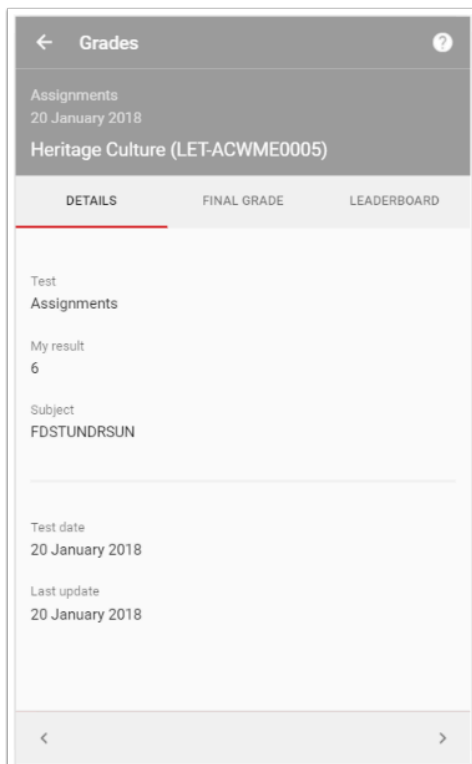
You now have three tabs at your disposal:

1. Details.
2. Final grade
3. Leaderboard

With the < and > button you can scroll through the list of all grades.

Details
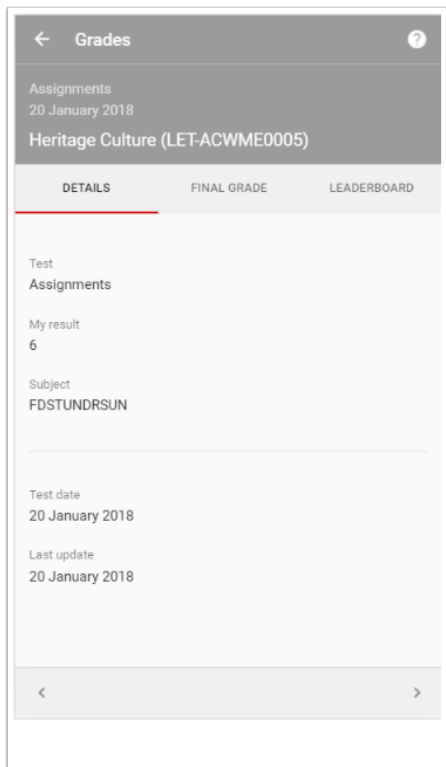
Here you can see the grade of the test, which test 'Assagnments') with possibly a description of the subject (in this case 'FDSTUDNRSUN)'. The test date is also shown, as well as the date on which it was last updated.

Final grade
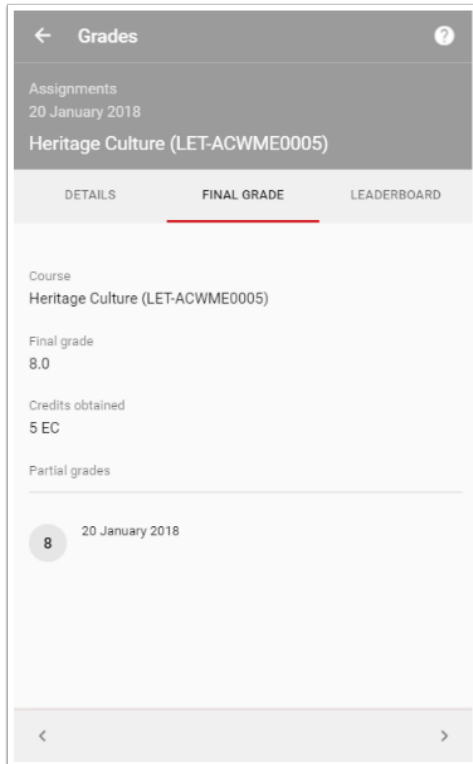
This tab shows the final grade of the course to which the test grade belongs. The final grade can consist of more than one grades, OSIRIS calculate the final grade out of the test grades.

Leaderboard

Werkinstructies

← Grades   ❓

Assignments
20 January 2018
Heritage Culture (LET-ACWME0005)

DETAILS   FINAL GRADE   LEADERBOARD

Your score in relation to your fellow students

Number of participants
17

Students who passed
17 (100%)

My result
6
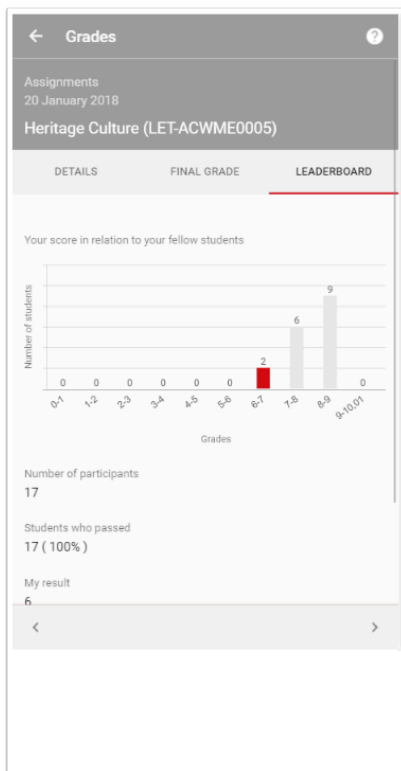
At this tab you can see how the grade you obtained compares to the grades obtaind by other student who also took the same test.

How can I check the calculation of my final grade?

OSIRIS calculates a final grade for a course on the basis of a weighting and the grade achieved. This instruction shows you how to check the calculation.

Click the grades button and select a grade.
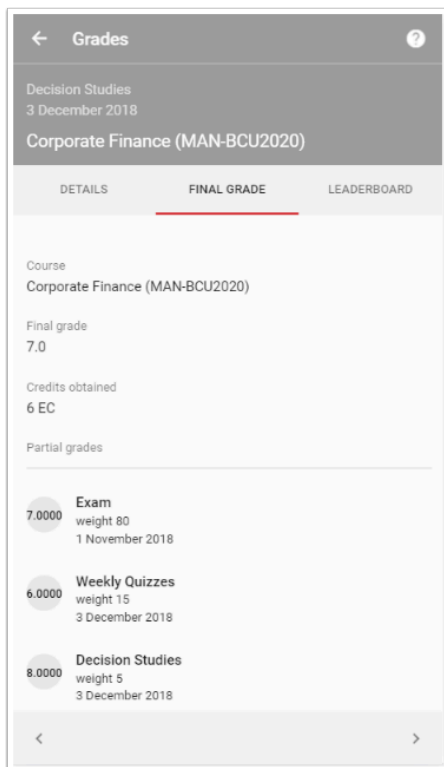
Once you have selected the result, go to the 'Final grade' tab. There you will see the partial grades, which count towards the end final grade. In the example above, three results have been obtained, all with 5 decimal places. The weighting of the results is 80, 15 and 5 respectively. Based on this, OSIRIS calculates the final result at 7.0. Final results are always rounded off to full and half decimals, with the exception of the 5.5 grade which will not be calculated.
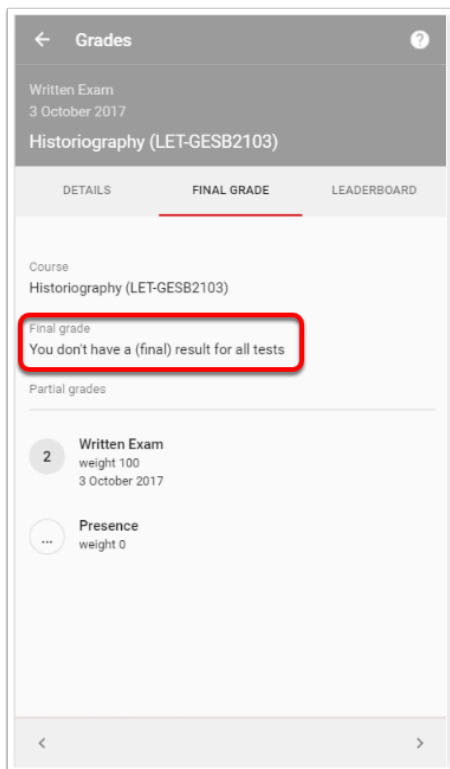
In the example above you can see that the test 'Written exam' has been taken, resulting in a 2. The 'Presence' test has not yet been taken. Therefore, OSIRIS cannot calculate an final grade ('You do not have a final result for all tests').

How can I check my study progress?

In the study progress overview you can see how far you have progressed with your study programme. The study progress overview is available on the screen as well as in a .PDF format that you can request from OSIRIS Student. The .PDF gives you more detailed information than the overview in the app.

Klik op de sneltoets 'Voortgang'
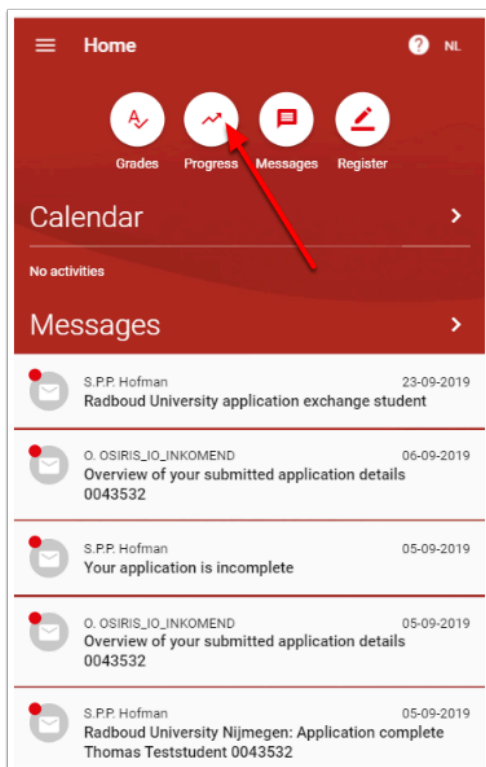
Select the programme
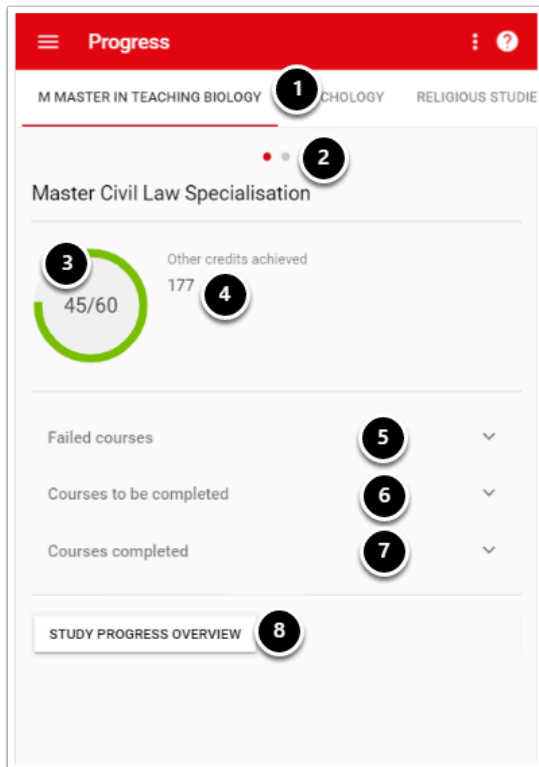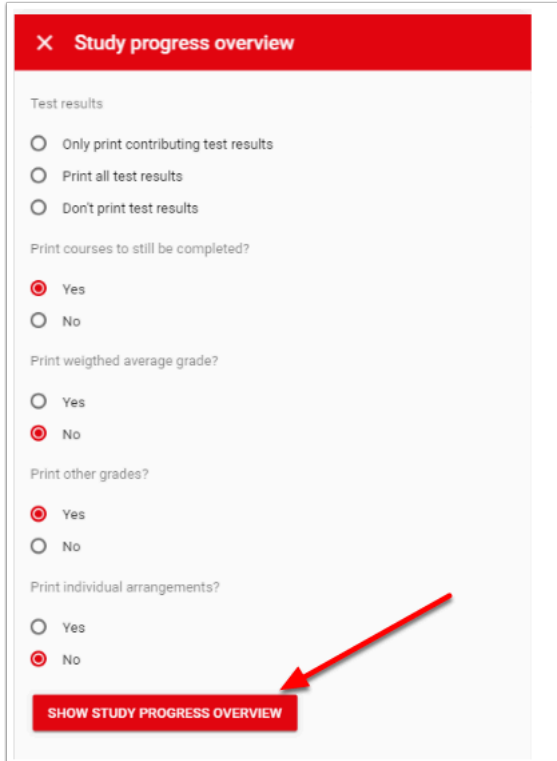
About the page.

1. If you are enrolled in more than one programme, you can find them in the tabs at the top of the screen.
2. In the case of a propaedeutic study programme or a specialisation within the programma, you can switch between the different phases or specialisations here.
3. Here you can see how many credits need to be obtained in the programme / phase that is selected, and how many have actually been earned, up till now. In the example above, it concerns the Master of civil law specialisation, which covers 60 points of which 45 have actually been obtained.
4. If there are also credits earned outside the study programme that belong to the same phase (Bachelor or Master), these will be shown here.
5. The courses that have not yet been completed are shown here. Click on the pull-down menu to see the relevant courses.
6. The courses that have not yet been taken are shown here. Click on the pull-down menu to see the relevant courses.
7. The courses that have been completed are shown here. Click on the pull-down menu to see the relevant courses.
8. Click on the button 'STUDY PROGRESS OVERVIEW' to GET the pdf version of the overview.

Get the PDF format of the study progress overview

Once you have clicked on the button 'STUDY PROGRESS OVERVIEW', the page shown above appears. Select one of the options to print the overview, and click on the button 'SHOW STUDY PROGRESS'.
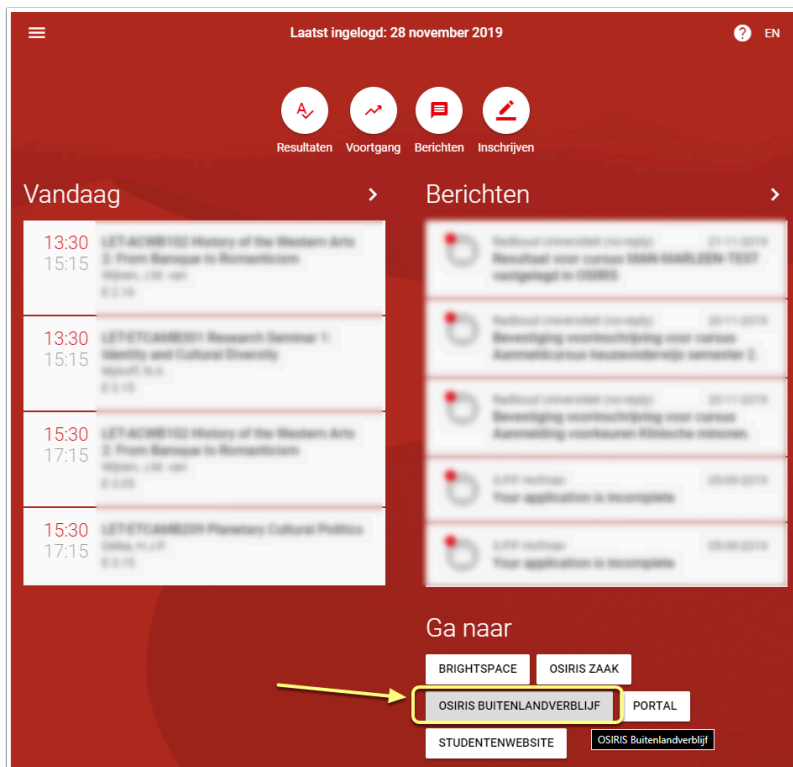
Stay abroad

How do I login to apply for a 'stay abroad'?

Unfortunately, the new Osiris Student lay-out is not yet ready for 'Buitenlandverblijf/ Stay Abroad'. The new lay-out will (hopefully) follow in fall 2020.

For now, please follow the instructions below to go to 'Buitenlandverblijf/Stay Abroad' in Osiris

Werkinstructies

> Je hebt te lang geen actie ondernomen, er is een timeout opgetreden. Log opnieuw in om door te gaan.
> The server has timed your session out. Please log on again to continue.
>
> **OK**

ℹ️ **Please ignore this screen and just press OK**
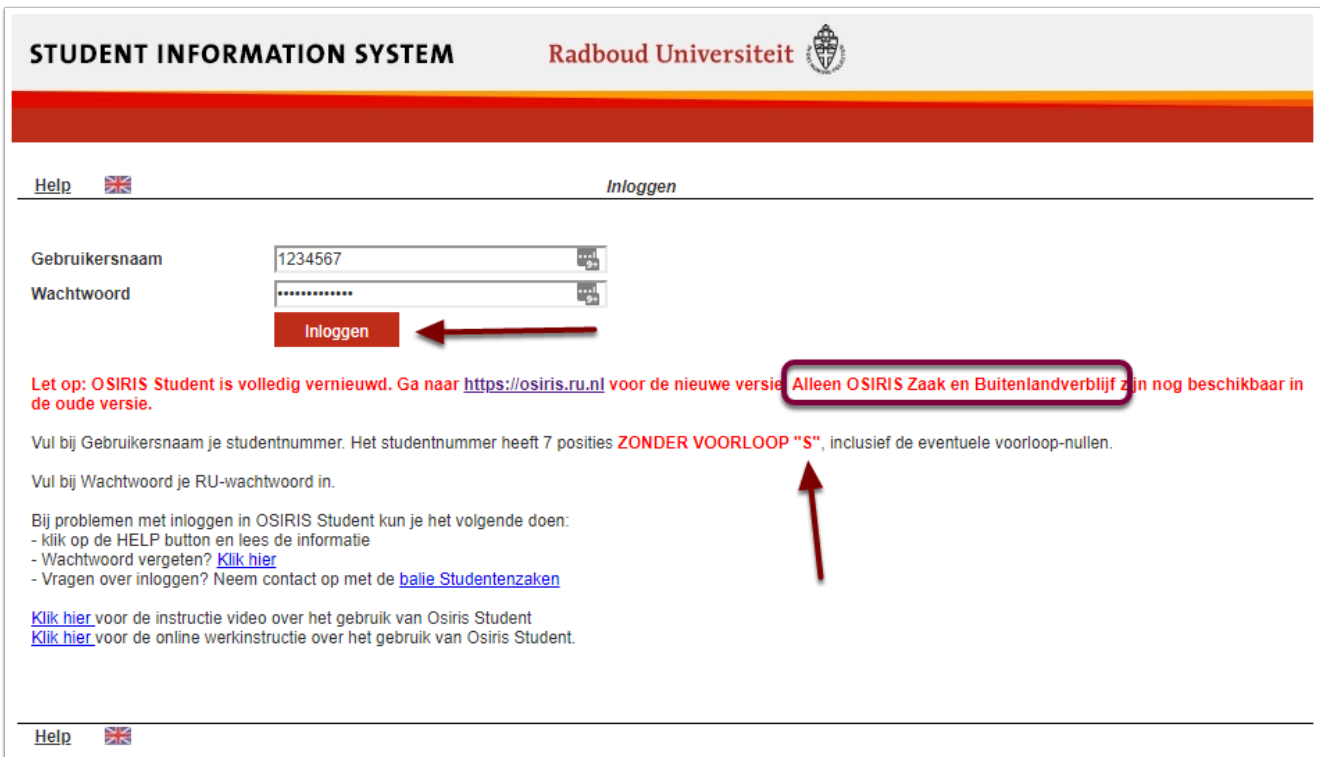
STUDENT INFORMATION SYSTEM — Radboud Universiteit

Help 🇬🇧   *Inloggen*

Gebruikersnaam   1234567
Wachtwoord   ....

Inloggen ⬅

Let op: OSIRIS Student is volledig vernieuwd. Ga naar https://osiris.ru.nl voor de nieuwe versie. Alleen OSIRIS Zaak en Buitenlandverblijf zijn nog beschikbaar in de oude versie.

Vul bij Gebruikersnaam je studentnummer. Het studentnummer heeft 7 posities ZONDER VOORLOOP "S", inclusief de eventuele voorloop-nullen.

Vul bij Wachtwoord je RU-wachtwoord in.

Bij problemen met inloggen in OSIRIS Student kun je het volgende doen:
- klik op de HELP button en lees de informatie
- Wachtwoord vergeten? Klik hier
- Vragen over inloggen? Neem contact op met de balie Studentenzaken

Klik hier voor de instructie video over het gebruik van Osiris Student
Klik hier voor de online werkinstructie over het gebruik van Osiris Student.

Help 🇬🇧

⚠️ Don't forget to put in your Studentnumber WITHOUT the S (just like old times)

How to apply for a stay abroad

For orientation on your stay abroad: Contact the international office of your faculty or your internationalisation coordinator to explore your options.

You can only apply for universities that your faculty has a contract with. You can find these universities on the partner map. If you apply for a university that does not have a contract for your faculty, this application will be rejected.

Submit your application in Osiris
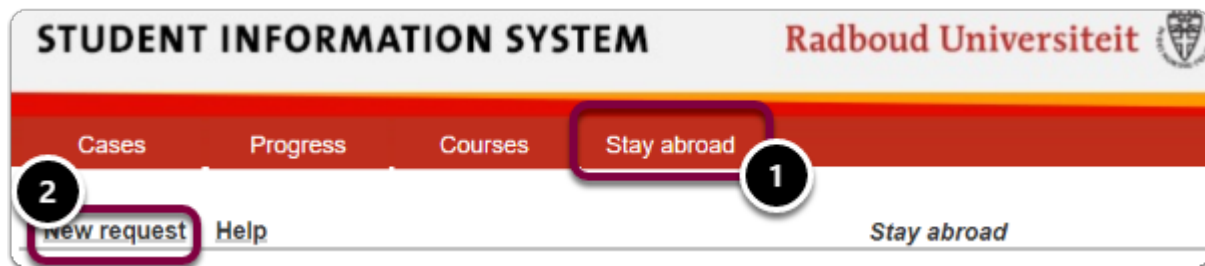
1. Go to the tab 'study abroad'
2. Read the information carefully and click on the button 'new request'

⚠ Please select 'Current degree programme' if you are planning your stay abroad within you current degree programme.

If you are planning on going abroad in your Master, while you're still within your Bachelor, please select 'Future degree programme'.

You can save your application by pressing 'save' and continue your application later. Please note that you have to submit your application in order to be considered.

3. Please answer the additional questions and press next

4. Please upload the requested documents and press next

5. You will now see an overview of your application, please check your application carefully and if everything is correct, press 'submit'

You will now receive an e-mail with an overview of your application.

Please note that your application will be processed after the application deadline. Deadlines may differ per faculty or destination, please check the information provided by your faculty's international office for your deadlines.

You will receive notice as soon as we have started processing your application.

Result of your application

You will be informed by e-mail about the outcome of your application, and if you get nominated, which university you will be nominated for. Possibly, you will be asked to provide additional information. You will receive these requests by e-mail.

After you have been nominated, you will be informed about which steps to take and how to apply for the relevant grant(s) for your stay abroad.

Messages, notes and documents

# How can I check messages sent by the Radboud University?

The Radboud University usually sends messages to students at the e-mail address @student.ru.nl, of the Radboud University. Only in case enrolment and exam / unenrolment, this procedure is sometimes deviated from, because as a student, you might not have access to your RU mail in these situations. The mails sent from OSIRIS will be shown in OSIRIS. These can be messages sent by employees, but also messages that are sent automatically from OSIRIS, for example as a notification of registering for a course or a test. Not all messages you get from Radboud University can be found here. Mails are also sent from Outlook, and other applications such as Brightspace, which are not shown here. The messages are stored in accordance with the OSIRIS retention and deletion policy at Radboud University.

Select the mesaages button
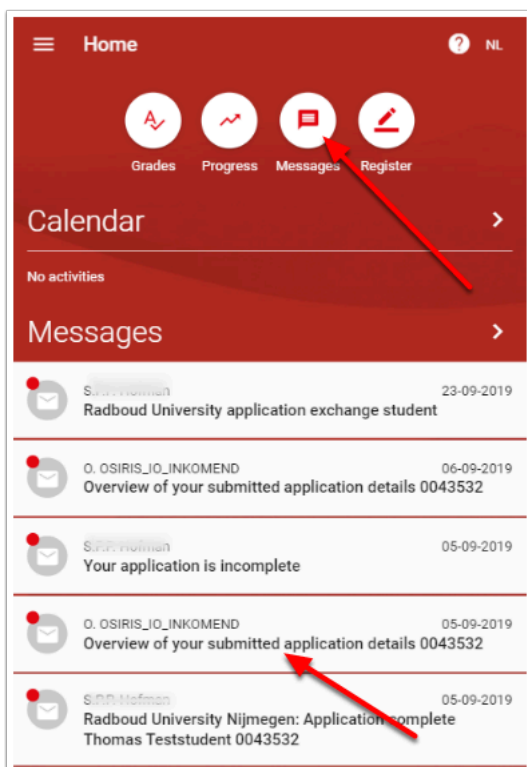
Click the 'Messages' button to go to the overview of the messages. The most recent messages are also shown in the home screen of OSIRIS. Below the message header you will find them sorted by time (the most recent one at the top). Messages with a red dot have not yet been read by you. Click on the message to read it.
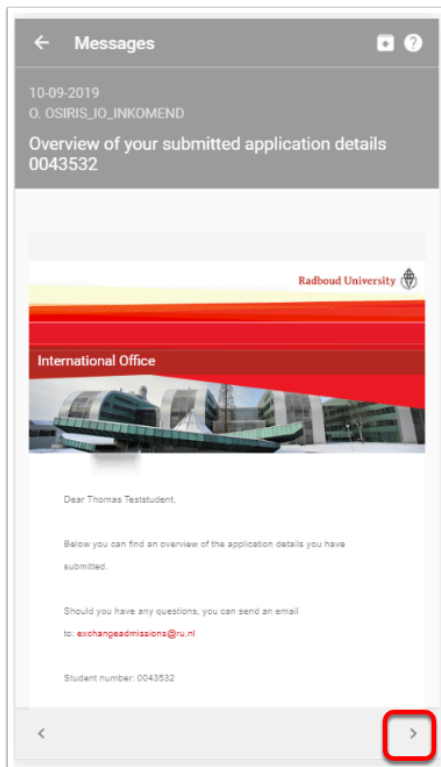

Example of a message sent automatically from OSIRIS. Use the < and > buttons to scroll through messages.

Where can I find the notes about me?

Employees, supervisors, student advisors, psychologists, members of an examination board, etc. can make notes about students. These notes are visible to students in OSIRIS if set up in this way. These notes can be shared by their creator with other Radboud University staff. If a note is shared, it is visible whom the note is shared with.

Go to: > Notes
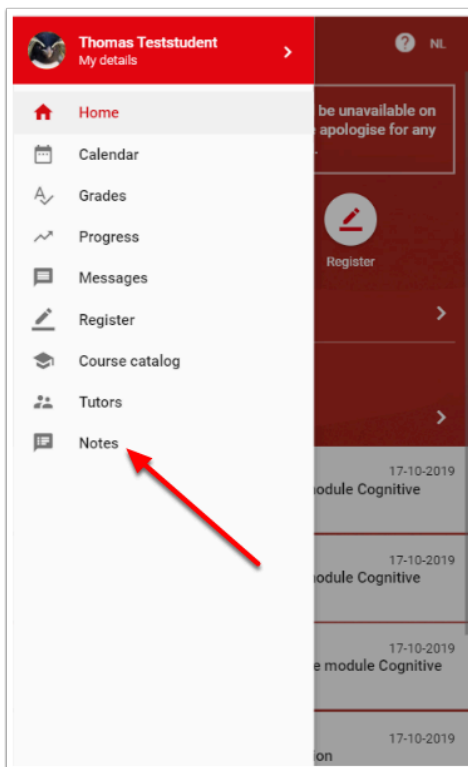
Select the menu button at the top left of the start page, and choose 'Notes'.
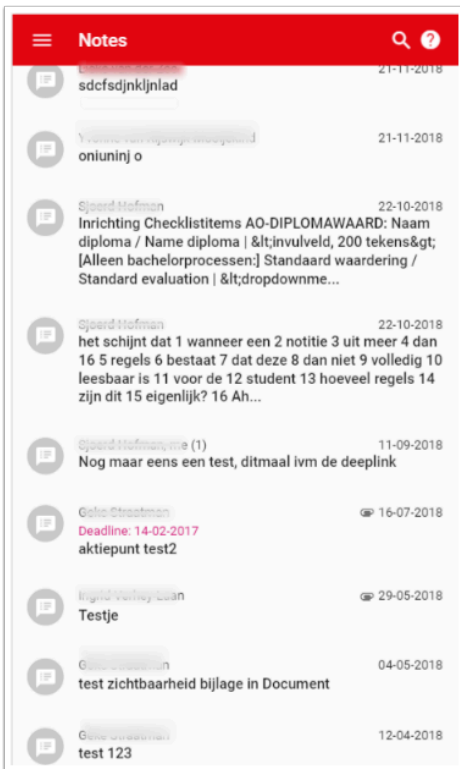
At the notes page you can see all the notes that have been made on you. They are sorted by date (most recent at the top). In addition, notes can also be an 'action point'. In that case there is also a deadline attached. This is also shown in green if the deadline has not yet passed and in red if the deadline has passed. A document can also be linked to a note. This is then visible by a paperclip icon behind the note. Each note has an owner, that is the one who wrote the note. In the overview above, the names of the owners have been made invisible for privacy reasons.

As a student, you can respond to a note. If there is a number between brackets behind the name of the owner of the note, it means that there have been a number of responses to the note, as well as of the student side as of the owners side of the note.
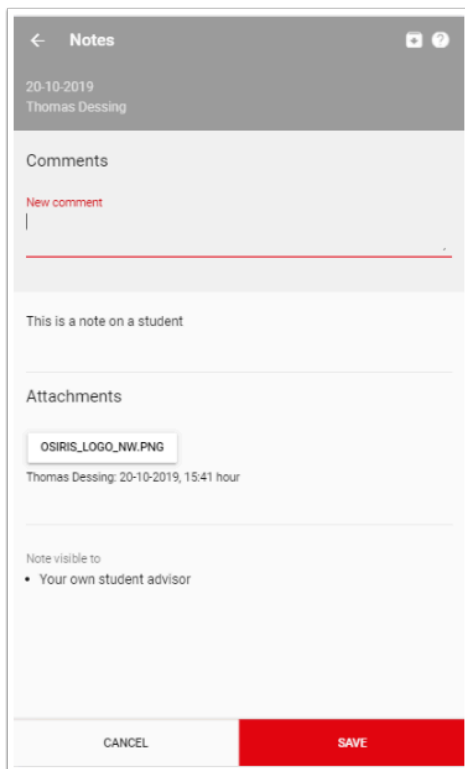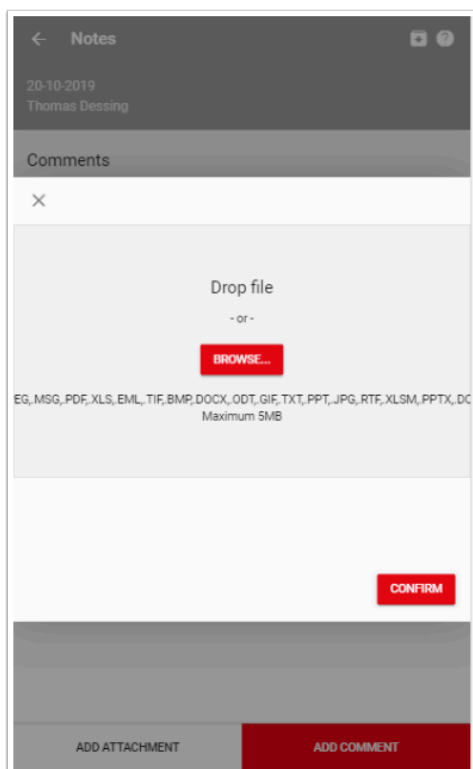
How to respond to a note?
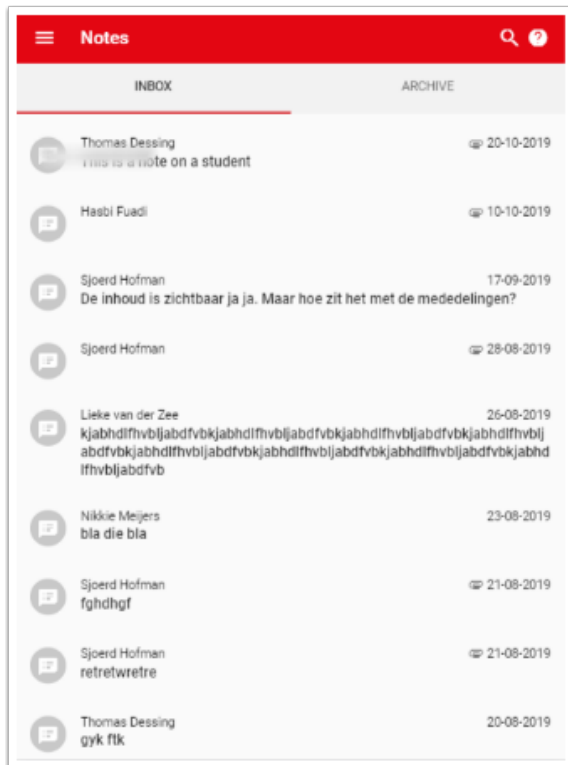
In the note above you can see the student's reactions to the note. By clicking on the button 'Add REACTION' you can add a reaction.

Type a comment on the note and click on save. The owner of the note will now receive a message that you have responded.

You can also optionally attach a document to the note. Not all document types are accepted.

How can I reply a note from my study advisor?

It is possible to reply to a note made by an employee of counselor in OSIRIS. [Click here to see how this works](#).

# How can I view the documents in my studentfile?

OSIRIS is the student's file. In addition to grades, study progress, course and test registrations, messages and notes, the file also contains documents. These documents may originate from:

- Uploads of the student for the purpose of the application
- Documents uploaded by the student in a note
- Documents uploaded by an employee, in a note, at a test result, etc.
- Documents created automatically by OSIRIS and sent to the student in hard-cpy or by e-mail

All these documents are visible in the student's file. Depending on the type of document, they are automatically deleted after a certain period of time, in accordance with the OSIRIS retention and deletion policy. This describes what the file looks like.
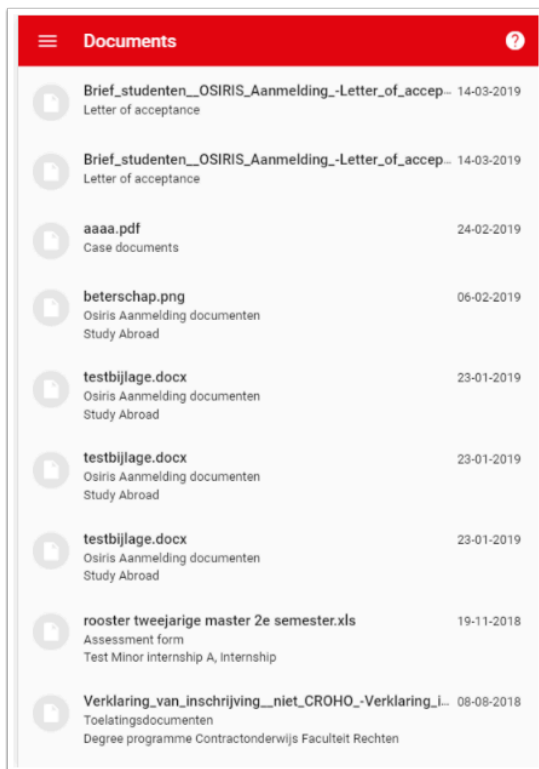
Go to: > My details > Documents
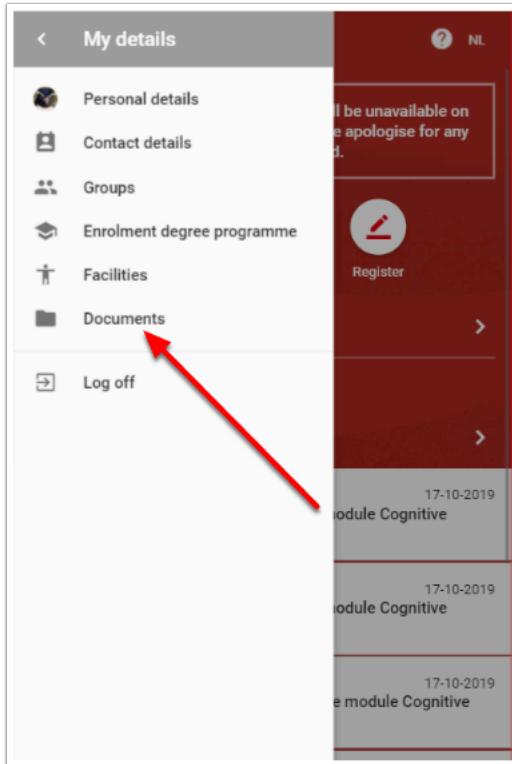
Select the menu button in the upper left corner of the home page and choose 'My details' and then 'Documents'.

All available documents are displayed sorted according to the creation date. Click on a document to select it and view its details. If a document is linked to a message or a note, it will be displayed under its name.

To view the file click on the red 'download button'.

To view the file click on the red 'download button'.

Agenda

How can I add courses to my calender?

The timetables of courses are published in **My Timetable**. The courses you have added to your personal schedule are also shown in OSIRIS Calander. The courses you want to add to your personal schedule, you can choose from OSIRIS. This tutorial will show you how to do this.
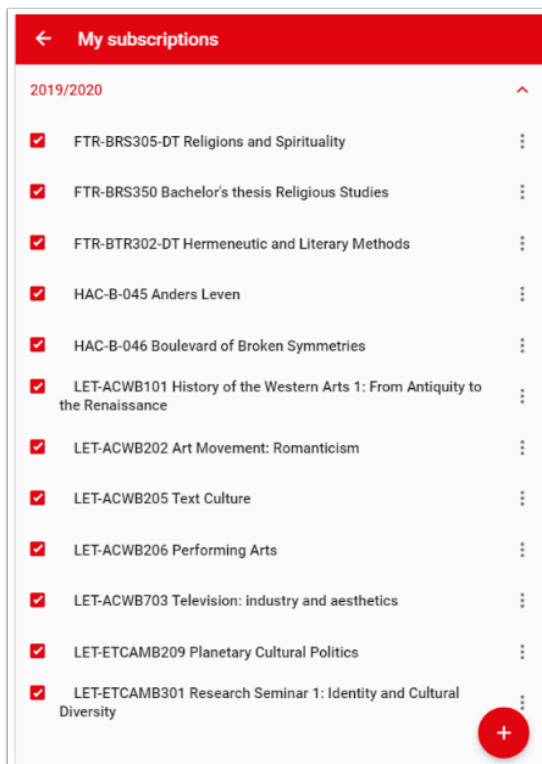
Go to: > Calander
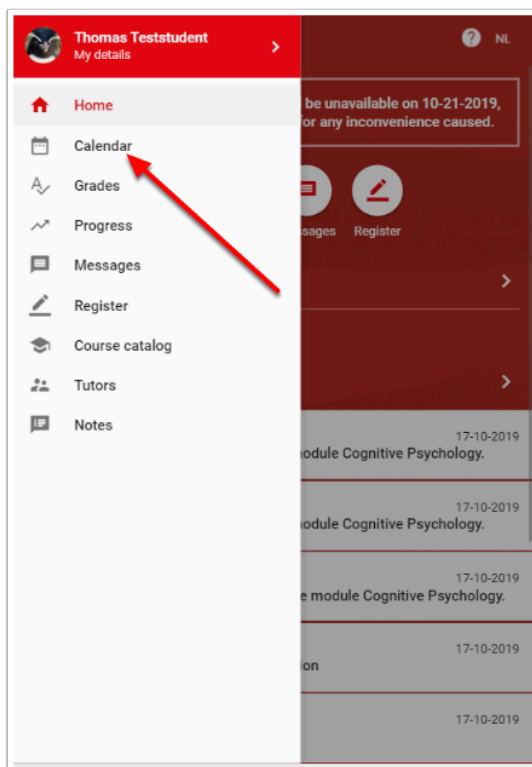
Select the menu button in the upper left corner of the home page and choose 'Calendar'.

Werkinstructies
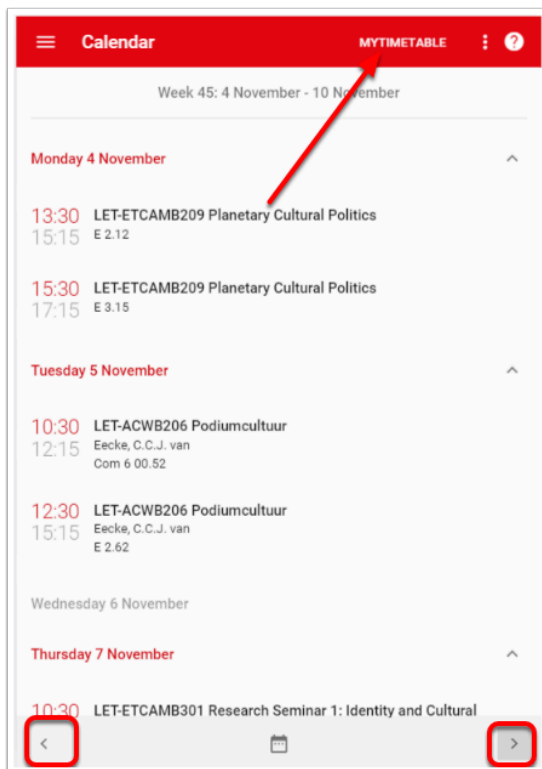
You will now see the schedule data of the current week, that you have subscribed at in the Personal Schedule. With the buttons '<' and '>' you can browse through the weeks. You can now edit the courses in your calendar. Click on the button 'MYTIMETABLE'.

Now you can now see which courses you have already added to your calander. Click on the red '+' button at the bottom right of the page to add more courses.
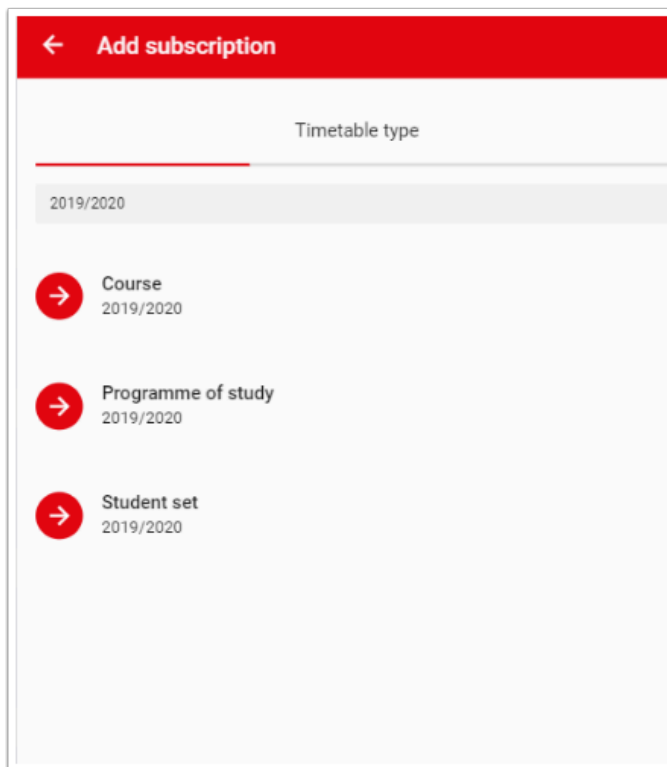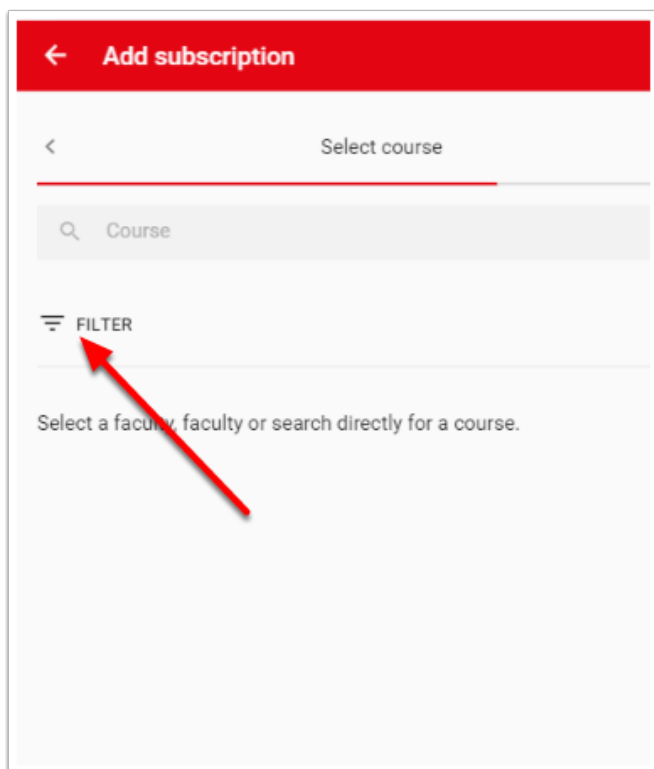

You will now see a screen where you can select courses. You can choose between:

1. 'Courses' (single courses)
2. 'Programme of study' (combinations of courses in the programme)
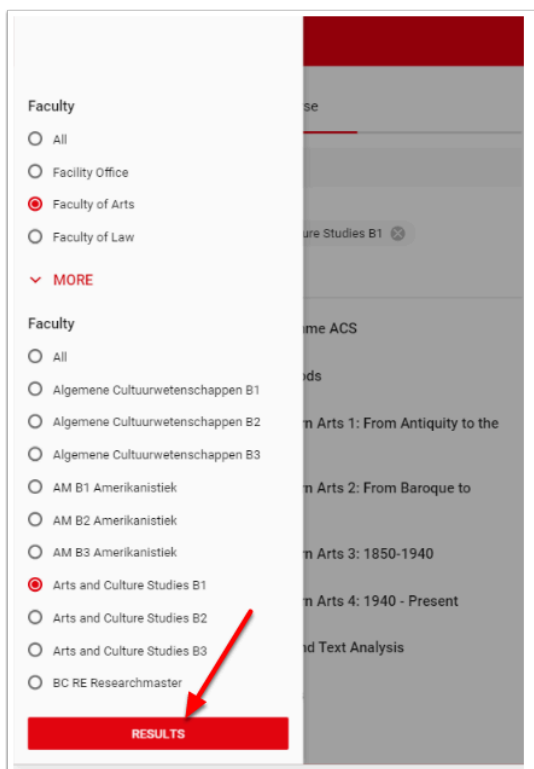3. 'Student set' (group courses, see description).

Select one of the options to add individual courses or combinations of courses to your calendar.
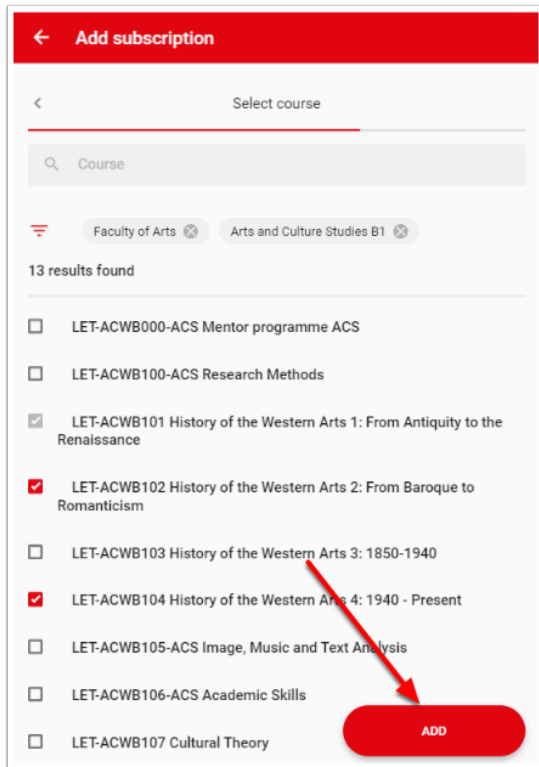
Werkinstructies

Click on the filter button to make a selection of courses you want to add to your calander.

Now choose a faculty and optional a study programme and the phase of the study programme, for example: Faculty of Arts,Arts and Culture Studies B1. Then click on the button 'RESULTS'.

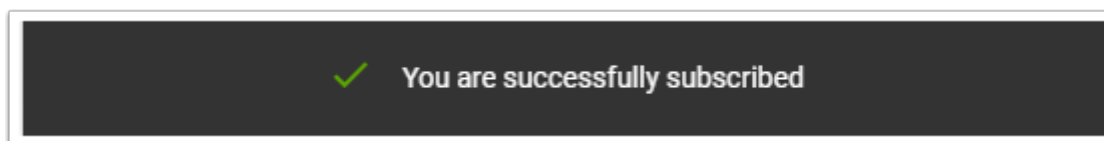Now select the courses you want to add to the calendar by selecting the checkbox of the desired courses, and then click on the button 'ADD'. At the bottom of the screen you will see a message that you have been successfully aborted. When you go back to the main menu and consult the calendar, you can see the courses you have succesfully subscribed in your calendar.

🛈 Attention: succesfully subscribing to a calender is not the same as succesfully subscribing to a course. Subscribing to the calender only adds courses to your personal timetable but does not register you for those courses! To register you have to register for the course.

How can I delete courses from my calender?

After you have added courses to your calendar you may want to delete them again. This tutorial describes how to do this.

Go to: > Calender
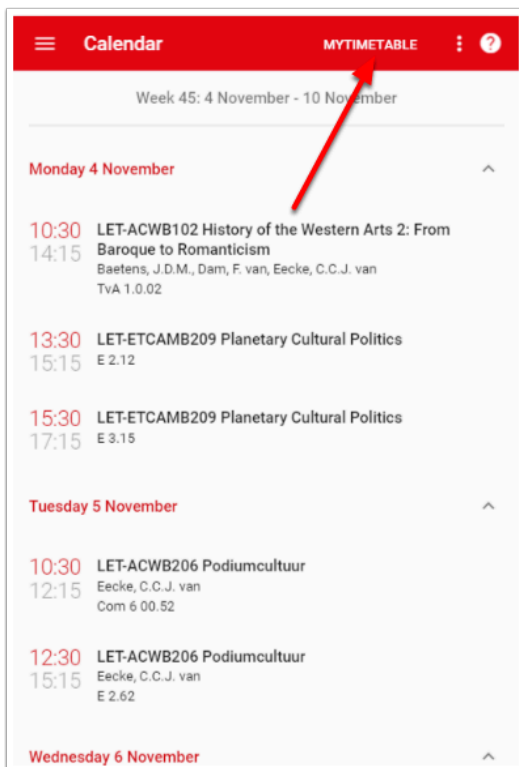
Select in the menu of the homepage 'Calendar', and click on the button 'MYTIMETABLE'.

Werkinstructies
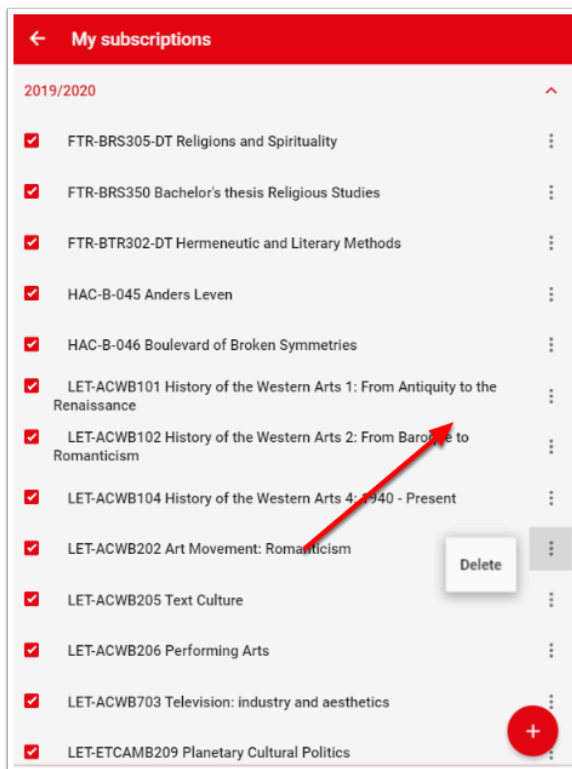
Now click on the button with the three dots behind the course you want to delete from your calendar, and click on 'Delete'. At the bottom of the screen you will be notified that the subscription has been successfully deleted.

Why are courses I registered for, not automatically in my calender?
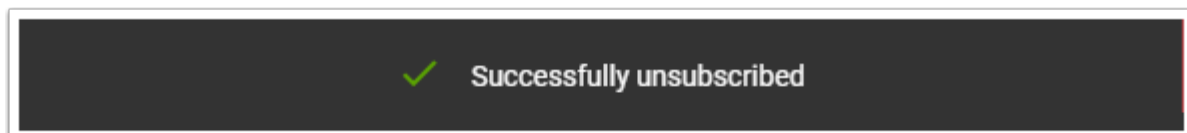
Although in OSIRIS information is available for which courses you have registered, it is not yet possible to automatically display those courses in your calender. We hope to be able to improve this in the future, so that the meetings of the courses for which you are registered are automatically show in the calender.

# Mentoring

Who is my study advisor?

Study advice is arranged per faculty. The way in which this is done may vary from one faculty to another or from one programme to another. A number of faculties link students to student advisors. If this is the case, the student advisor who is linked to you will be visible in OSIRIS. If there is no student advisor linked to you, please consult the study guide of your study programme to see how the advice for your study programme is organised.

Go to: > Begeleiders
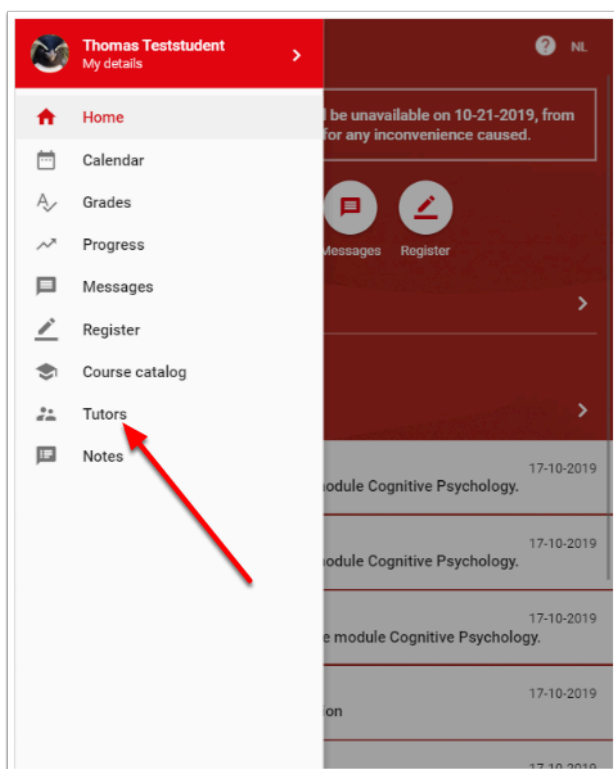
Select the menu button at the top left of the start page, and select 'Tutors'.
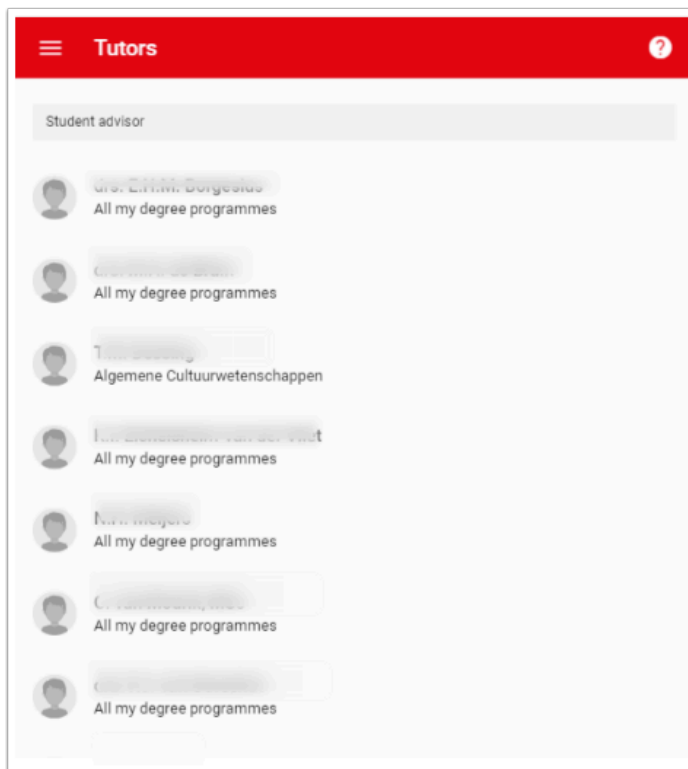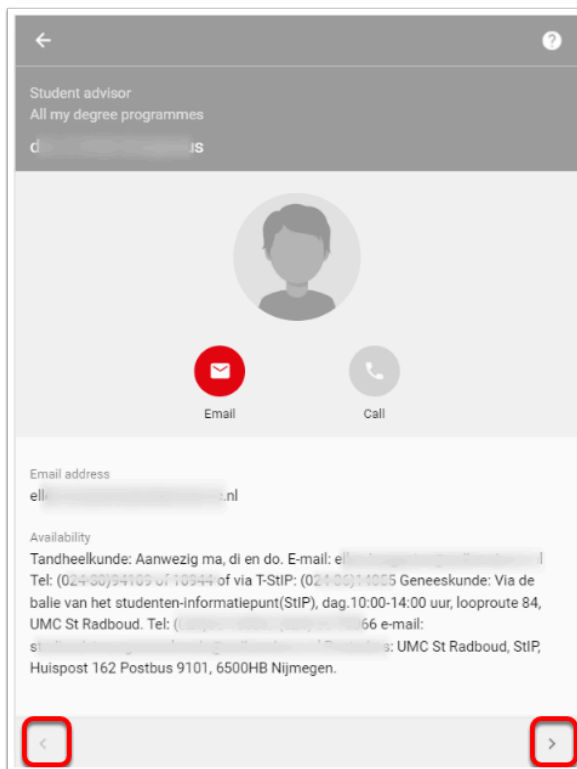
You can see the different roles of the study advisors, for example Student Advisor or Mentor. You can also see the context of the role, for example 'All my degree programmes' or for a specific programme. By clicking on an instructor, you select a detailed screen with information about the accessibility of the study advisor.
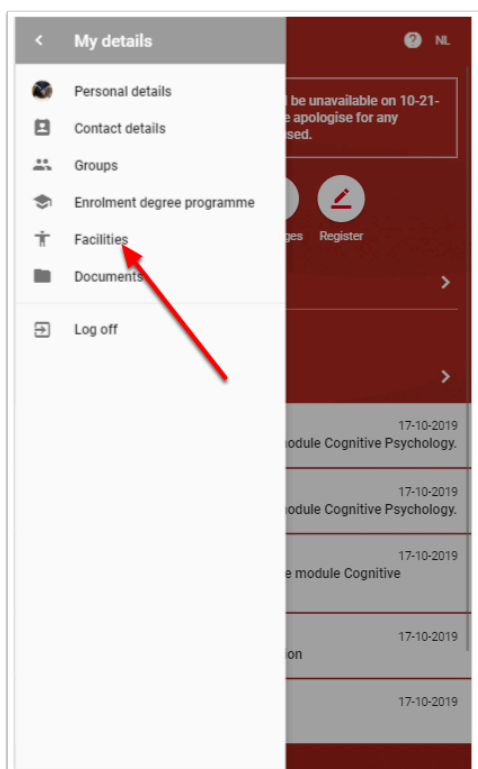
Werkinstructies

Where can I see which facilities for testing I am entitled to?

Students with a disability are entitled to extra facilities to help them take exams. Examples of facilities include extra time, or the use of a laptop. In order to be eligible for previsions, these must be allocated by the board of examiners. [Click here to see how this works](#). Once the facilities have been assigned, they are registered in OSIIS. This instruction shows how you can see which facilities have been assigned to you.

Go to: > My details > Voorzieningen

Select the menu button in the upper left corner of the home page, and choose "My details". Then choose "Facilities".

Werkinstructies

You can now see which facilities are assigned to you. Each facility may have its own explanatory text. In addition, facilities may have limited validity. If the right to a facility has expired, you will no longer be able to use it for a test. Finally, for each facility it is indicated whether it has been granted by default. This means that when registering for a test this facility is automatically checked. You can always decide to turn off a facility that is checked on by default, and vice versa when you register for the test.

How can I apply facilities for tests?

If you think that on the basis of your disability you can claim facilities, you can apply for these at the student counsellor . The student counsellor will make a proposal for the facilities to be granted. The examination committee of your study programme must then approve the proposal. [Read more about it here](#).
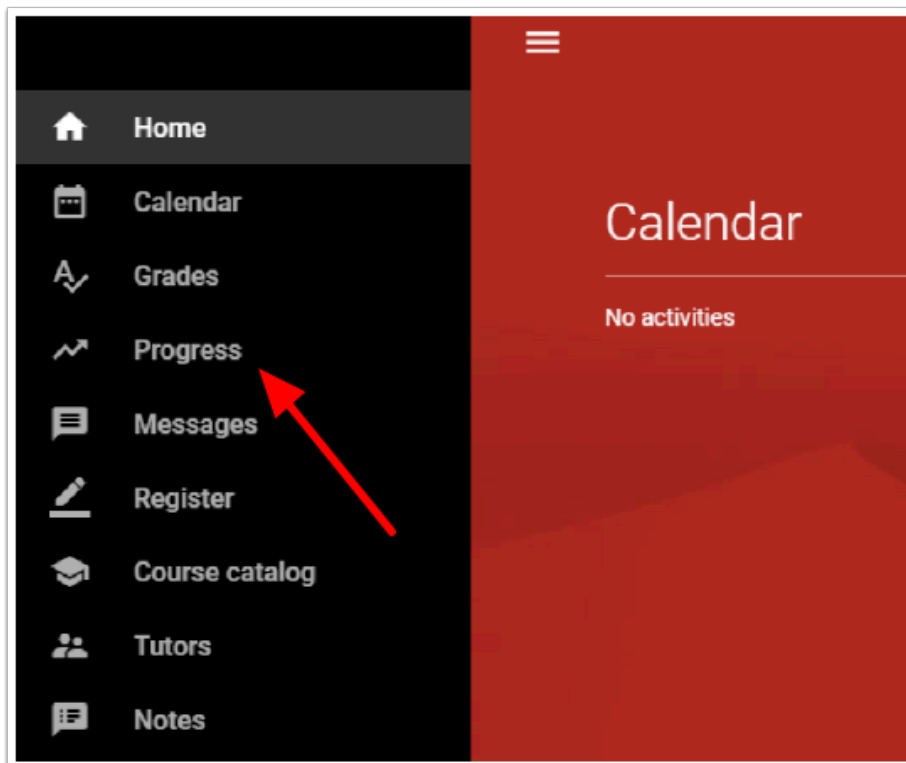
How can I consult my Study Advice (BSA)?

The BSA (binding study advice) is given to all students in the first year of their studies. The regulation is described here. This instruction describes how to consult the binding study advice issued to you.
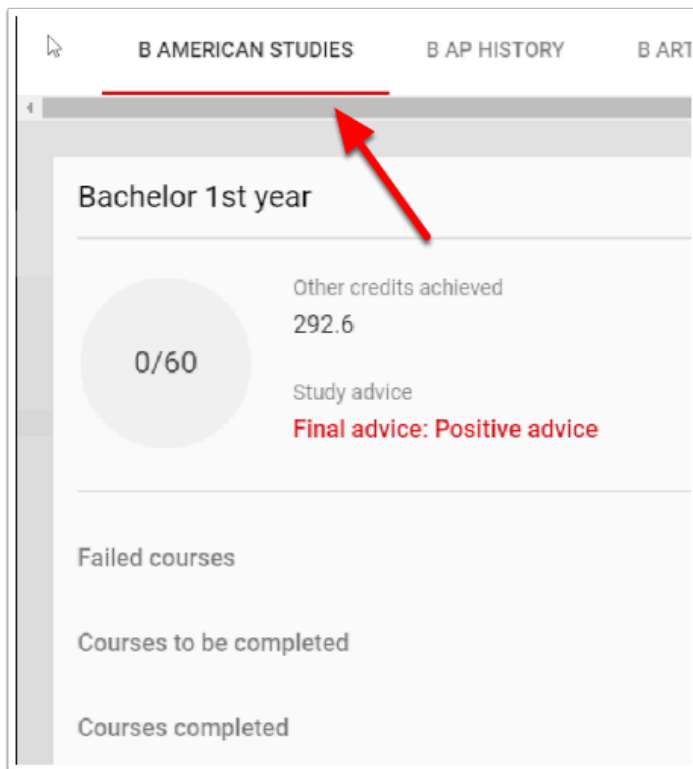
Go to: > Progress

Select the menu button in the upper left corner and choose the menu "Progress".

First select the degree programme for which you wish to consult the BSA by selecting the proper tab.

Then click on the study advice you wish to consult.