Guide
2017/2018

BK City
BK City is buzzing with life from early in the morning until late at night, with thousands of people studying, working, designing and conducting research.
The Campus Facilities

**Aula**
Building 20, Mekelweg 5
+31 (0)15 27 88022
Opening hours:
Monday - Friday
08.00 - 22.00
Cafe 015:
Monday - Friday
08.00 - 21.00
Restaurant:
Monday - Friday
11.00 - 14.00
16.30 - 18.30

The Aula Congress Centre houses the Auditorium, several lecture halls and the central TU Delft restaurant.

**Library Learning Center**
Building 21, Prometheusplein 1
library.tudelft.nl
library@tudelft.nl
+31 (0)15 27 85678
Opening hours:
Monday - Sunday
08.00 - 24.00

The library learning centre is the headquarters of the TU Delft Library and is open 365 days a year. Special opening hours apply in examination periods and holidays.

**CSA (Central Student Administration)**
Building 30a, Jaffalaan 9a
csa.tudelft.nl
CSA@tudelft.nl
+31 (0)15 27 84249
(09.00 - 13.00)
Opening hours:
Monday - Friday
09.00 - 17.00

The CSA is the office to contact for queries concerning registration at TU Delft, tuition fees, campus card, studielink and confirmation of attendance / enrolment. Registration for each academic year via Studielink (www.studielink.nl) is required.

Students can see the status of their registration at TU Delft in their Studielink account.
Sports & Culture
Mekelweg 8-10
sc.tudelft.nl

Sports & Culture offers various facilities and classes for students and personnel of the TU Delft. Register at the website to join and order a sports card.

Sports
sport-sc@tudelft.nl
+31 (0)15 27 82442
Opening hours:

Monday - Friday
08.00 - 00.00

Weekends
08.00 - 20.30

Culture
cultuur-sc@tudelft.nl
+31 (0)15 27 83988
Opening hours:

Monday - Friday
08.00 - 24.00

Saturday - Sunday
12.00 - 22.30
Floor plan

Ground floor
Street

1 Service Desk
1 FSR/B Nieuws
2 @Hok
3 Stylos
4 Waltman Bookshop
5 Printshop
6 Modelling Hall
7 Academic counsellors
8 International Office
9 Secretariat/Board of Examiners

Grab & Go
Ketelhuis (restaurant)
Espressobar STERK
Bouwpub (faculty pub)

First floor

10 Library
11 Map room

General

1 Lecture room
2 Stairs
3 Lift
The student ICT support for software and hardware offers the following services to students:
- information and problem solving on software, hardware, printer setup, network, internet
- support for programs like: Revit, AutoCAD, Illustrator, Photoshop, Maya, etc.

@Hok offers manuals for:
- Windows installation
- installing Windows on Mac
- connecting with eduroam
- installing printers
- installing Revit, AutoCAD, Maya, Rhino
Find these on: ictmanuals.tudelft.nl

@Hok offers basic and advanced tutorials for architectural software: Revit, AutoCAD, Illustrator, Photoshop, Maya, Rhino, etc. (wiki.bk.tudelft.nl/toi-pedia)

If the requested SPR is incorrect please contact Education and Student Administration: OSA-BK@tudelft.nl
Waltman’s Bookshop
waltmanbouwshop@tudelft.nl
+31 (0)15 27 83529
Monday - Friday
09.00 - 17.00

Waltman is the faculty’s official bookshop, selling: textbooks for all courses, books on architecture and urbanism, study materials and modelling materials.

Printshop
www.csinkcity.nl
info@csinkcity.nl
+31 (0)15 27 84444

Monday - Friday
08.00 - 17.30

In the faculty printshop students can find everything they need regarding print work:
- Printing
- Plotting
- Laminating
- Textile prints

The faculty’s printshop is a branch of the Copie Sjop printshop in the city centre of Delft. To be able to print at a student discount at both shops students can order a ‘reproticket’ at the BK City print shop.

Stylos
www.stylos.nl
facebook.com/D.B.S.G.Stylos
info@stylos.nl
+31 (0)15 27 83697

Monday - Friday
09.00 - 17.00

Stylos is the faculty student association that organises all kinds of supplementary educational activities, such as: workshops, excursions, competitions, lectures, trips and parties for and by students. Stylos also offers architectural magazine subscriptions at a student discount.

FSR / B Nieuws
FSR-BK@tudelft.nl
fsr.bk.tudelft.nl

Bnieuws-BK@tudelft.nl
b-nieuws.bk.tudelft.nl

The FSR is the faculty student council (see page 39).

B Nieuws is the free monthly faculty magazine, made by student editors.
Lift
There are two lifts in the building. Use of them is restricted, students and employees can request a pass at the Service Desk.

Study Spaces
Most of the study spaces in BK City are dedicated to BSc and MSc studios. Some readily available study spaces can be found in the Oostserre (Orange hall), not all of which are assigned to specific studios.

Modelling Hall
www.camlab-bk.nl

- General Hall:
  Monday - Thursday
  08.00 - 22.00
  Friday
  08.00 - 19.00

- Machinery:
  Monday - Friday
  09.00 - 12.15
  13.00 - 17.15

The modelling hall is located in the centre of the building. It houses tables for model-making, machinery and the CAMlab. The CAMlab offers 3D printers, lasercutters and CNC milling.

Computer Room
The faculty expects every student to have access to a personal laptop or computer. If students do not possess one, the faculty offers computers in the computer room next to the Ketelhuis. They are fully equipped with all necessary software. Log on with your netID.

Faculty Library
library.tudelft.nl
library-bk@tudelft.nl
+31 (0)15 27 84251

Monday - Thursday
09.00 - 18.00
Friday
09.00 - 17.00

The faculty library offers a large collection of academic and professional literature. It contains an extensive collection of books, journals, serial works, magazines and loose-leaf publications.

Search the online catalogue on library.tudelft.nl. The campus card functions as library card for the university, it allows you to check out books and use the project rooms.
Map Room
maproom.library.tudelft.nl
maproom@tudelft.nl

Monday - Friday
09.00 - 17.00

The TU Delft map room can be found on the mezzanine floor in the faculty library. Here students can find information about the paper and digital map collection and consult the maps.

Lockers
Lockers can be found all around BK City. Using your campus card you can activate one locker at a time. The lockers are opened and cleaned at the end of each semester. You will be notified about this via e-mail.

Printing
webprint.tudelft.nl

The multifunctional printers are available everywhere on the campus. After logging on with your campus card you can scan, copy and print A4 or A3 sheets.

First install the ‘FollowMe’ printer on your laptop using the install manual on ictmanuals.tudelft.nl and activate your campus card at one of the printers.

To pay for printing and copying students need to have credit on their account. They can check their balance by logging on to one of the printers, or check and top up their balance on tudelft.pcounterwebpay.com.

To print:
- send your documents to the ‘FollowMe’ printer
- your documents are sent to your personal printing queue and will remain there for 36 hours.
- log on to a printer using your campus card
- choose ‘print’ and select the documents you want to print.

For support go to @Hok (see page 16) or check: ictmanuals.tudelft.nl
Communication
Communicatie-BK@tudelft.nl

For support or communication of an event contact the office of Marketing & Communication.

To stay up-to-date with everything happening in BK City:

- Regularly check the website www.bk.tudelft.nl.
- Read the digital newsletter BK City News for all events, news and household communication of BK City, and follow us on social media.
- Read the announcements spread by (facility) management to your TU e-mail address.
- Have a look at the screens around BK City for urgent updates and announcements.
- Read the faculty magazine B-Nieuws, found in the faculty or online at issuu.com/bnieuws.

Student Societies
Besides Stylos (see page 18) the faculty also has several student societies specifically aimed at each master track. They organise events, trips and more.

The student societies for each master track are:

Architecture
Argus
02.West.550
www.argus.cc

Urbanism
Polis
01.West.350
www.polistudelft.nl

Building Technology
BouT
02.West.090
www.praktijkverenigingbout.nl

Management in the Built Environment
BOSS
02.West.610
www.bosstudelft.nl

Forum
02.West.060
www.forum-vhv.nl
Ketelhuis (restaurant) / Grab & Go
+31 (0)15 27 84251

Restaurant
Monday - Thursday
11.30 - 20.00

Friday
11.30 - 16.00

Grab & Go
Monday - Friday
08.00 - 16.00

The Ketelhuis is located in the former boiler room of the faculty building and serves as the restaurant of the faculty. It provides lunch and dinner, and offers seating inside and a terrace outside.

The Grab & Go counter can be found just in front of the Ketelhuis. It serves snacks, coffee and other beverages.

Espressobar STERK
Monday - Friday
08.00 - 18.00

The espressobar STERK is the place to meet fellow students and employees while enjoying good coffee. The espressobar offers assorted coffee and lunch.

Bouwpub
Bouwpub-BK@tudelft.nl
+31 (0)6 39 25 09 45

Tuesday
17.00 - 20.00

Thursday
16.00 - 20.00

The Faculty pub is located in the ‘Temple’ next to the building near the east entrance. Staff and students meet here informally. The Bouwpub also organises themed drinks several times a year, and can be booked for drinks parties (on location).

Snack & coffee machines
The snack and coffee machines are located on several spots around the faculty. A self-service Starbucks counter can be found at BG.West.500. Payment is done via ‘contactless payment’. Students and employees will need a credit or debit card suited for this.

Microwave
To heat up your lunch or dinner you can use either of the several microwaves available in the faculty. They can be found in several of the pantries situated throughout the faculty.
Safety

In case of an acute emergency trigger the manual alarm.

In case of theft, fire or emergencies immediately contact the TU Delft emergency centre: +31 (0)15 27 81226

To ensure a safe working environment at BK City please obey the following rules:
- Keep emergency exits clear.
- Always follow the instructions of safety personnel.
- Do not leave valuables unattended. The TU Delft is not responsible for theft or disappearance of personal items.

In case of evacuation:
- Immediately react to the alarm signal
- Always follow instructions of safety personnel
- Follow the signs to emergency exits. Evacuation plans are present in all working spaces.
- Do not use the lift
- Follow the signs to the assembly point
- Assemble at the assembly point in the De Vries van Heijstplantsoen, opposite the main entrance

House rules

Please obey these rules to keep the faculty a pleasant place of work and study for all students and employees:
- Keep all spaces in BK City clean and clear your workspace before you leave.
- Use only the dedicated magnetic boards to pin up posters, presentations and drawings.
- Do not cause noise disturbance
- Do not smoke within BK City
- Place bicycles in the bicycle racks in the dedicated areas near entrances of BK City.
- Do not take bicycles, skates, skateboards etc. with you inside the building.
- Park your car in the dedicated car parks around BK City (close to the East and West entrances).
The Organisation

Departments
The faculty contains five departments:

- Architecture
  01.Oost.700
  Architectuur-BK@tudelft.nl
- Architectural Engineering + Technology
  01.West.130
  Bouwtechnologie-BK@tudelft.nl
- Urbanism
  BG.West.170
  Urbanism-BK@tudelft.nl
- Management in the Built Environment
  01.West.700
  MBE-BK@tudelft.nl
- OTB – Research for the Built Environment
  BG.West.620
  OTB-BK@tudelft.nl

Supporting Services

- Human Resources
  BG+.Oost.080
  HR-BK@tudelft.nl
- Finance
  BG+.Oost.050
  info-finance@tudelft.nl
- Communication
  BG.Oost.070
  Communicatie-BK@tudelft.nl
- PhD Council
  PhDCouncil-BK@tudelft.nl
- Graduate School
  BG.Oost.220
  ABE@tudelft.nl
- 100% Research
  BG.Oost.220
  100.bk.tudelft.nl
### Academic Calendar

#### Autumn semester

<table>
<thead>
<tr>
<th>Course week</th>
<th>1.1</th>
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<th>1.3</th>
<th>1.4</th>
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#### Spring semester

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#### Non educational period

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<th>Summer Holidays</th>
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#### July

- **Enrollment for spring semester:** November 27 up and until December 8
- **Resits design projects Bachelor:** July 9 up and until July 20

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**Public Holidays**

- Christmas period: Dec. 25 up and until Jan. 5
- Spring Break: Febr. 5 up and until Febr. 9
- Good Friday: March 30
- Easter: April 1 and 2
- Kings Day: April 27
- Ascension Day: May 10 (and 11 free)
- Whit Monday: May 21

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**Education**

- No regular education
- MSc education / BSc education and examinations
- MSc education or examinations and presentations / BSc education
- MSc examinations / BSc education and examinations

**BSc education**

- Resits 4th quarter
Personal Timetable
mytimetable.tudelft.nl

Your personal timetable can be found on this web page. Log in with your netID to compose your personal timetable. A summary of your timetable and link to this web page can also be found on Brightspace.

For viewing timetables of courses you are not enrolled in, staff members or other students you can add a timetable manually. Click ‘add timetable’ on the right hand side of the web page.

The location of design studios changes every semester. Students will be informed of their studio locations by their tutors.

If you encounter a problem with your personal timetable, make sure you enrolled for all courses in BIS (bis.bk.tudelft.nl) during the enrollment period. If the problem continues, send an e-mail with your enquiry to roosters-BK@tudelft.nl.
**Education & Student Affairs**

**Academic Counsellor**  
BG.Oost.060 & BG.Oost.080  
academiccounsellors-BK@tudelft.nl

Open consultation hours:  
Tuesday & Thursday  
12.30 - 13.30

When you are facing personal issues influencing your studies (medical, psychological, family circumstances), the academic counsellors can inform you about the options to continue your studies in an effective way. The academic counsellors are: Ellen Sakkers, Milka van der Valk Bouman and Sietske Sibie.

Visit during open consultation hours, or make an appointment by sending an e-mail stating your student number and, if applicable, the name of the student counsellor you have consulted before.

Personal circumstances must be reported within 3 months in order to be allowed to use special arrangements for your studies and finances.

**Health & Well-being**  
Within the TU there are several facilities who are responsible for Health and Well-being. An overview of all facilities can be found on the website.

Confidential counsellors in the faculty of architecture are Ellen Sakkers and Eveline Vogels. Contact them via email: vertrouwenspersoon-BK@tudelft.nl

**Honours Programme**  
honours.tudelft.nl

The Honours Programme Delft is for bachelor’s and master’s students looking for a challenge over and above what their curriculum offers. It’s a challenging additional programme for students with higher than average performance. Admission requirements apply.
Internships
Internships are not integrated in the education programme of the Faculty. Bachelor students can opt for an internship in their minor. Internships for Master students are always extra-curricular.

Students can find internship offers on the Stylos website or ask the internship coordinator for each Master track.

- Architecture (BSc only):
  O. Caso
  O.Caso@tudelft.nl

- Urbanism:
  P.L.M. Stouten
  P.L.M.Stouten@tudelft.nl

- Building Technology:
  B. Gremmen
  B.Gremmen@tudelft.nl

- Real Estate & Housing:
  L. Lousberg
  L.H.M.J.Lousberg@tudelft.nl

Graduation
Afstuderen-BK@tudelft.nl
For all questions concerning graduation contact this address.

Scheduling
Roosters-BK@tudelft.nl
For all questions concerning scheduling contact this address.

International Office
BG.Oost.240
internationaloffice-BK@tudelft.nl
Consultation hours:

Monday - Friday
12.30 - 13.30

The faculty offers exchange programs in the BSc and MSc. These are coordinated by the International Office. They can help you with questions concerning your stay abroad and will sign the official documents/forms. Visit their desk for informational flyers and leaflets of international programmes.

The faculty’s international office also helps international students with faculty related matters during their stay in Delft.

Visit the international office during consultation hours or make an appointment via e-mail.

FSR
(Faculty Student Council)
FSR-BK@tudelft.nl
BG.Midden.140
facebook.com/fsrbouwkunde
Consultation hours:

Tuesday & Thursday
12.45 - 13.30

The faculty of Architecture and the Built Environment is a great place to study. However, there is always room for improvement. The Faculty Student Council (FSR) attempts to improve the education on behalf of the students.

Every year, 9 students are elected and they will form the FSR. These students are all attending the education at the faculty. The members of the FSR often talk with other students, teachers and people like the dean, and have official rights (for example, the FSR must agree with certain changes in the regulations). That is why they can mean a lot for the students and our faculty. If you want to know more or if you notice any problems in the education, please email or visit the FSR.

Board of Examiners
boardofexaminers-BK@tudelft.nl
BG.Oost.110
+31 (0)15 27 84252

The Board of Examiners looks into questions, problems and applications for evaluation (peilingen), exemptions, minors, accreditation of academic achievements abroad, graduation and certificates of incorporation.

Quality Assurance
kwaliteitszorg.bk.tudelft.nl

Educational Quality Assurance conducts interviews and evaluations on courses and semesters to ensure the quality of education. Visit their website for results of past evaluations.

OdC (Onderdeelcommissie)
www.odc.bk.tudelft.nl

The OdC is part of the TUD-onder nemingsraad and represents the interests of the faculty personnel in matters of finance, working conditions and human resources.
Education Online

The Faculty organises a lot of its education online. Make sure to check this information regularly.

Enrolment
The University requires you to be enrolled for all education. Make sure to enrol in time for each part.

Academic year
Enrol for each academic year before the start of the first semester on Studielink (www.studielink.nl) (see page 9).

Courses
Enrol for courses and study programmes for the next semester twice a year during the appointed enrolment period via BIS (bis.bk.tudelft.nl). This will be announced on Brightspace (see page 42).

Course information
Enrol for your courses on Brightspace to receive announcements and additional information (brightspace.tudelft.nl) (see page 40).

Exams
Enrol for exams in the weeks before the examination period via Osiris (osistud.tudelft.nl) (see page 41).

NetID
netID.tudelft.nl

Your NetID is used to log in to all TU Delft services. Your print account is linked to your NetID. If you encounter a problem with your NetID go to the Service Desk (see page 16).

Brightspace
brightspace.tudelft.nl

Brightspace is the online education environment at the TU Delft. Almost all online communication between students, lecturers and members of staff takes place via Brightspace. Log in to Brightspace using your NetID.

Enrol for your courses on Brightspace to receive announcements and additional information. Additionally download the Brightspace app (Android / iOS).

Osiris
osistud.tudelft.nl

Osiris is the online platform where you can:
- Enrol for exams, from 56 up to 14 days prior to the exam
- View your grades and Study Progress Report (SPR)

Enrolment for education on BIS does not mean you are automatically enrolled for the related examinations; this you do in Osiris. All locations for exams will be published in Osiris 1 week before the exam takes place.

All locations for exams will be published in Osiris at least one week before the exam takes place.

If you plan on not taking the exam after you enrolled you must unenrol. This enables students that were too late or unable to enrol to take part. You can do so up to 3 days before the exam.

If you are too late to enrol for an exam you can apply for a place up to 3 days before the exam via Osiris. Available places will be filled on a first come first served basis. You can check your registration in Osiris. If there is no place available you can report to the exam supervisor on the day of the exam. You will be allowed to participate if there is a place available in the exam room. For more information:

examdesk.tudelft.nl
examdesk@tudelft.nl.

If you encounter problems with Osiris contact Brightspace Support or E-Learning Support:

brightness-support.tudelft.nl
brightness@tudelft.nl
+31 (0)15 278 43 33
els.tudelft.nl
els@tudelft.nl
+31 (0)15 27 89194

For errors in your SPR contact Education and Student Administration:
OSA-BK@tudelft.nl
BIS (Bouwkunde Inteken Systeem)
bis.bk.tudelft.nl

You have to enrol for courses you want to follow well before the start of each semester. Enrolment takes place twice a year, in November and May (see academic calendar on page 32). Enrolment is done in BIS, the Bouwkunde Inteken Systeem. The web page is opened during enrolment periods. Information on courses can be found in the study guide on: studyguide.tudelft.nl.

For questions, contact: intekenen-BK@tudelft.nl

E-mail
webmail.tudelft.nl

Online Reader Store
readers.tudelft.nl
readers-tudelft@webedu.nl

Here you can order all readers required for courses. Payment is done by iDeal or Credit card. Readers can be delivered to your home or picked up at the Service Desk (see page 16).

Transcript / SPR
Servicepunt-BK@tudelft.nl

The SPR (Study Progress Report) shows an overview of your study progress. It can be printed from Osiris, or an official hardcopy can be requested in person at the Service Desk (see page 16) (Bring your campus card).

International Student Information
International student information

Find information about studying at the TU Delft at:

welcome.tudelft.nl

International Office BK
BG.Oost.240
internationaloffice-BK@tudelft.nl
Consultation hours:

Monday - Friday
12.30 - 13.30

The faculty’s International Office provides support on faculty related issues regarding your study abroad. Visit them during consultation hours or make an appointment via e-mail.

Stylos (see page 18) offers a committee especially for international students. This committee focuses on:
– more interaction between Dutch and internationals
– getting internationals involved in Stylos activities
– exchanging students’ experience to help Dutch students plan their stay abroad
– discovering an international’s view on the TU Delft education

This committee also organises the Buddy System: a programme international students can join so they can connect with Dutch students and get to know new people.

Subscribe for activities, the Buddy System or join the committee at the Stylos office.

Central International Office
education.tudelft.nl
internationaloffice@tudelft.nl
+31 (0)15 27 88012
Jaffalaan 9a, Building 30

Monday - Friday
09.00 - 17.00

The Central international office provides support on all questions concerning:
– VISA
– accommodation
– bank account
– insurance

DelfTulip
delftulip.ning.com

DelfTulip is a community for international students revolving around the introduction programme as well as offering practical information.
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FAQ

Brightspace
– What is Brightspace?
  How do I log in?

Books / Readers
– Where can I order course material readers?

Campus card
– Where can I get a campus card?

Confirmation of attendance / enrolment
– Where can I get a confirmation of attendance?

Emergency
– What to do in an emergency situation?

Enrolment
– How do I enrol for the next academic year?
– How do I enrol for education in next semester?
– How do I enrol for exams?
– How do I enrol for a course on Brightspace?

Exam
– Where does my exam take place?

Lost & Found
– I lost/found property, where do I go?

Network / NetID
– How do I get on to the wireless network?
– I have a problem with my NetID

Software / Hardware
– I have a problem with software / hardware

Timetable
– Where can I find my personal timetable?

Transcript / SPR
– What is a Transcript / SPR?
– Where can I get a hard copy Transcript / SPR?