

Erasmus School of
History, Culture and
Communication



IBCoM BA-1 Manual
2017-2018

Name:

Student Number:

Table of contents

The IBCoM dream.....	1
Your first year at IBCoM	1
Your IBCoM registration.....	1
Courses and re-sits	1
Timetable, course information & writing guide	2
What is the Binding Study Advice?	2
Need help?.....	2
Personal circumstances	3
More to IBCoM?.....	4
Want to go on exchange?.....	4
And what about your internship?	5
IBCoMpanion Programme	6
Introduction.....	6
The importance of the IBCoMpanion programme.....	6
Set-Up	8
Participation of first year students.....	8
Why should you participate in the IBCoMpanion programme?	8
Number of sessions with your IBCoMpanions.....	8
IBCoMpanion Program Overview.....	9
The role of your IBCoMpanion	9
Your role.....	10
Session 1: IBCoMpanion Opening Event.....	10
Session 2: Online @ EUR & Sharing experiences and expectations I.....	11
Session 3: Joint fun event.....	11
Session 4: Sharing experiences and expectations II	11
Session 5: Progress & Preparation for the exams.....	11
BA-1 Exam (MC) preparation workshop.....	11
Session 6: Reality check.....	11
Session 7: Exams & IBCoM and beyond.....	11
Session 8: IBCoMpanion Closure Event.....	11
Appendix 1 Curriculum 2017-2018	12
Appendix 2 MyEUR instruction manual.....	13
How to log in.....	13
1. Your name.....	14
2. Your grades	14
3. Your timetable.....	15
4. Your courses	16
5. Favorites.....	16
5a. BlackBoard	16
5b. Osiris.....	17

5c. Studentmail and free online storage	18
5d. Subscribing to channels through SIN-Online	18
5e. Erasmus University Course Guide.....	19
Where to study, get online & print on campus	20
Facebook.....	21
Using the library.....	21
Overview of different systems.....	21

Credits cover

Cover design : Tom Hollestelle, IBCoM student & formIBCoMpanion
 Picture Rotterdam : Rich Theemling (graduated IBCoM student)
 Picture Bootcamp : Joshua Kruter (IBCoM student)
 Picture Campus : Sputnik

The IBCoM dream...

First of all a warm welcome to the IBCoM programme ☺ At IBCoM we encourage our students to study hard and play hard in order to get the most out of their IBCoM experience! We want you to get a truly international experience both at the Erasmus University, but also by going on exchange, taking a summer course or doing your internship abroad. In addition to that, there is a wealth of extracurricular activities that you can participate in: the IBCoMpanion programme, the IBCoMagazine, the IBCoMmunity, and so much more. But first and foremost you've come to Rotterdam to study IBCoM and to graduate in 2020!



Your first year at IBCoM

This concise BA-1 Manual includes all you need to know to get started with IBCoM. For more extensive and updated information we would like to refer you to the [Current Students website](#), where you can also find a complete overview of your IBCoM [curriculum](#) (see also [appendix 1](#)).

Your IBCoM registration

Make sure that your registration is in order. You can check this by logging into Osiris and making sure that the status is set to complete. If it isn't you will need to take the remaining steps in Studielink. For questions stop by the ESSC. Please note that if your registration is not in order your grades cannot be booked and your account will be frozen, meaning you can't access any online systems at the EUR.

Courses and re-sits

At IBCoM we have four terms per academic year. In your first year, also known as BA-1, you will have 12 courses, divided in 3 courses per term. Since all the BA-1 courses are mandatory, you have been registered automatically for the course, your tutorial workgroup and the corresponding exam. By passing a course with a final grade of a 5.5 or higher you can obtain 5 ECTS per course. For more information on ECTS as well as the Dutch Higher Education and grading system, please see the [IBCoM website](#).

Please note that all re-sits take place in summer and you can only take a maximum of [three re-sits in total](#), for which you have to [register yourself](#) through Osiris.

Registration is possible between 35 and 7 days before the actual date of a particular re-sit.

[Timetable, course information & writing guide](#)

In the [course catalogue](#) you can find general information about the courses you will be taking, including the timetable for each course. An overview of the entire academic year can be found in the [academic calendar](#). In addition to that, each course will have an individual course guide, available on [Blackboard](#), our online learning environment. An individual course guide includes more detailed and specific information, like assessment criteria and detailed instructions on the course itself. For more information, please check the [MyEUR instruction in appendix 2](#). Please note that all your assignments have to be written in accordance with the [writing guide](#), moreover the EUR sets high quality standards and [cheating](#) is an offense. Please note that the University Library offers [online tutorials](#) to improve your information skills.



Questions about your schedule, courses, or other programme-related things?

Contact Indira Gerards (Programme Coordinator) at ibcomstudents@eshcc.eur.nl

[What is the Binding Study Advice?](#)

Remember, a good start is half the battle! Once you have obtained all 60 ECTS of your BA-1, you will receive a *positive* [Binding Study Advice](#) (=BSA). The 60 ECTS includes all re-sits, exemptions and compensated courses. When you have received a positive BSA, you can continue with the IBCoM programme. Please note that you can also compensate two of your courses and still obtain 60 ECTS. For more information about compensation, please check the [Compensation and Re-sit Rule](#). If you are taking more than one programme at Erasmus University, you will receive a Binding Study Advice per programme. Please be aware that rules per faculty may differ. Always inform the [IBCoM student advisor](#) if you are taking more than one programme or if personal circumstances may affect your studies. Schedule an appointment online to discuss this matter personally.

[Need help?](#)

If you want to know more about getting the most out of your studies or how to deal with specific situations, there are a number of people to help you. Please check out the website and/or contact the [IBCoM Support Staff](#). Please make sure to use your student email (@student.eur.nl) when emailing. In addition to that, we kindly request you to refrain from sending your email to multiple people; we will forward your email

to the right person, if necessary.

Some questions are handled by the [Erasmus Student Service Centre \(ESSC\)](#), see the list below for more information:

[Find the answer to frequently asked questions by using ASK Erasmus](#)

[Appointments with the university psychologist](#)

[Appointments with the careers advisor](#)

[Change of address](#)

[Information about grants](#)

[Official language courses and language courses by other students](#)

[Registration at the EUR](#)

[Statements of the EUR](#)

[Studielink](#) and [DUO](#)

Personal circumstances

Sometimes personal circumstances can, unfortunately, cause a study delay and result in problems with meeting the requirements of the Binding Study Advise (=BSA).

Examples of personal circumstances can be: illness, physical, sensory or other functional disability, professional sports player, pregnancy, exceptional family circumstances, psychological issues, board membership and/or membership of a university participation body.

In accordance with the Dutch Higher Education Act, the university is obliged to take personal circumstances into account if they are related to your insufficient study progress. Please be aware that it is very important to contact the [IBCoM student advisor](#) in case of personal circumstances ***within four weeks*** of the commencement of these circumstances. Please note that all matters discussed with the student advisor remain confidential, unless otherwise agreed upon with you. If necessary you may be [referred](#) to others for further help.

If you come forward after four weeks with your personal circumstances, you have to be aware that in most cases these personal circumstances will not be taken into consideration for your BSA. Please note that personal circumstances should be corroborated in the form of e.g. a doctor's statement, a mourning card or a letter with a contact number from close relatives.

Together with the IBCoM student advisor, you will discuss your options and study planning in order to minimise any delay in your studies and to maximise your chances of obtaining the required ECTS. Please note that in some cases it may be better for you to consider other options that may better suit your needs and/or the situation you are in. At the end of the academic year, the IBCoM student advisor may be asked to advise

the Examination Board regarding the definitive BSA. The Examination Board can only take your personal circumstances into account if you inform your student advisor in good time and keep in regular contact with the IBCoM student advisor. More information about the [BSA procedure](#) can be found on the IBCoM website.



Personal circumstances or study planning?

Contact Miriam Heemskerk (Student Advisor)

Walk-in office hours every Tuesday & Thursday 13.00-14.00 in M8-36
studentadvisor.ibcom@eshcc.eur.nl or [make an appointment online](#)

More to IBCoM?

At IBCoM we are committed to improving our academic programme. You can share your insights through several channels, or participate more actively; please see [extracurricular activities](#) for more information. Make sure to fill out the course evaluations as well, to ensure that our programme can get stronger, like the students have done before you. If you want to share your writing skills and insights, perhaps you would be interested to join the [IBCoMagazine](#). And if you want to represent the programme and help others, become an [IBCoMpanion](#) and/or [ambassador](#).

Want to go on exchange?

It is still a while away, but please note that there is a wealth of information available on the website about [exchange](#). However, not all information is posted there, so be sure to check out the Blackboard M&C Outgoing Exchange community and of course the Facebook group as well. Please note that the following minimum requirements for exchange apply:

- completed all your BA-1 courses
- submit proof of proficiency in the language of foreign host institution (\geq B2)
- average grade for subjects in BA-1 + BA-2 (Term 1) should be at least 6.5



Questions about exchange?

Contact Emma Hamilton (Exchange Coordinator) at
exchange@eshcc.eur.nl

And what about your internship?

At the end of BA-2, you will be doing your internship, for which you will be prepared by the course Communication and Media Labour Market Orientation/CM2008 that runs in the 1st and 2nd term of BA-2. If you already want to explore a bit more, check out the [internship pages](#) and the [M&C career services on Facebook](#).



Questions about internships?

Contact Renée Mast (Internship Coordinator) at internship@eshcc.eur.nl

If you have any further questions or suggestions, please do not hesitate to contact your IBCoMpanion(s), the [programme coordinator](#) or the [student advisor](#) about this.

Kind regards on behalf of the entire IBCoM Support Staff,

Miriam Heemskerk

IBCoM Student Advisor

IBCoMpanion Programme

Introduction

We are very pleased and proud that so many 2nd year IBCoM students have volunteered to become an IBCoMpanion. IBCoMpanions are there to help you adjust to the IBCoM programme, as well as to assist you in your transition to the Erasmus University and Rotterdam. We are confident that being part of the IBCoMpanion Programme is a great opportunity for all BA-1 students and helps them feel right at home within the IBCoMcommunity☺

The importance of the IBCoMpanion programme

One year after we started IBCoM in 2009, we have initiated the IBCoMpanion programme alongside the IBCoM curriculum in term 1 and 2. From experience we know that students who actively participate in the IBCoMpanion programme are more familiar with the ins and outs of the programme, feel at home quicker and perform better academically. For the IBCoMpanions themselves it is a great way to give back, but also to work on their leadership and interpersonal skills. Additionally, it prepares them for exchange as they will also guide incoming exchange students, a vital part within the IBCoM programme. We encourage all our BA-1 students to get the most out of IBCoM and wholeheartedly believe that there is no better way to start than by actively participating in the IBCoMpanion programme. The first step to becoming an IBCoMpanion yourself, is to participate actively in this programme. This is further exemplified by how our current IBCoMpanions have experienced their IBCoMpanion programme:

That it was a safe haven to go to as a new student in this big world of university life. My IBCoMpanions were always open to help me with any problems I faced in this new environment. This was both related to academic issues and as a social outlet, to make new friends. – Cara

What I liked most was that I was able to meet new people and learn more about the programme from a student's perspective. – Camiel

The way in which the IBCoMpanions made sure that we feel welcomed and helped us integrate and engage within the study. They were constantly open to give us advice or to provide help. The program itself is based on a brilliant idea behind it, because every time new students come into this new environment they can lean on someone to show them around, to clarify the ongoing processes within IBCoM, as well as friendly support. – Alexandra

I thoroughly enjoyed the IBCoMpanion program and what I liked most was the fact that I knew I could rely or fall back on my IBCoMpanions whenever I had any questions or troubles. I see the IBCoMpanion program as being very useful especially for first years who maybe struggle to find friends at first; As a second year IBCoM students, my IBCoMpanions were able to give useful insights or comfort and reassurance during exam times which I highly appreciated. And lastly, I love that I am still friends with my IBCoMpanions even after the program has finished! - Alysa

It gave me a sense of community and belonging when I had just moved into a new city with no friends. Especially during the IBCoM Introduction week, I found the safety net which Sabrina and Tino provided the most meaningful part of this program, as we were given the opportunity to ask questions, get firsthand insights, make friends and get to know the city. This ultimately made the move much less haunting and beginning university less intimidating. – Floriane

The establishing of new friendships and relationships to people all over the world. Honestly, I am in Germany to visit my hometown right now and I have to admit that I really miss my friends in Rotterdam. I want to make sure the next year students will miss their IBCoM friends as well when visiting their hometowns, no matter if it is in the Netherlands or another country 😊 – Kevin



IBCoMpanions 2017-2018

Set-Up

The IBCoMpanion programme is offered to all incoming IBCoM students. A small group of first year students (12-14) will meet on a regular basis with their mentors, so-called IBCoMpanions; two advanced IBCoM students. Depending on the topic of the session, the incoming exchange students may join some of these group meetings. The IBCoMpanion programme is an informal addition to the formal IBCoM curriculum and has the following aims:

Social

- Getting to know each other (student-student)
- Getting to know an advanced IBCoM student (student-IBCoMpanion)
- Creating a context for mutual support

Practical

- Sharing information on the IBCoM Programme and the city
- Profiting from the IBCoMpanion's practical experiences with study and city
- Learning to balance study life ('work') and student life ('play')

Participation of first year students

Participation is voluntary. The value of the IBCoMpanion programme is highly emphasized by IBCoM's management, teaching and support staff. Once students decide to participate, we expect them to attend all sessions of the IBCoMpanion programme.

Why should you participate in the IBCoMpanion programme?

As a BA-1 student you will get inside information about the programme, the Erasmus University and Rotterdam from your IBCoMpanions, as well as the insights on the best places to study and party in town. With the Binding Study Advice ([BSA](#)), it is crucial that you make a good start in order to obtain all 60 EC of BA-1. The IBCoMpanion programme ensures that you know the ins and outs, which will help you in obtaining this goal. In addition to that, it is a great way to meet new people which will help you feel part of the IBCoMmunity in no time. You can also find out more about exchange from incoming exchange students, as well as get the student perspective on what's ahead in BA-2/3 from your IBCoMpanions. And last but not least, it is a great way to get to know Rotterdam and get the insights on the exciting places and events that are going on in the city.

Number of sessions with your IBCoMpanions

The IBCoMpanion Programme will consist of eight sessions. The first session is a joint opening event, the second session will inform you about all the online systems we use

at IBCoM and after that you will have five other sessions that will be held within your IBCoMpanion group. The IBCoMpanion Programme will end with a joint festive closure event. The dates of each session will be set together by the IBCoMpanions and with your group. If you are unable to attend, it is common courtesy to inform your IBCoMpanion prior to the session. IBCoMpanions will reach out to those who did not show up, nor notified them of their absence.

If you feel that there are issues which you would like to talk about, but you do not feel comfortable in discussing these matters, for various reasons, with your IBCoMpanion(s), please do not hesitate to contact the [IBCoM student advisor](#). Note that what you discuss with the IBCoM student advisor remains confidential.

IBCoMpanion Program Overview

Week	Session	Theme / aims
36	1&2	Introduction Meeting IBCoMpanion Opening Event (= session 1) Welcome Meeting Bootcamp Session 2 Online @ EUR & Sharing Experiences & Expectations I
38	3	Joint Fun Event (=session 3)
40	4	Session 4 Sharing Experiences & Expectations II
42	5	Session 5 Progress & Preparation for the exams
43		BA-1 Exam (MC) preparation workshop
45		IBCoM exams term 1
49	6	Session 6 Reality check
3	6	Session 7 Exams term 2 & IBCoM and beyond
5		IBCoM exams term 2
6	8	IBCoMpanion closure event (=session 8)

The role of your IBCoMpanion

Your IBCoMpanion is an experienced and successful IBCoM student, offering support and advice to you as a first year IBCoM student. In the IBCoMpanion programme the mentoring set-up is group based; per group 2 IBCoMpanions will guide their own group of students (12-14). Since every mentor brings different aspects forward and has their own unique style, both IBCoMpanions can help you with your questions, albeit in different ways. Although you are matched up with a specific IBCoMpanion, both IBCoMpanions are there to help you.

The IBCoMpanions' role can be summarized in the following short listing of roles an IBCoMpanion has and does not have:

- IBCoMpanion is a coach giving support and advice
- IBCoMpanion is not a friend, but can become one
- IBCoMpanion is not a lecturer, but does have first-hand experience with the IBCoM curriculum
- IBCoMpanion is not a problem solver, but can help with advice and experience

Your role

You, as a first year student may anticipate and perceive your new environment in a very different way. You may be very enthusiastic; or you may feel stressed about what is confronting you. Especially with an international group of students, everyone will be busy accommodating themselves to this diverse group of people. This applies both to students from far away countries as to students who were born and raised in The Netherlands. Please make sure that everybody feels welcome and part of the IBCoMmunity by communicating in English only. Remember that the IBCoMpanion programme is a group activity. What the IBCoMpanion Programme is, is also what you make of it. So treat others in the same way that you would like to be treated. Give it your best and within in no-time you will also feel part of the IBCoMmunity!

Below you can find an overview of the topics per session, so that you know what to expect. Of course you are more than welcome to come up with suggestions about where to meet, what to do and what else you would like to discuss, just share your suggestions within your IBCoMpanion group.

Session 1: IBCoMpanion Opening Event

This is the very first, introductory meeting, where all BA-1 students and IBCoMpanions will meet together right after the official introduction. In this first joint meeting you will get a chance to get acquainted with your fellow IBCoMpanion group and IBCoMpanions. You will get all kinds of practical advice so you will know your way around our campus and Rotterdam. In this way you know some familiar faces before going off to Bootcamp. Session 1 will be held right after the official introduction and will end with dinner together somewhere in Rotterdam. Make sure to wear comfortable shoes. Below you can find a suggested timeline.

Part	Time	Topic: Getting to know each other, EUR and Rotterdam
0	15.30-16.00	<i>Walk-in with drinks and snacks</i>
1	16.00-16.15	<i>Official welcome & introduction IBCoMpanion Programme</i>
2	16.15-16.30	<i>Who are you?</i>
3	16.30-16.45	<i>Expectations and Experiences</i>
4	16.45-17.55	<i>Photo Scavenger Hunt</i>
5	18.00 onwards	<i>Have dinner together in your favorite place in Rotterdam</i> Remember to set date, time & location for the next session.
6	Till midnight	<i>Share your pictures of the Photo Scavenger Hunt on FB</i>

Session 2: Online @ EUR & Sharing experiences and expectations I

This session will be held within your IBCoMpanion group and will be focused on the online (learning) environment at EUR. You will learn all about MyEUR, SIN, Osiris, Blackboard, VPN, the apps you should get on your phone and what to use it all for. In addition to that, you can share your first actual experiences and expectations within and of the IBCoM programme and join us for a drink with some snacks in the pantry on M8.

Session 3: Joint fun event

A new addition this year, organized by the IBCoMpanions.

Session 4: Sharing experiences and expectations II

This session will be held within your IBCoMpanion group and will be focused on your experiences so far, how this relates to your (initial) experiences. An intercultural exercise and how to study at IBCoM are also on the agenda.

Session 5: Progress & Preparation for the exams

This session will be held within your IBCoMpanion group and will be focused on how you are doing so far, as well as discussing how to prepare for the upcoming exams. This would be a great session to talk about exchange as well; ask your IBCoMpanion about this option before the session takes place.

BA-1 Exam (MC) preparation workshop

A new addition to this years' programme to help you prepare for the upcoming exams.

Session 6: Reality check

This session will be held within your IBCoMpanion group and will be focused on how the exams went and discussing what kind of changes you can make, if necessary, to improve your results. And since this session is right before the holidays, share special places and insights on where to go to and what to do in Rotterdam and beyond.

Session 7: Exams & IBCoM and beyond

This session will be held within your IBCoMpanion group and will be focused on how to prepare for the exams. You will also discuss all the things you can do besides IBCoM; in BA-2/3 and after IBCoM.

Session 8: IBCoMpanion Closure Event

This is the final closing event, where all IBCoMpanions and mentees will meet to share some fun and thank the IBCoMpanions for their effort! The IBCoMpanion Closure Event marks festive closure to the IBCoMpanion Programme and it is highly recommended to close the way you started: with a dinner together somewhere in Rotterdam.

Appendix 1 Curriculum 2017-2018

Term 1	Term 2	Term 3	Term 4	BA-1 (= 60 EC)
Introduction to Human Communication CM1001	Introduction to Statistical Analysis CM1005	Media Systems in Comparative Perspective CM1008	Communication Technologies & Impacts CM1007	
Introduction to Social Science Research CM1002	Media Industries and Audiences CM1012	Communication as a Social Force CM2010	Intercultural Communication CM1010	
CWS 1: Academic Skills CM1003	Key Concepts in Social Sciences CM1013	Communication and Organizations CM1014	RWS 1: Cross-National Comparative Research CM1011	
IBCoMpanion Programme ☺				

Term 1	Term 2	Term 3	Term 4	BA-2 (= 60 EC)
International and Global Communication CM2001	Qualitative Methods in M&C CM2006	Elective	Internship CM3040 (12 EC)	
Quantitative Methods in Media and Communication CM2005	CWS 2: New Media Production CM2011	CWS 3: Communication Management CM2010		
Focus Area Seminar 1	Focus Area Seminar 2	Research Workshop Focus Area A or B		
CWS 4: Communication & Media Labour Market Orientation CM2008 (3 EC)				

Term 1	Term 2	Term 3	Term 4	BA-3 (= 60 EC)
Minor (15 EC)	Focus Area Seminar 3	Bachelor Thesis Class CM3051	Bachelor Thesis CM3050 (10 EC)	
	Focus Area Seminar 4	Focus Area Seminar 5		
	Elective	CWS 4: Communication Ethics CM3010	Elective	
Exchange (30 EC)				

Appendix 2 MyEUR instruction manual



By Eline Kimmel, updated by Ted Hoogkamer

How to log in

What do you need?

- Connection to the internet 
- Your ERNA ID (= Student number + initials + @eur.nl) & your password

Go to the main portal www.myeur.nl and log in with your ERNA ID

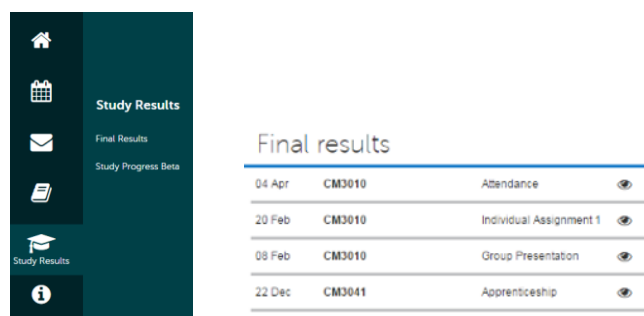
After logging in you will get to the MyEUR homepage that looks like this:

1. Your name

Make sure that you are always logged in under your own account, also when using computers in the Polak building for instance.

2. Your grades

You can simply hover over the eye symbol to see the grades or click on them to get to a full overview, alternatively you can click on the cap in the left-hand menu bar.



Here, it is also possible to access a study progress overview, containing the amount of ECTS obtained so far, as well as your weighted average. If you click on each of the categories (e.g. Bachelor 1) you can see a detailed overview of all your courses as well as whether you have passed a certain category, which is signed off in green. Please note that all categories have to be like that in order to graduate. The study progress overview can also help you to check which (type) of course(s) you still need to take. Please be aware that the categories (exam programmes) can be different for students who went on exchange compared to students who have taken a minor. If you have questions with regards to your study planning, please consult your [student advisor](#).

Study Progress

credits **120/180** 67%

SHCC Study Progress

Communication and Media

International Bachelor Communication and Media

120/180

60/60

48/93

12/12

0/15

* weighted average

120/180 = you have obtained 120 ECTS out of your 180 ECTS bachelor programme. Below that you can find your weighted average listed.

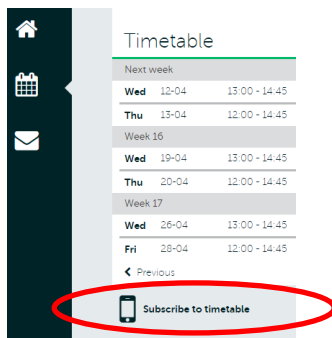
You can check your assignment and final **grades** per course by clicking on each category and on the courses listed there. If any grades listed are incorrect, immediately contact the course coordinator of that particular course.

An example of a course grade overview looks like this:

Consumer Behavior and Marketing Action				5/5
Courseguide: CM2272		3 Apr 2017	9.0	
Quizzes	weight 20	22 Mar 2017	9	
Assignment Group Project	weight 30	20 Mar 2017	9	
Class Participation	weight 10	22 Mar 2017	7.7	
Final Exam	weight 40	2016/RE-SIT		
Final Exam	weight 40	3 Apr 2017	9.2	
Attendance	weight 0	22 Mar 2017	Passed	

3. Your timetable

Here you can see when and where you have lectures and tutorials, as well as your exam(s) and re-sit(s). You can only see your timetable if you are subscribed to the SIN-channels of the concerning courses. If you click on the calendar timetable in the vertical bar on the left you will get an overview of your entire timetable. Please note that if you click on the phone icon below, you can add your timetable to the calendar app you are using on your phone.



Should there be a **timetable conflict** (= overlapping courses) this will be marked as follows:

Timetable			
This week			
Yesterday			
Today			
Tomorrow	09:00 - 10:45	Timbergen H5-01	Group session (Seminar)
	10:00 - 11:45	VB-33	Group session (Workshop)
	13:00 - 15:45	G3-32	Group session (Seminar)
	16:00 - 17:00	m6-a0	Group session (Question Hour)
Thu 16-03	13:00 - 15:45	VB-05	Group session (Workshop)
	15:30 - 16:30	Van der Goot M-Hal block 13-15	Exam
Fri 17-03	11:00 - 12:45	Mandeville T3-36	Group session (Seminar)
Next week			
Mon 20-03	10:00 - 11:45	G3-46	Lecture
	11:00 - 12:45	Theel CE-2	Lecture
	12:00 - 13:00	G3-46	Lecture
	12:00 - 13:00	G3-46	Lecture
	13:00 - 13:45	G3-46	Lecture
	13:00 - 14:45	Mandeville T3B-17	Group session (Seminar)

Timetable changes & SMS alert: occasionally a last-minute timetable change takes place for which you can be alerted via SMS. You need to register your mobile phone

number here in [SIN-Online, "config"](#) Please note that this service is free of charge and that the phone number listed here will only be used for this purpose.

My SIN-Online M.M.A. Hutting-Schutter

My configuration

Login ID: 26933msc

Photo:

Full name: M.M.A. Hutting-Schutter
 Mail address: hutting@eshcc.eur.nl
 Groups: STAF, ALL, ALLSTAF, ESHCC, ...
 Source: WEBAUTH-SYNC
 Login Method: SSO (0.11 s) [SSL=0] (sessions: ...)

Display day-time classes:
 Display evening classes:
GSM number: 316123456
 Grades & messages via SMS: (free service)
 Display recent messages only: (help)

4. Your courses

Click on the book in the left-hand menu to register and check for which courses and exams you are registered. Please note that registrations for courses and exams still happens through [Osiris](#) and registration for workgroups/tutorials is still through [SIN-online](#). It is however work in process at the ICT department to include this option here.

CH2217	Rethinking History 2	Examination	Written exam 1	Registered 12 Dec 2016
CH2217	Rethinking History 2	Examination	Attendance	Registered 12 Dec 2016
CH2217	Rethinking History 2	Examination	Written paper 1	Registered 12 Dec 2016

5. Favorites

The "Favorites" column will probably be the one you use most, as it is the key to accessing other important university portals: [Blackboard](#), [OSIRIS](#), your [studentmail](#), [SIN-Online](#) and the [Erasmus University Course Guide](#).

5a. BlackBoard

Accessing BlackBoard is essential for your coursework. Each course you will take will have its own page on BlackBoard. You can find the course guide, additional readings, and assignment instructions per course. You will see your courses on the right:

My Institution Courses Community SIN Online Services

My Institution Notifications Dashboard

Add Module Personalize Page 11

Tools: Announcements, Calendar, Tasks, Send Email, User Directory, Address Book, Personal Information, Goals

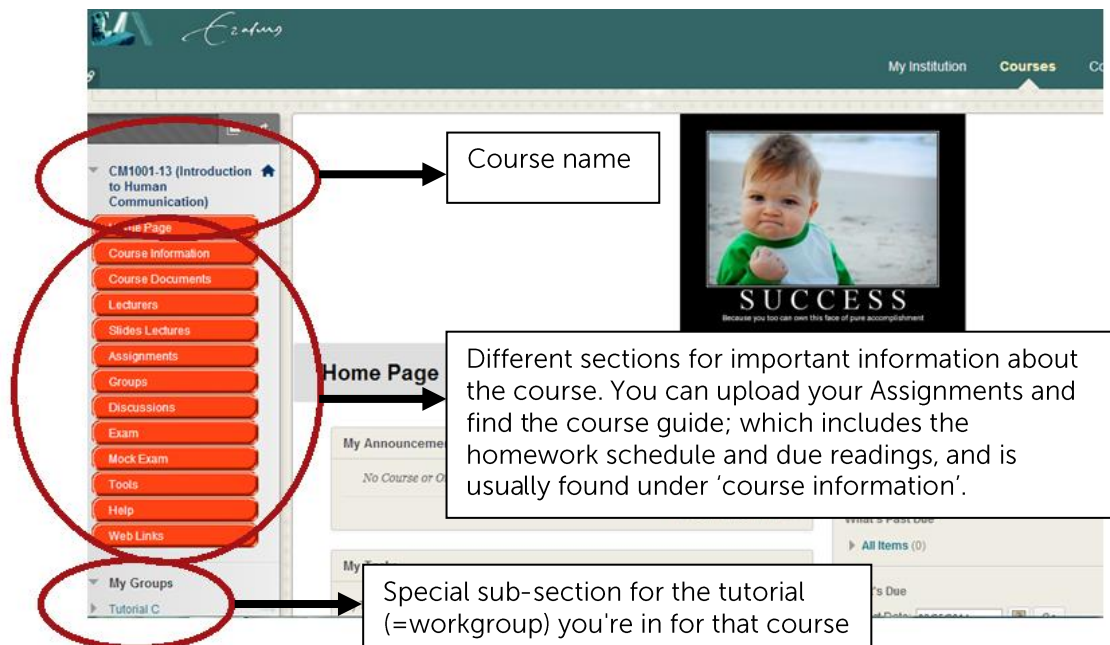
Announcements2RSS

My Announcements: No Institution Announcements have been posted in the last 7 days. No Course or Organization Announcements have been posted in the last 7 days. more announcements

My Organizations: You are not currently participating in any organizations.

My Courses: Courses where you are: Student
 CH9002-14: Era of Total War
 CM1001-13: Introduction to Human Communication
 CM1002-13: Introduction to Social Science Research
 CM1003-13: Communication Workshop 1: Academic Skills
 CM1005-13: Introduction to Statistical Analysis
 CM1007-13: Communication Technologies and their Impacts
 CM1008-13: Media Systems in Comparative Perspective
 CM1009-13: Communication as a Social Force
 CM1010-13: Intercultural Communication

Clicking on a course will take you to the specific BlackBoard page of that course. Different course coordinators use BlackBoard a bit differently (e.g. some teachers prefer to e-mail assignment instructions and others post them on BlackBoard) but every BlackBoard page of a course will look something like this:



You can also access lecture slides and other tools and upload your papers/assignments and receive feedback. Assignments that are uploaded after the deadline are marked red and will not be graded. If, due to technical difficulties, it is not possible to upload your assignments, please check if a different browser solves the issue and whether fellow students are experiencing the same troubles. If so, please send your tutor an email with the attached file before the deadline and include a screenshot of the error message in BlackBoard.

5b. Osiris

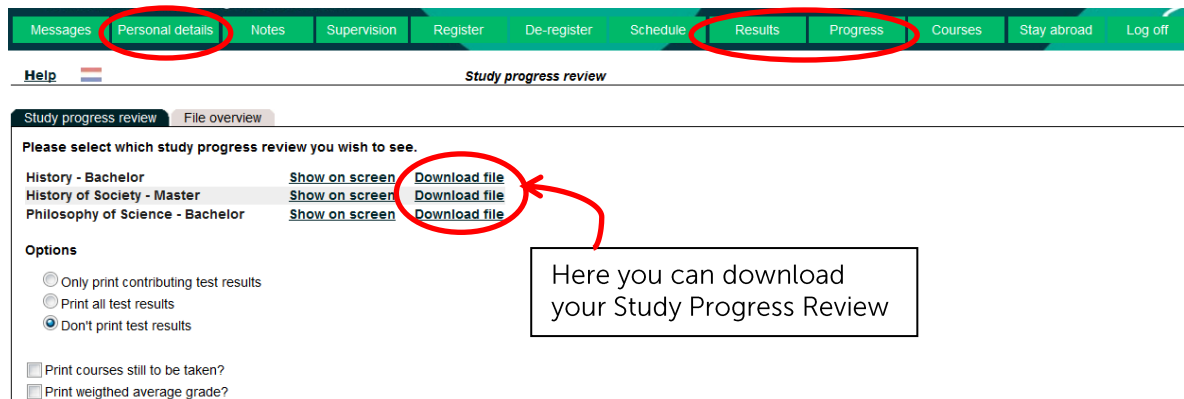
Osiris is the official system of the Erasmus University Rotterdam to keep track of all important information from students. For you, this means that you use Osiris to register for your courses and exams. Registration for some courses is done automatically, for other courses you need to register yourself via Osiris¹.

In addition, you will use Osiris to:

- check if your personal details are accurate (if not, please change this in Studielink)
- register for re-sit examinations in summer (if applicable)

¹ Check the current student website of your programme for further details.

- to download a study progress overview when needed, see also screenshot below:



5c. Studentmail and free online storage

Having access to your university webmail is very important, because it is the way for teachers and support staff to contact you, about assignments, grades and other important information with regards to your studies. Moreover, any correspondence with (support) staff should **always** go through this e-mail service. Your personal e-mail address is almost identical to your ERNA ID (*Student number + initials + @student.eur.nl*, e.g. 123456mh@student.eur.nl). Via the [ERNA page](#) you can change your password, and find more information about PC-related matters.

Many students have their regular e-mail accounts linked to their EUR account. To make sure that this works properly, you need to double-check the following option otherwise it will look as if you are sending an email with your regular e-mail account when you reply to a message. Please go to your studentmail inbox, at the top of the page there is an "Options" button, select it. From there select "Personal Information", here you can type in your e-mail address, please make sure to enter your studentmail (e.g. 123456ab@student.eur.nl), instead of your regular e-mail (gmail, yahoo, etc.).

[24EUR7](#) also offers free online storage (**to back-up your assignments**), a digital calendar, online office applications and instant messaging/chat and/or voice/video call via Skype.

5d. Subscribing to channels through SIN-Online

Under announcements (=6) you will find study related messages. Channels are platforms for faculties, courses, committees etc. to post news and announcements. You can subscribe yourself to so-called news channels through SIN-Online. For ESHCC course channels you are automatically subscribed once registered for the course in Osiris. For elective courses at other faculties you may need to subscribe yourself however. Make sure to also sign up for your year channel, for example

"ESHCC IBCoM 1st year". Please be aware that not all messages are sent by email, so check the MyEUR page regularly for the announcements, not just from SIN channels (General), but also for Blackboard and Osiris (Programme) announcements.

Once you access SIN-Online through your favorites (=5) you will be re-routed to the main page which will look like this:

The screenshot shows the 'My SIN-Online' interface for user E.A. Kimmel. On the left is a navigation menu with items like 'My Page', 'My Webmail', 'My Calendar', 'My Timetable', 'My Grades', 'My Registrations', 'My Literature', 'My Uploads', and 'My Papers'. The 'My Timetable' and 'Subscribe' buttons are circled in red. The main area displays a table of subscribed channels with columns for Date, Message, and Channel. A table below shows a list of channels with columns for Course, Fac, and Channel. A 'Subscribe' button is circled in red at the bottom left. Two callout boxes are present: 'A. Overview of your subscribed channels' pointing to the channel list table, and 'B. Subscribing yourself to new channels' pointing to the 'Subscribe' button.

Date	Message	Channel
21-08	Temporary Assistant Student Advisor for IBCoM	ESHCC

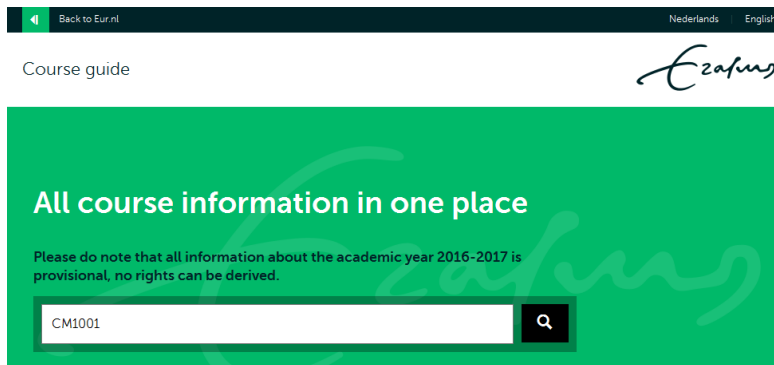
Course	Fac	Channel
CM2042-14	ESHCC	Communication and International Relations
CM2008-14	ESHCC	Communication and Media Practice
CM2011-14	ESHCC	Communication Workshop 2: New Media Production

You can get access to and manage these channels through the button 'subscribe' (B, see screenshot above). Make sure to double check if you are subscribed to all the necessary channels. By clicking on subscribe you will get to a page which will look like this:

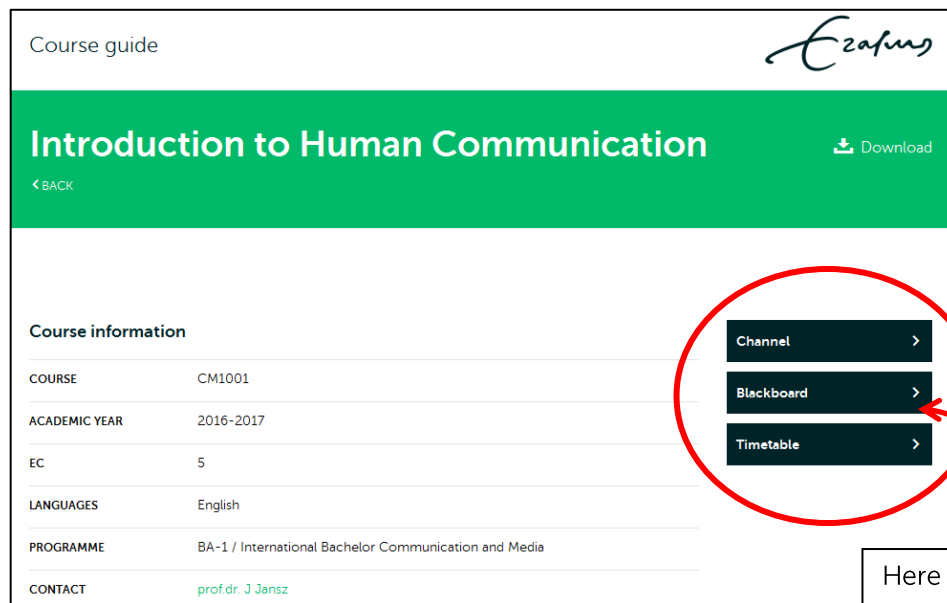
The screenshot shows the 'Channel selector' interface. It features a search bar with a dropdown menu set to 'ESHCC' and a search term 'ibcom'. Below the search bar is a list of channels. A 'Save changes' button is circled in red at the bottom. Three callout boxes provide instructions: 'Here you can also search for channels like Sports, Culture (Studium Generale) and ESN' points to the search bar; 'Here you can search for channels to subscribe for. You can do this by searching for the name of a course/institution etc.' points to the search input field; 'Highlight what you want to subscribe to and press 'add subscription'. Remember to press 'save' changes as well.' points to the 'Save changes' button.

5e. Erasmus University Course Guide

For detailed information on each course, go to the [Erasmus University Course Guide](#) (also listed under Favorites (=6) and fill in the name of the course or the course code. For example CM1001:



This will bring you to a page that looks like this:



Here you can also access the Channel, Blackboard and Timetable of a course

Scroll down that page for:

- Short summary about the content of the course
- Mandatory literature (which books to get)
- Information on the type of examination
- Course coordinator

Where to study, get online & print on campus

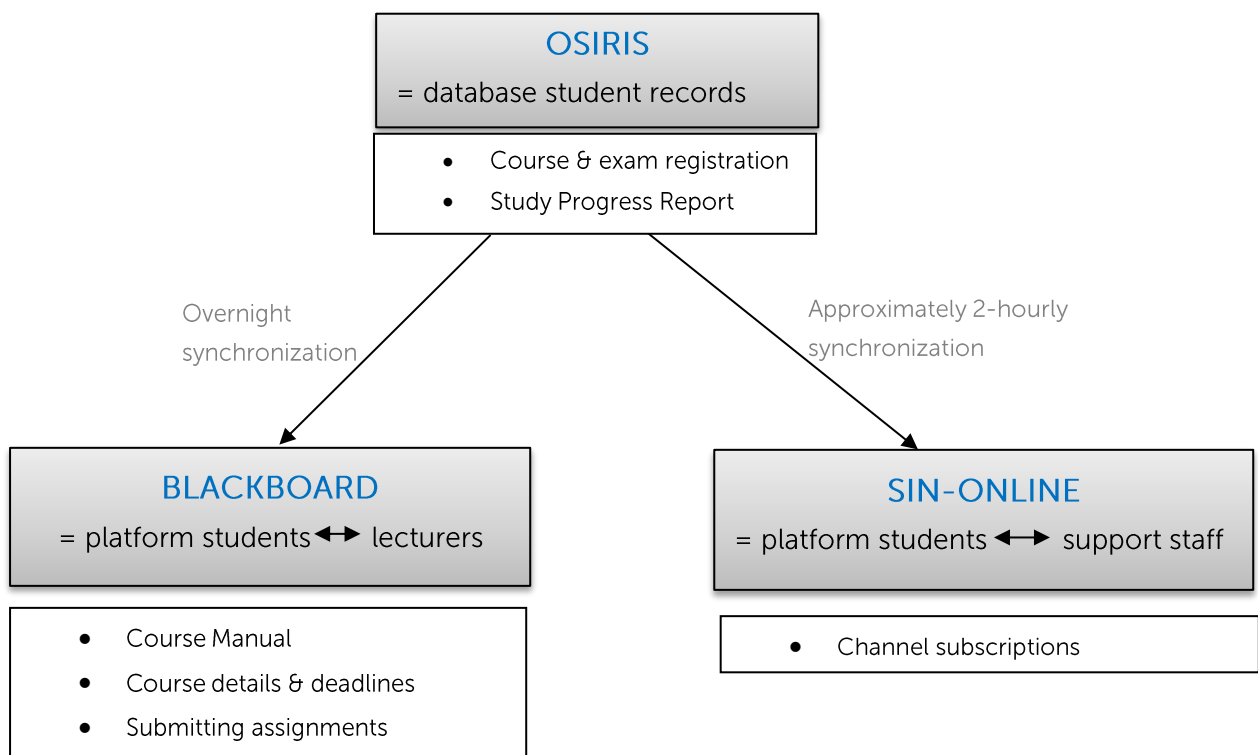
At Erasmus University Rotterdam you can [study](#) on different locations. You can also use a number of classrooms and PC rooms, like Polak Building, when not in use for teaching or exams, or the [University Library](#). You can quickly check which study spaces are available with the EUR Study Rooms app, by downloading it for your [Android](#) phone or [iPhone](#). If you want to get online on campus, just use your Erna ID and password. For more information, please read these [instructions](#). You can [also print, scan or copy](#) from any mobile device to any of the MultiFunctionals on campus via [MyPrint](#) If you have any questions or have issues with your (Erna) account, please contact the [ICT Servicedesk](#).

Facebook

While your teachers are undoubtedly a great source of information, your fellow students can also be extremely helpful. This is why it is advisable to ask general questions (such as 'where can I find this or that') on either your year's official Facebook page or in a Facebook group that your year has established on its own. If something is unclear to you, chances are the same goes for a lot of your fellow students and in this way everyone can contribute and give each other aid and advice. Although we appreciate that you are helping each other out, we also know that unfounded rumors spread quickly, so double-check with the source (current students website) or (support) staff, if in doubt.

Using the library

Overview of different online systems



Appendix 3 Academic Calendar

Academic Calendar 2017-2018, version 17-10-2016

Week no		Period	Lecture, study and exam weeks
Term 1			
36	0	04-09-17 until 08-09-17	Introduction new students (bachelor-1, pre-master and master)
37	1	11-09-17 until 15-09-17	Lectures (1)
38	2	18-09-17 until 22-09-17	Lectures (2)
39	3	25-09-17 until 29-09-17	Lectures (3)
40	4	02-10-17 until 06-10-17	Lectures (4)
41	5	09-10-17 until 13-10-17	Lectures (5)
42	6	16-10-17 until 20-10-17	Lectures (6)
43	7	23-10-17 until 27-10-17	Lectures (7)
44	8	30-10-17 until 03-11-17	Lectures (8)
45	9	06-11-17 until 10-11-17	Study / Exams / Assignments
Term 2			
46	1	13-11-17 until 17-11-17	Lectures (1)
47	2	20-11-17 until 24-11-17	Lectures (2)
48	3	27-11-17 until 01-12-17	Lectures (3)
49	4	04-12-17 until 08-12-17	Lectures (4)
50	5	11-12-17 until 15-12-17	Lectures (5)
51	6	18-12-17 until 22-12-17	No classes / Study
52	----	25-12-17 until 29-12-17	Christmas Holiday
1	----	01-01-18 until 05-01-18	Christmas Holiday
2	7	08-01-18 until 12-01-18	Lectures (6)
3	8	15-01-18 until 19-01-18	Lectures (7)
4	9	22-01-18 until 26-01-18	Lectures (8)
5	10	29-01-18 until 02-02-18	Study / Exams / Assignments
Term 3			
6	1	05-02-18 until 09-02-18	Lectures (1)
7	2	12-02-18 until 17-02-18	Lectures (2)
8	3	19-02-18 until 23-02-18	Lectures (3)
9	4	26-02-18 until 02-03-18	Lectures (4)
10	5	05-03-18 until 09-03-18	Lectures (5)
11	6	12-03-18 until 16-03-18	Lectures (6)
12	7	19-03-18 until 23-03-18	Lectures (7)
13	8	26-03-18 until 30-03-18	Lectures (8) <i>no class on Friday (Good Friday)</i>
14	9	02-04-18 until 06-04-18	Study / Exams / Assignments <i>no exams on Monday (Easter Monday)</i>
15	10	09-04-18 until 13-04-18	Study / Exams / Assignments
Term 4			
16	1	16-04-18 until 20-04-18	Lectures (1)
17	2	23-04-18 until 27-04-18	Lectures (2) <i>no class on Friday (King's Day)</i>
18	3	30-04-18 until 04-05-18	Lectures (3)
19	4	07-05-18 until 11-05-18	Lectures (4) <i>no class on Thursday (Ascension Day)</i>
20	5	14-05-18 until 18-05-18	Lectures (5)
21	6	21-05-18 until 25-05-18	Lectures (6) <i>no class on Monday (Whit Monday)</i>
22	7	28-05-18 until 01-06-18	Lectures (7)
23	8	04-06-18 until 08-06-18	Lectures (8)
24	9	11-06-18 until 15-06-18	Lectures (9) / Study <i>no class on Tuesday and Wednesday</i>
25	10	18-06-18 until 22-06-18	Study / Exams / Assignments
Resit period			
26	1	25-06-18 until 29-06-18	Study / Assignments / Resits term 1, 2, 3
27	2	02-07-18 until 06-07-18	Study / Assignments / Resits term 1, 2, 3
28	3	09-07-18 until 13-07-18	Resits term 1, 2, 3, 4 / Resits minors <i>(subject to change)</i>
Summer recess			
29-35		16-07-18 until 03-09-18	