

Introduction

Welcome to Data Science! D.S.A. Pattern is thrilled that you have joined our bachelor program, and welcomes you to this new chapter of your life!

As you know, Data Science is a joint bachelor between Tilburg University and Eindhoven University of Technology. This makes Data Science a very broad bachelor program, combining the expertise of both universities to teach you all the important aspects of Data Science. Being a joint degree, the bachelor is a bit different from a regular bachelor program. This information booklet serves to explain to you what is most important to know about being a student of this joint degree between TiU and TU/e.

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Chapter 1: Studying a joint degree

Article 1: Definitions

Major

The mandatory part of your program. You must complete all major courses to graduate.

Basic course

A TU/e basic course is a course that is part of the Bachelor College. These are courses all students of the TU/e must pass, including Data Science students.

Elective

A course you can choose to participate in. In your second and third year you have elective slots that you must fill with electives of your choosing. Elective courses that together form a certain set of knowledge, are called coherent 'elective packages', this is the term that is most often used by TU/e.

Minor

A coherent elective package that consists of 5 or 6 courses. Often times used interchangeably with 'electives packages' and the preferred term from TiU.

Article 2: Two universities

As you know, Data Science is a joint bachelor between Tilburg University and Eindhoven University of technology. This makes Data Science a very broad bachelor program, combining the expertise of both universities to teach you all the important aspects of Data Science. However, being a joint degree, the bachelor is a bit different than a regular program.

For Data Science, the rules and scheduling of the TU/e are used for the major courses. This means that although you have lectures at Tilburg University, you follow the TU/e scheduling and rules. These rules are always leading, there are no exceptions in your first year.

You will have received some important numbers:

- TU/e student ID number: your TU/e identification number
- TU/e student number: login number for the sites of the TU/e (recognizable by the year you started your studies in)
- TiU Anr: Your Tilburg University administration number, login for the TiU sites (recognizable by the letter 'u' in front of the digits)
- TiU Snr: Your Tilburg University student number

In case you need to be identified as a Data Science student, the TU/e ID number is used.

Article 3: The Notebook

Notebook package

A notebook is an indispensable tool for any student wishing to follow programs at TU/e. This is why TU/e offers you the opportunity to obtain a notebook, accessories, insurance and a four-year guarantee at a very attractive price.

Notebook

The notebook is customized for use at TU/e and all the software you will need for your degree program has been pre-installed. This means that you will be able to start using your notebook immediately. Every year, we select a state-of-the-art machine, with excellent performance and a robust casing, which allows you to work problem-free throughout your studies. Further information is available on the website <http://educationguide.tue.nl/notebook>.

The financial arrangements again in detail:

In total the notebook costs €1,525. You pay only €955, and sign a certificate of indebtedness for the remaining €570. This debt decreases during your study and is cancelled if you either complete your study program successfully or are enrolled in the Joint Bachelor Data Science for three consecutive years.

What do you get exactly?

- The offer comprises a package with a notebook, accessories, software and support (see website for details).
- During your studies, you are entitled to a 4-year guarantee on the notebook and a 3 year guarantee on the battery.
- At TU/e campus, there is a special desk of IMS Services/Students, where you can have your notebook repaired throughout four years of your studies. If it cannot be repaired immediately and you have an important examination, for example, you will be issued with a temporary notebook on loan.

- Finally, you can also make use of the collective insurance policy taken out by TU/e.

Conditions

- The opportunity to purchase a notebook package is a once-only offer to all first-year Bachelor students enrolling in the Joint Bachelor Data Science program.
- If you do not take advantage of the scheme in your first year, it will no longer be possible to join it at a later stage.
- If you do not meet the above conditions but believe that you will need a notebook package to take your degree program, please contact the Education and Education and Student Affairs (ESA).
- If you take part, you will sign a participation agreement (PO) with TU/e. You can find an example of this agreement at:
<https://educationguide.tue.nl/practical-info/it-services/notebook-regulation/participating-in-the-notebook-regulation/?L=2>

Notebooks will be handed out at TU/e on Thursday, September 1st 2022. We will make sure to communicate this clearly as soon as more information is available. We will also put updates on this website: <http://educationguide.tue.nl/notebook>.

Payment

If you have indicated that you would like to purchase a notebook package you will be sent an email as soon as the form has been processed by us. This email will contain a link which you can use to arrange payment for your notebook (€ 955) using IDEAL.

What must you do to receive your notebook on time?

The following holds only for students that have their main enrollment at TiU. Students with a main enrollment at TU/e will receive an online registration form for their notebook as part of the regular enrollment process.

- Email to esa@tue.nl that you are taking advantage of the Notebook Plan. Make sure you're clearly stating you're a data science student with a main enrollment in Tilburg. Please include your TU/e student ID number if you have that number already.
- Attach your Digital Participation Agreement to the email (agreement can be found here: <https://educationguide.tue.nl/studying/services/notebook/participating-notebookregulation-and-notebookevent/>)
- Ensure that your main enrollment is completed by August 14th.

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- At the latest one week before the issuing of the notebook package, you will be sent a letter detailing the exact time when you will be able to collect your notebook.

Early termination of your degree program

If you decide to discontinue the Joint Bachelor Data Science program before graduating, you have two options:

- You can keep the notebook package and pay the amount still overdue according to the obligation.
- Providing that it is still in good condition, you can sell the notebook package back to TU/e according to very favorable conditions. Any excess payment will be refunded.

Information

For more information about the notebook:

Notebook regulation: <http://educationguide.tue.nl/notebook>.

For more information on enrollment and payment, please contact Education and Student Affairs at esa@tue.nl

Article 4: The PER

The rights of students and staff members of a university are publicly available in various documents. For a student of Data Science, the most important document to have heard about is the PER (Program and Examination Regulations, OER in Dutch).

The PER is an official legal document. Each bachelor and master program has its own PER, containing all regulations regarding anything related to education and examination of that specific program. For the bachelor program we use the model PER of TU/e, which is then specialized for our program. This is the reason that we have the rules of TU/e for all major courses.

The PER is revised each academic year. You can find the current PER of our program by googling 'OER bachelor Data Science TU/e' or with TiU instead of TU/e at the end. As a student you can use the PER to check whether a course or its lecturers follow the rules. In this way we assure that the students are not disadvantaged.

There is also a *student statute*. This document contains regulations regarding what the university expects from its students, and the other way around. The statute is generally considered to be 'unreadable' for a student, because of its legal complexity.

Article 5: General rules

Below you can find the most important rules that you must know. These rules apply to all major courses of the bachelor program. Bear in mind that if you participate in an elective or minor course, different rules may apply. In your first year you only need to pass major courses.

- Each course is worth 5 EC (European Credits)
- The maximum amount of points you can obtain after your first year is 60 EC (12 courses)
- To pass the first year you need to obtain your BSA (Binding Study Advice)
- The BSA is equal to 45 points, which means that you must pass 9 out of 12 courses in your first year to be able to go to the second year
- Courses you fail in the first year, you can do again later at any time during your bachelor, but you are subject to when it is scheduled (this is only possible if you obtain 45 points in your first year)
- The grade you get for your final exam/final assignment of a course always needs to be 5.0 or higher to pass the course, regardless of your average grade
- At the end of a course, your average grade of the course (so assignments, midterms, and final exam all included) needs to be 5.5 or higher to pass the course. This rule is only valid if you have at least a 5.0 for the final exam/final assignment.
- Each course is free to choose its own distribution of assignments, midterms and final exam/final assignment, however the final exam cannot count for less than 50% or more than 70% of the final grade. For instance, the assignments combined might make up 50% of the final grade, and the final exam the other 50%. Another course might have 40-60, etc.
- You can only participate in the resit of an exam if you were present during the first exam

Each course has one opportunity to resit the final exam (only the final exam, the assignment grades remain the same). If you do not pass this resit, you must follow the course again later during your bachelor.

Article 6: Campus cards

As a Data Science student, you are fully enrolled at both universities, regardless of where your main enrollment is. This means that you have a right for a campus card for both universities. With a campus card you can use certain facilities at a university, such as printing, and it will give you access to the library during exam periods. It is recommended to get a campus card for both Tilburg and Eindhoven. You need your campus card (or an ID) for an exam, and you often can also get discounts around the world if you show your campus card.

Article 7: University mail

Both universities use mail to communicate with their students. Tilburg University uses Gmail, Eindhoven University of Technology uses Outlook. Data Science students have a personal inbox at both universities.

Most mails you will receive from the universities regarding Data Science will be sent to your TU/e mail address. Hence you are expected to always check this inbox regularly. It helps adding this email to your phone or private mailbox. Adding the mail to your phone is fairly easy, you can add your TU/e account to your phone so that you can use the default mail app, or add it to the Outlook mail app after installing it. Forwarding the mail to your personal mailbox can be done in the settings of your TU/e Outlook account.

Your Tilburg mailbox is less important regarding the Data Science program. However, TiU will send you important information as a student. Therefore, you should regularly check your Tilburg mailbox as well. You can simply add it to the Gmail app, or as an account on your phone, or forward it, see below.

It is also possible to forward one university inbox to the other. In that way you only need to check one of the two inboxes. Please look at the [tutorials](#) at the end of this handbook for details.

Article 8: Transport

During your first year, it will not happen often that you must travel between cities on the same day. However, there are exceptions.

The most convenient way to travel between Tilburg and Eindhoven is using the train. As a Dutch student, you will have free transport during the week (or weekend, but that is not recommended). For international students there is an option to (partly) declare the transport costs for traveling. More information on this will follow later, but to be able to declare your transport costs you need a personal OV-card (the yellow one).

There are two types of trains between Tilburg and Eindhoven, namely an Intercity and a Sprinter. The Intercity travels directly from Tilburg to Eindhoven and the other way around without stops in between, however it only stops at Tilburg Central Station, and not at the Tilburg University station. Hence you will need to take the bus or use a bike. Travel time from Tilburg to Eindhoven is around 20 minutes, including the bus or bike trip it adds up to 40-45 minutes to Tilburg University.

The sprinter stops at all stations between Tilburg and Eindhoven, and also at the Tilburg University station. Travelling time from Eindhoven to Tilburg University is around 40 minutes.

Always check the NS plan app before you leave, as delays and cancellations tend to happen at inconvenient moments.

Note: walking time is not included

Article 10: Digital Learning Environment

A Digital Learning Environment (DLE) is in essence nothing else but a couple of sites on which each student can log in using his or her username and password. These sites contain the courses, your grades, you can enroll for courses here, you can access your university mail, etc.

For Data Science, we use the DLE from the TU/e. Though you will also get a login for Tilburg, the Eindhoven environment is the most important, with exception for the mail inboxes, which is explained in [article 7](#).

The TU/e will have sent you your login. On each site, use your user code as your username. The password you can choose for yourself, but will always be the same for each site.

The TU/e environment consists of the following sites:

MyTUE (will be Education guide)

MyTUE is the main page of your DLE. Though all other sites are accessible through simple URL's, there is a panel on your MyTUE main page directing to them as well. MyTUE is your DLE overview page, it is the main page of the system directing you to everything else. You can also view your print credit here, which you can update so that you can print at the TU/e. MyTUE will be automatically linked with Canvas, so you can view your courses under *Courses*. Other panels redirect you to your Outlook inbox, video lectures, the site on which you can book rooms at campus, the University agenda, etc. to name just a few. You can personalize your main screen to put the panels wherever you like. This page is a great way to give yourself an overview of everything you need to check. Somewhere during the year MyTUE will be stopped and the Education Guide will be used as main page for your DLE. The idea is quite similar to MyTUE.

url: <http://mytue.tue.nl>

new url: <https://educationguide.tue.nl/>

Outlook

This page has been explained in [article 7](#). Additional to the mailbox, you have an agenda in which your meetings will appear, and in which you can add new ones. You can also look up people in your mailbox.

url: <http://outlook.com/owa/tuenl.mail.onmicrosoft.com>

Osiris

Osiris is the student administrative page. Here, you can view your grades after they have officially been entered and processed in the administrative system of the university, view your study progress (amount of EC obtained), enroll for courses, and look up course information of any course you know the name or code of. You can also see the mail addresses of the academic advisors, and view your own personal data and profile picture.

url: <https://osiris.tue.nl>

Canvas

Canvas is the main page for your courses. Each student has a main page in which he or she can see the current courses, a student can change which courses are visible here. Each course has its own page, on which the lecturer will upload lecture slides, mock exams, assignments, answers to exams and assignments, study guide, etc. A lecturer is free to organize his or her course page, so expect differences among the courses. Canvas is also used to submit the assignments and grade them. Some grades will be visible in Canvas for this reason, but Osiris is always leading. Furthermore, lecturers can put online announcements about the course that you will be notified about. You also have an inbox in Canvas, that is completely separate from your Outlook inbox. Should a course not be visible in Canvas, you must go to *All courses*, and select the 'star'. Only courses with a star are visible on your main page. There is also an app available for Canvas.

url: <https://canvas.tue.nl>

Article 11: Calendar and timetable

At your MyTUE page, there are two different panels that lead to two different calendars. One leads to your agenda, the other one leads to your personal timetable.

Agenda

This agenda is directly linked to your Outlook agenda. The same data appears at both places. This agenda will contain your meetings (e.g. with your student mentor), and any other appointments you add yourself or you are invited to participate in by the university (study counsellors, etc.) It is recommended to use the interface at your Outlook page, as this one is clearer and easier to use and modify.

Personal timetable

Here your course schedules will appear. You can use this timetable to see when you have a lecture from a certain course, at what time, and where. Most courses are automatically added to your timetable, but it may happen that a course does not appear in your timetable. If the course is present in the list at the right but not selected, simply select it. If the course is not present in the list, you must click on *Add Timetable*. Click on your year and look up the course, then add and select it. You can download your timetable, or connect it to your personal calendar (google, Microsoft, etc.).

Tilburg timetable

When you have lectures in Tilburg, the TU/e timetable will indicate 'room in Tilburg' as the location. If you want to know where a lecture in Tilburg takes place, you must add the course in the Timetable of Tilburg University. This is the same type of system, and hence adding a course works the same as in Eindhoven. Visit the Tilburg website and go to 'students', then click on 'schedule' and log in using your Tilburg login. There is also an app for this.

Article 12: Study guides

As stated in the PER, it is mandatory for a course to have a study guide or course syllabus. This document contains the course information, such as what a course is about, what the course goals are, what type of examination will be used, what a possible resit will entail, what the rules of the course (within the rules of the PER) are, etc. Study guides often also include a timetable with the lecture schedule (rooms, times, and what the lecture will teach you on a certain day). Everything you need to know about a course should be included in this document. Therefore, a study guide is always very handy, make sure you go through it so that you know what to expect from a course.

Should a course not have a study guide or course syllabus, you can ask the lecturer to put one online. If the lecturer refuses, you can file a complaint.

Article 13: Educational management

Our bachelor program is managed by an educational management:

- Mark van den Brand, program director TU/e
- Anne Lafarre, program director TiU
- Steffie van den Bosch, supportive program director TiU
- Elle van den Hurk, program coordinator TU/e
- Marieke Bosscher, administrative coordinator TiU
- Désy Verkuilen, Academic advisor TU/e
- Tessa Barten, Academic advisor TiU

Mark is end-responsible for the quality, setup, and management of our program, assisted by Anne and Steffie. Désy and Tessa help the students with problems and question. Elle and Marieke coordinate the program and support the program management administratively.

Mail academic advisors: AcademicAdvisorDS@tue.nl

Article 14: Mentor

You have a student mentor who is a second or third year DS student and an assistant to the academic advisors. They monitor your progress and help you with questions and issues. If you have trouble or something is unclear, they are the first person you can go to! If your mentor cannot help you, you will be redirected to the academic advisors.

Your mentor group will be invited for meetings by your mentor. We encourage that you participate in these meetings, as they will help you a lot in passing your first year of Data Science!

If you do not know who your student mentor is, you can send a mail to AcademicAdvisorDS@tue.nl and they will make sure you get in touch with him or her!

Handbook article 9

Article 15: University WI-FI

Both universities have a WI-FI network that you can use around campus and inside the buildings:

- Tilburg University: eduroam
 - To access the *Eduroam* network, you need to **add @uvt.nl** to your **regular username** (for example: username@uvt.nl).
 - Your password is your regular Tilburg University password.
- Eindhoven University of Technology: eduroam & Tue-WPA2
 - for both networks enter your username followed by @tue.nl
 - Enter your TU/e password
 - More information:
<https://intranet.tue.nl/en/university/services/01-01-1970-information-management-services/help-and-support/manuals/network-services/connectivity-as-a-service/wifi-on-tue-campus/>

You can login on both networks with either login. This means that you can login onto the WI-FI on both universities using either your Tilburg login or your Eindhoven login. However, some students have experienced issues with the network on one of the two universities. One example: a student logged in on eduroam using his or her TU/e login. That same student did not get access to the Tilburg eduroam. Should this happen, experiment with your login. Try to log in at Tilburg using your Tilburg login and see how this works at Eindhoven. One of the two logins should work fine at both universities.

Article 16: VPN

Both universities have a so-called VPN. Connecting to a VPN basically means that you login into the network of the university, no matter where you are. Connecting to the university via VPN will allow you to enter certain sites and systems that you would otherwise not be able to access with your private network.

Certain courses will require you to use VPN, because VPN will allow you to download research papers that you as a person do not have access to, but the university does. Both VPN connections are useful, because Tilburg University and TU/e might have access to different papers. Therefore, make sure you setup your VPN for both universities.

There are tutorials for how to do this available for both universities:

- TiU:
<https://www.tilburguniversity.edu/students/it/vpn/cisco-vpn-clients/>
- TU/e:
<https://intranet.tue.nl/en/university/services/01-01-1970-information-management-services/help-and-support/manuals/workplace-services/manuals-tue-workplace/provisional-vpn-for-students/>

These tutorials should be clear enough, you can always ask your fellow students or students of the second or third year for help.

Article 17: Register for courses

You have been automatically registered for the courses of Q1 of your first year. After the first quartile, you must register for courses yourself. You cannot participate in a course or its exam if you did not register for it in time, and hence you cannot pass a course if you did not register for it. Registering for a course means you will be automatically registered for the exams and assignments of the course.

After the first deadline for registration, you can still register by paying an administration fee. After the second deadline it is impossible to register for a course.

You can register for a course via Osiris. At your Osiris page, click on the *Register* tab. You will be directed to the page on Osiris where you can register for courses. Type the course code (for instance, JBM015) in the field next to *Register for course module*, and then click on this link. You

will be directed to the registration page for the specific course. Click on the *Register* button. After registration, the course will appear in your *Overview registrations* tab in your *Register* page.

You are only definitively registered for the course once you have received a confirmation on your TU/e Outlook.

Should you encounter problems with registering for a course you should contact the academic advisors or Pattern.

Article 18: Tilburg University account

Despite checking your mail or forwarding it to your TU/e account (or any account you like), you will most likely not use your TiU account very often. However, you need it to check lecture rooms at Tilburg University, and to be able to print or book rooms at TiU or to be able to vote for the University Council. You must also upload a profile picture here for your campus card.

After a while, you will receive an email in which you have to update your password. You should do this to maintain access to your account. If you do not do this, you will lose access to your TiU account, with all kinds of inconveniences as a result.

Article 19: Exams: what is important?

When you have a final exam for a course, it is important to bring your TU/e campus card with you. Each time you make an exam, there will be a piece of paper that you need to fill in. The people overlooking the exam will always check this piece of paper together with your campus card. Without your campus card you need to show your ID. On the piece of paper (and your exam sheets) you need to fill in your ID number.

The course code is given on Canvas, but you can always ask for this. The exam code is often the same, but with a 1 or 2 as the last digit instead of a 0 or 5 (ask for this as well). There will be some data asked on top of your answer sheets as well. Just fill them in, they're less important (off course, do always write down your name).

An exam of a major course always takes 3 hours. Before an exam, check what tools you are allowed to use for the exam or ask the lecturer this. It helps to make a list of what you can and want to bring with you. Eating and drinking during exams is allowed.

Make sure that you take an early train. Missing your train is not an excuse to have a right for a resit, not even if your train was cancelled due to circumstances.

Article 20: Book a room

When you book a room, you can use this room to study together with your friends, have meetings, or work on projects. This often works a lot better than sitting together in the library or at a public area at campus.

If you maintain access to both your TU/e and TiU accounts, you can book rooms at both campuses. Booking rooms is fairly easy, please check the [tutorials](#) to see how to do this for both universities.

Article 21: Literature

On the Pattern Book Store, there is a discount before each quarter starts for books. Make sure to buy your books on time otherwise you might pay a higher price, or the book may be out of stock. You can find the [bookstore](#) on the Pattern website. If you buy a book via Pattern's partner, you are expected to sign up as a Member of Pattern, but that is strongly advised to all DS students, anyway.

Article 22: Exam Committee

The Exam Committee concerns itself with the quality and evaluation of the examinations within our bachelor program. This means that this committee checks whether an exam for a course is of the appropriate type, level and length. Furthermore the Exam Committee is concerned with approving the electives that you will choose in your second or third year, as well as approving the switch from IBE to Physics or the other way around.

If you do not agree with the grading of an exam, or with the correction of your exam, and the lecturer refuses to discuss this with you or you do not agree with the conclusion of that discussion, you can take your dispute to the Exam Committee.

Additional rights and tasks of the Exam Committee are described in the PER.

Mail address Exam Committee: examencommissie.jads@uvt.nl

Article 23: File a complaint

Are you not satisfied with the organization of a course? Do you disagree with a lecturer or are you wondering whether he or she actually follows the rules? File a complaint!

We have made sure that D.S.A. Pattern makes it possible for your voice to be heard:

- studysupport@dsapattern.nl for any type of issues, we will redirect them if we cannot answer them

- examencommissie.jads@uvt.nl for the switch IBE ↔
Physics and exam disputes
- the student members of the PC for course or program related issues

We encourage you to be active in helping us maintaining and improving the quality of our program! Participate in round table discussions during which we sit down with the lecturers and evaluate each course, apply to become a member of the PC, or become a member of Pattern's Education Committee! Together we can keep improving our program to make it even better than it already is.

Article 24: Make a difference!

As a Data Science student, it is very easy to make a difference, however you yourself must make sure you are willing to!

We encourage you to be active in maintaining and improving the quality of our program. If you want to make a difference, you can join the round table discussions, during which we discuss the quality of each course with its lecturers.

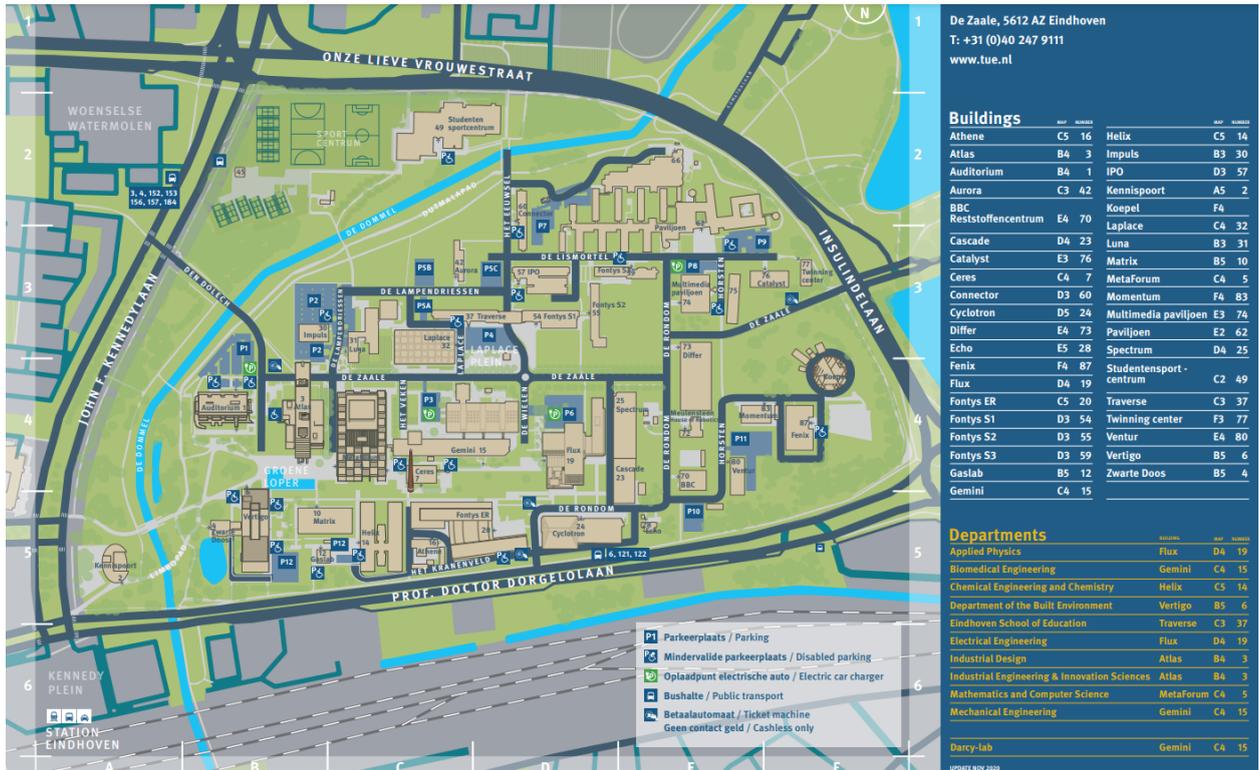
You can also sign up to join the PC (program committee), about which you will be informed in the future, or apply to become a member of Pattern's Education Committee, a group of students that is very involved in the quality of education and is often consulted by the Education Officer of Pattern. But above all, make sure you have an active attitude and participate actively during lectures! With an active attitude, you will see that it is very easy for your voice to be heard. Let us know whenever something is wrong (studysupport@dsapattern.nl), and talk with other students about how to improve the program. Together with your fellow students, you can make sure that our program becomes even better than it is now!

Article 25: Maps

Maps of both the universities.

TU/e:

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TiU:



Chapter 2: Student life

International students

As an international student, moving to a new country for the first time can be quite daunting. Luckily, both Tilburg and Eindhoven offer international student associations where international students can be part of a community. In Tilburg you have I*ESN, a non-profit student association that organizes activities for all foreign and Dutch internationally minded students. In Eindhoven, the main students associations for international students are IEEE, AEGEE, Cosmos, and AIESEC. As you can see there are many to choose from! Go to one of their events or their website to find out more.

At Pattern we pride ourselves as being an internationally minded study association. We have always tried our best to represent international students as best we can.

For more specific information on this topic you can take a look at the international booklet.

Associations

There are two kinds of associations: study associations and student associations.

D.S.A. Pattern (from the department of Mathematics and Computer Science, where we are also partially stationed) is a study association. Their goal is to bring together students that do the same study or similar studies. They organize educational and for-fun activities, as well as events for future career orientation. It could just happen that there is both a very informative lunch lecture by a cool company and an enriching beer cantus on the same day. There are no obligations, but it'll be a good way to get to know your fellow students.

Student associations are more focused on getting to know a lot of people in a new city in a very short time. These are not tied to particular studies, they are open to everyone who is willing to put in effort.

Contact information

For questions, remarks, issues, complaints or suggestions for this document, please contact studysupport@dsapattern.nl. For general questions about D.S.A. Pattern you can also contact info@dsapattern.nl.

D.S.A. Pattern

Website	www.dsapattern.nl
Facebook	www.facebook.com/dsapattern
Instagram	www.instagram.com/dsapattern/
LinkedIn	www.linkedin.com/company/dsapattern/

Chapter 3: Tutorials

Tutorial 1: Booking rooms

This tutorial will show you how to book rooms at both the TU/e and TiU campuses.

Note:

-TU/e = Eindhoven University of Technology

-TiU = Tilburg University

Booking a room at TU/e

1. Click on the *book room* panel at your MyTue main page, the following screen will pop up:
2. Click on *Space reservation*.
3. On the next screen, fill in the amount of people you would like to book the room for. Note that this number does not need to be exact, but it influences the rooms that will pop up. Click on *Proceed*.
4. On the following screen, first select the day and time on which you want to book a room. You cannot book a room on a date that is longer than a week in the future. In the list under it, you can choose the building at which you want to book a room. You can also define floor, space, category, and facilities. Click on *search*.
5. If you scroll down, you can click on *Show available* or *Graphical view* to see what rooms are available at your specified time which suit your specifications.
6. If you found a room that suits your needs, select it and click on *Done, go to overview*. Your reservation is only successful once you receive a confirmation in your Outlook inbox.

Booking a room at TiU

1. Go to <https://tilburguniversity.libcal.com/r>
2. Click on 'Reserve'
3. Select the location, zone within the building, space category, capacity of the space.
4. Select the date and time. Green spots are still available for booking.
5. If everything is right, click on 'Submit Times'.
6. Fill in your ANR and confirm your booking by clicking 'Submit my booking'

Tutorial 2: Redirecting mails

Redirect Tilburg University mail

This tutorial will show you how to forward mails sent to your TiU account to your another account.

Note:

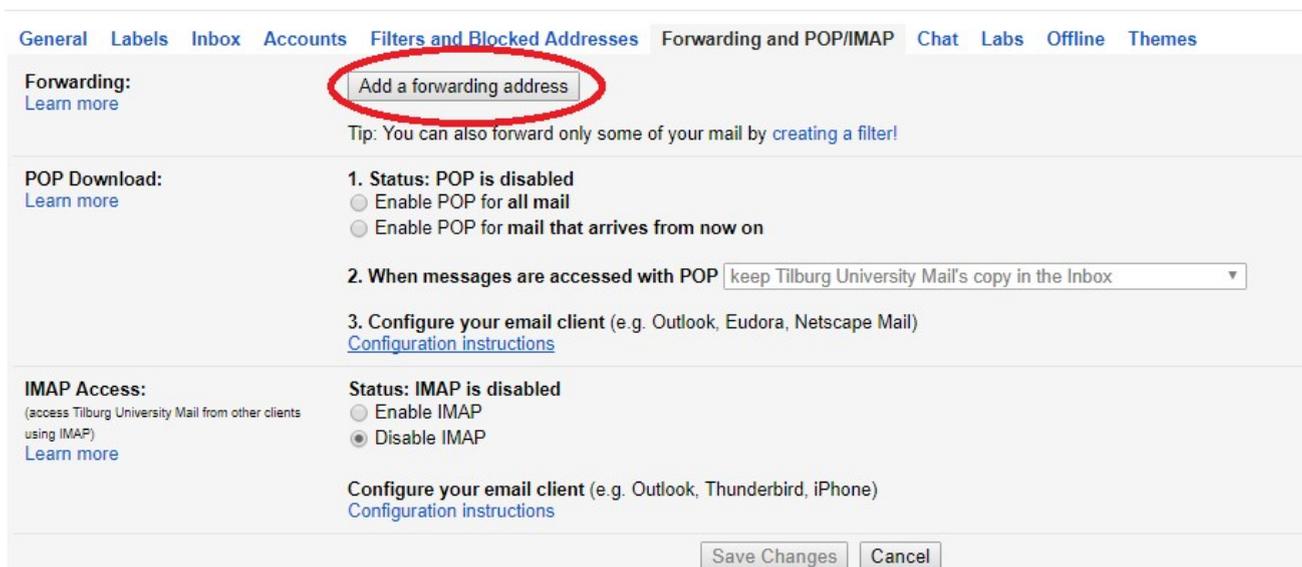
-TU/e = Eindhoven University of Technology

-TiU = Tilburg University

1. On your TiU account (inbox in Gmail), go to settings by clicking here:



2. In the list that comes down, click on *Settings*.
3. Go to the *Forwarding and POP/IMAP* tab, and click here:



4. A little window pops up, asking you to fill in your forwarding mail address. Fill in your desired address here.
5. In the next window that pops up, check the mail address and click *Proceed*.
6. A window will pop up telling you that a confirmation has been sent to the mail address you filled in. Go to this mail and copy the confirmation code into the field in your TiU settings, as shown below, or click on the verification link in the mail:

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Chat Labs Offline Themes

Forwarding:
[Learn more](#)

Verify [Re-send email](#) [Remove address](#)

POP Download:
[Learn more](#)

1. Status: POP is disabled
 Enable POP for all mail
 Enable POP for mail that arrives from now on

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access Tilburg University Mail from other clients using IMAP)
[Learn more](#)

Status: IMAP is disabled
 Enable IMAP
 Disable IMAP

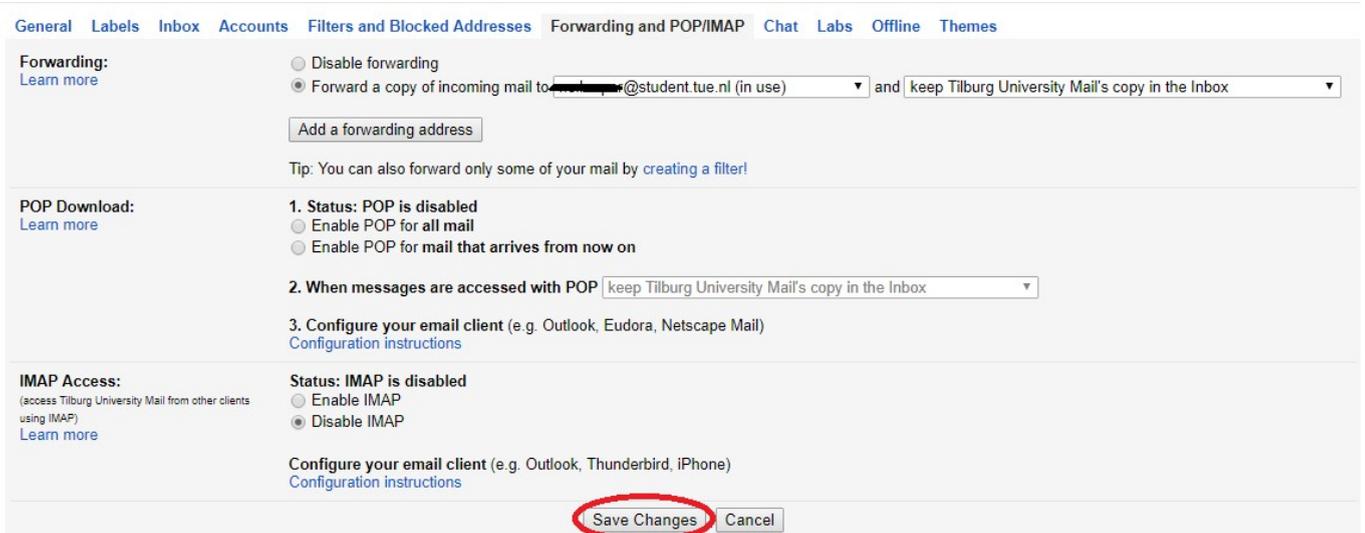
Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

After this step, your forwarding address should be added in the *Forwarding and POP/IMAP* tab.

7. Select the *Forward a copy of incoming mail to* option. Your recently added mail address should be available to select. You can choose from multiple addresses should you have added them.
8. You can choose what you want to happen to the mails in your TiU inbox after they are forwarded to your other mail account. You can choose this in the second list, after *and*.

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9. The page should now look as below. Click on *Save*



General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes

Forwarding:
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to [redacted]@student.tue.nl (in use) and keep Tilburg University Mail's copy in the Inbox

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)

1. Status: POP is disabled

Enable POP for all mail

Enable POP for mail that arrives from now on

2. When messages are accessed with POP: keep Tilburg University Mail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access Tilburg University Mail from other clients using IMAP)
[Learn more](#)

Status: IMAP is disabled

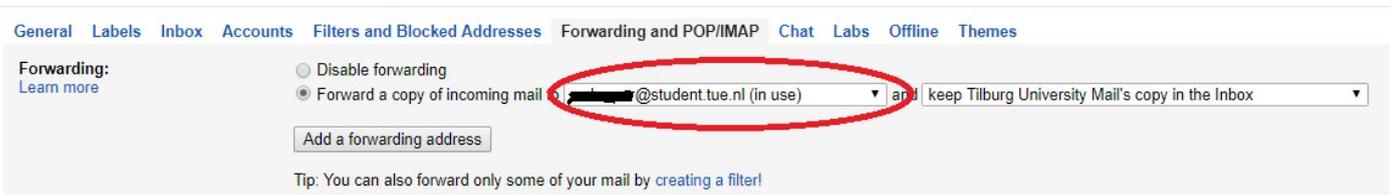
Enable IMAP

Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

Changes on the bottom of the page:

10. To delete the link, select *remove account* from the list below:



General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes

Forwarding:
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to [redacted]@student.tue.nl (in use) and keep Tilburg University Mail's copy in the Inbox

Tip: You can also forward only some of your mail by [creating a filter!](#)

Redirect Eindhoven University mail

This tutorial will show you how to forward mails from your TU/e account to your another account.

Note:

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-TU/e = Eindhoven University of Technology

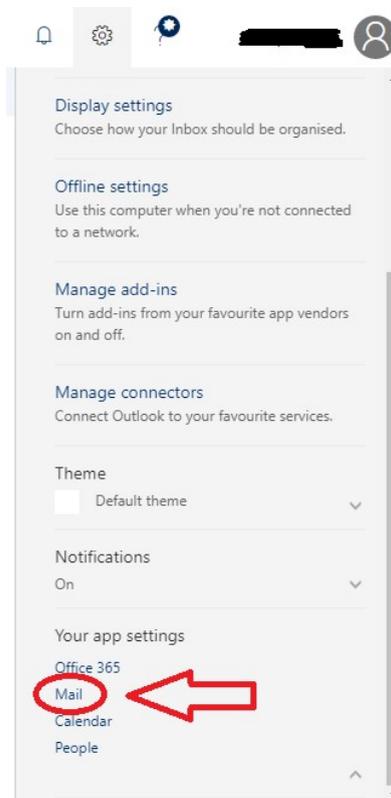
-TiU = Tilburg University

1. On your TU/e Outlook page, go to *Settings*:



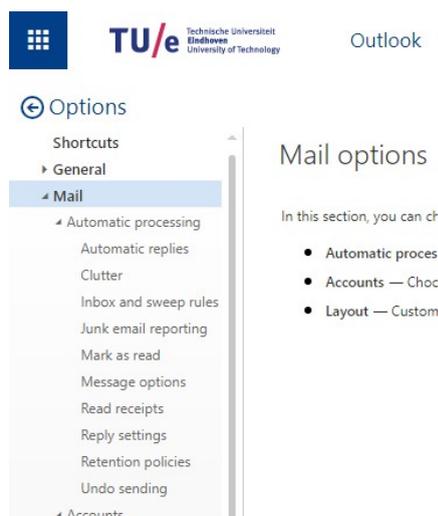
2. Scroll down through *mail*:

the settings list, and click on

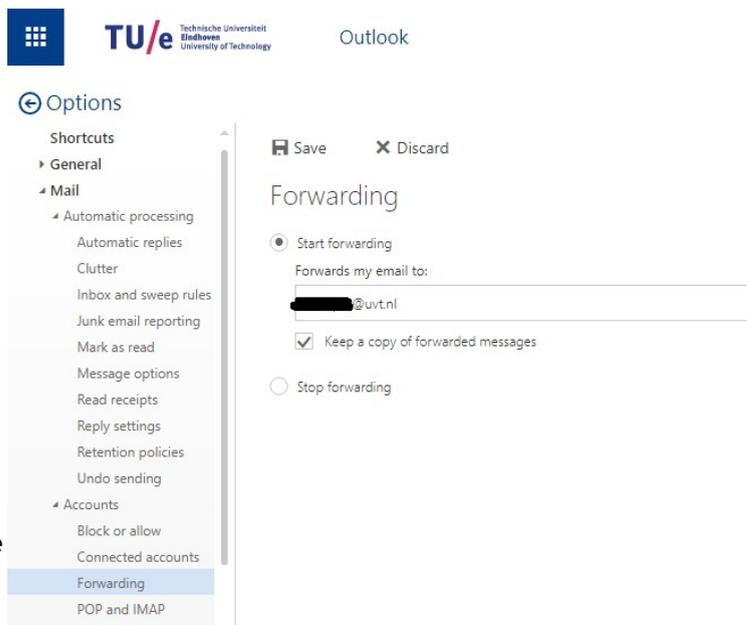


3. You will now be settings. In the list at *Forwarding*:

directed to all your mail the left of your screen, click on



4. Fill in the mail address to which you want to forward incoming mails on your TU/e Outlook account, and select whether you want a copy of the mail to be kept in your TU/e inbox:



5. Click you're that easily

forwarding by selecting *Stop forwarding* at the forwarding settings.

on Save, and done! Note you can disable this

Final remarks

Is something still unclear? Do you have suggestions or additions for this document? Do not hesitate to contact us via studysupport@dsapattern.nl. For general questions directed to Pattern or its board you can contact info@dsapattern.nl.

For questions directed to the academic advisor you can contact AcademicAdvisorDS@tue.nl. For program, course or administrative related questions other than complaints, remarks or quality assurance you can contact datasciencebachelor@tue.nl.

This book or the *Starting the Year Prepared* ebook are solely meant to inform bachelor Data Science students about the most important matters to know when studying the joint bachelor Data Science program.