



GIMA

Geographical Information Management and Applications

Manual for registration and access to the services on the various institutes

Version: Summer 2011

In this document, an overview on how to access the various services and procedures is presented.

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1. REGISTRATION

During your participation in GIMA as a student, you first need to register yourself. Mainly, all registration will be done via Utrecht University. However, ITC Enschede and Wageningen UR require additional registration.

1.1. Official registration and re-registration at Utrecht University

Deadline	AUG 1
Time span	JUN 1 – AUG 1 (EEA/Dutch)
How often	Each year
How	- Via http://www.studielink.nl and - Forms sent via regular mail.
See also	- <i>Payment of tuition fee (chapter 1.2)</i> - <i>National registration system: Studielink (chapter 2.1)</i>

The registration at Utrecht University (UU) is absolutely required, as it determines your rights and obligations as a student. Without a registration, you are not eligible to participate in the modules, nor having access to the system. Assuming that you already registered yourself properly for the first time, we only discuss about the re-registration procedure.

You have to re-register each year, even if you know beforehand you will only participate in the second or third trimester of the year. It is not possible to register at a later date.

The same applies the other way around: if you know you will only participate in first (two) semester(s), you have to register: it is always possible to ask for a refund.

Procedure re-registration:

1. Apply via Studielink (<http://www.studielink.nl>) for re-enrolment in GIMA (Geographical Science, croho code 60732, Utrecht University) is made possible **early June**.
 - a. Dutch citizens: use your DigiD login code
 - b. Non-Dutch citizens: use your username and password, if you have not done so during your very first application.
2. Within Studielink, you can see a list of the educational programmes you should be enrolled. You can select GIMA to the left of the screen, and use the re-registration/re-enrol button.
3. Follow further instructions in Studielink.
 - a. *Alternatively*, you can request official registration forms at Utrecht University:
Central Students Service
Bestuursgebouw
Heidelberglaan 8
3584 CS Utrecht
Netherlands
[t] +31 (0) 30 253 7000
[i] <http://qdesk.uu.nl>
 - b. The deadline has been set to **August 1st, if you want to re-enrol in September**
 - c. If you want to re-enrol in another month, make sure you will re-enrol to the 1st of the preceding month via Studielink (i.e. re-enrol in March, requires you take action before February 1st).
 - d. This means that you cannot participate in any forms of education when you are not re-enrolled.

4. Early June, you will receive official forms from Utrecht University regarding the payment of tuition fee. Submit this form as soon as possible.
5. Confirmation will follow half August. If you have not received your students card before September 1, contact the Central Students Service again.

1.2. Payment of tuition fee

Deadline	October 1
How	Fully explained in the attached form coming with your (re)registration documents, which you received early June. See also below.
How often	Each year
See also	<i>Official registration and re-registration at Utrecht University (chapter 1.1)</i>

The payment of the tuition fee has to be done **before October 1st**. If you pay in multiple instalments, then the first instalment has to be done before this same date as well. **Only students with a Dutch bank account can pay in multiple instalments**. For foreign bank accounts you need to pay the tuition fee in a single instalment. You can pay by using regular transfer via the IBAN (all necessary information).

The transfer can be made to:

Name of bank: ING
Account number: 65233
Beneficiary: Universiteit Utrecht / Central Studentenadministratie
Address: PO Box 80011
3508 TA Utrecht
The Netherlands
IBAN: NL90INGB0000065233
BIC: INGBNL2A

In the payment reference you must include:

- Your student number
- Your name
- Your date of birth

Important: if the transfer is made from a bank account other than your own, for example by a parent or guardian, you must fill out the authorisation form for payment by a third party.

Geographical Information Management and Applications (GIMA)

Tuition fees 2011-2012

Tuition fee EU/EEA: 1,713 EUR (full time) 1,535 EUR (half time)

Tuition fee non-EU/EEA: 14,280 EUR (= institution fee)

Tuition fees 2012-2013

Tuition fee EU/EEA: t.b.a.

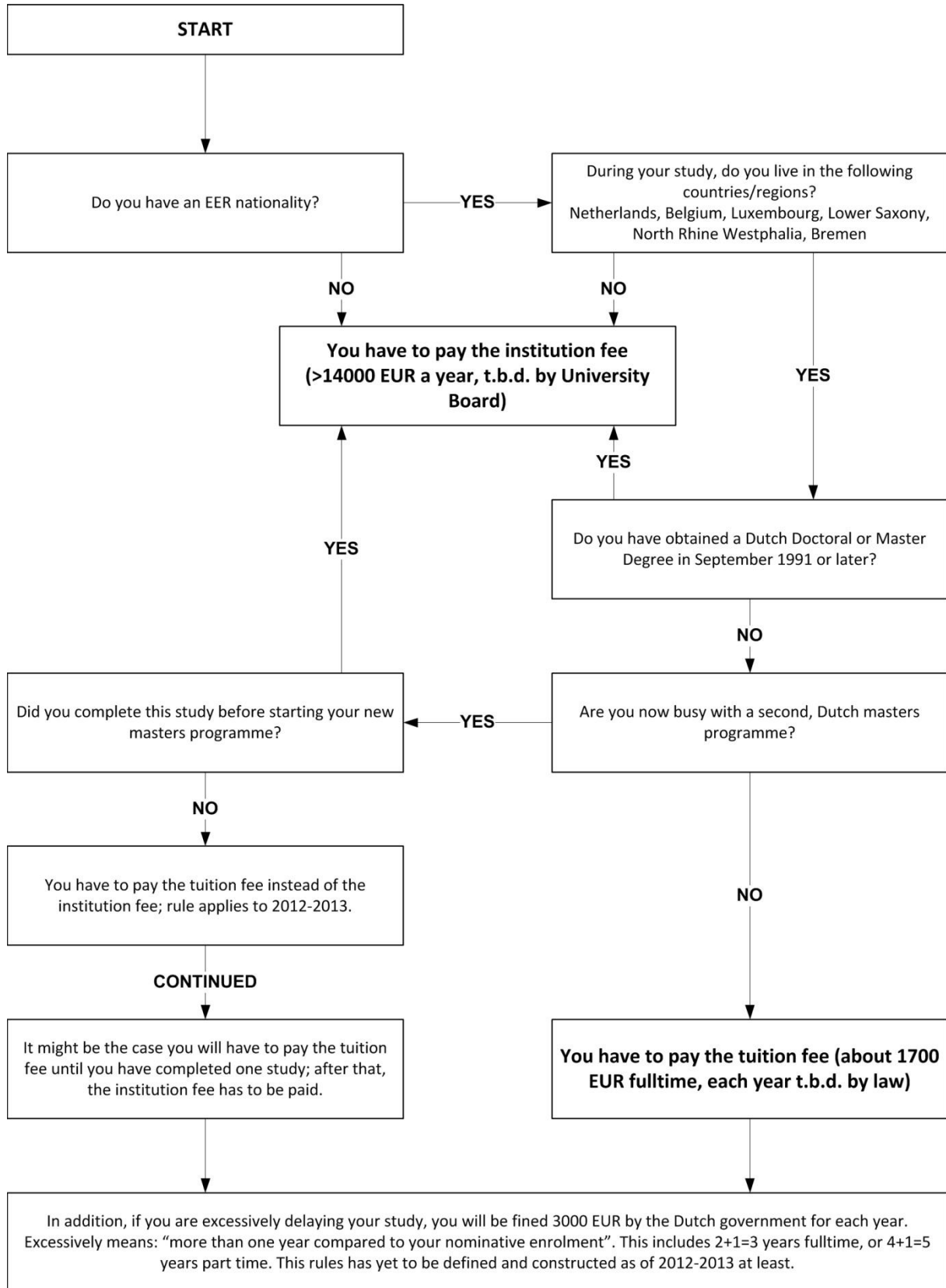
Tuition fee non-EU/EEA: 14,400 EUR (= institution fee)

Please check Studielink or your own situation for the exact amount of tuition fee before paying
Please check the flow chart below to determine how much you are expected to pay.

Receipts for employees

In the case your employee requests a receipt for paying your tuition fee, you have to address it by regular mail to the Central Students Service and ask them for a receipt. The address is on page 2.

Flowchart on tuition fee determination



No correct tuition fee noted on Studielink

If you met all requirements upon paying the tuition fee, but nevertheless a different fee has been denoted at Studielink, please request information and explanation via collegeld@uu.nl.

Refund

Refund of the tuition fee is possible upon deregistering via Studielink.

- If you have paid in a single instalment, you will get a refund based on the months you have left for the academic year.
- If you have paid in multiple instalment, you will not need to pay the instalments that are yet have to be paid.

Refund is only possible if you have deregistered at ALL institutes (see below)

Deregistration

- Deregistration can be done via Studielink. If you have enrolled as a bijvakker student (see 1.6), you need to deregister from WUR as well.
- All students' enrolments will terminate by August 31st each year, if one did not take any action regarding re-enrolment.

1.3. Changing your addresses

Deadline	Not applicable
How	Online via Studielink, OSIRIS and e-mail
See also	- National registration system: Studielink (chapter 2.1) - Access official OSIRIS system (chapter 2.2)

The procedure within Studielink is as follows:

1. You also need to change your address at Studielink. See chapter 2.2, figure 2.4 and 2.5.
2. Log on to Studielink
3. Go to “My details” to the top left of the screen.
4. Somewhere in the middle of the listing, you can change your address.

Back-up procedure within OSIRIS is as follows:

5. Surf to https://www.osiris.universiteitutrecht.nl/osistu_ospr/
6. Log on using your SOLIS ID (= your official UU students number) and your SOLIS password.
7. Within the **personal details** screen, click **update address** to the bottom left of the screen.
8. You can change your address.

Additionally, let the secretary know about changing your address, by sending an e-mail to gima@geo.uu.nl. The secretary does **not** have access to the Studielink, nor the OSIRIS system.

1.4. Registration at the ITC

Deadline	Week 35
Time span	JUL 15 – AUG 15 and Week 35
How	At the ITC itself, during the introduction
How often	- Once (full time), or - Twice (half time).
Used for	- Blackboard - ITC Webmail
See also	- <i>Blackboard (chapter 2.3)</i> - <i>ITC webmail (chapter 3.2)</i>

Purpose

General registration at the ITC is necessary to access the main architecture being used within GIMA

Part 1

First, you will receive a form of the ITC half July. This form can be used to initiate the administration in advance.

Part 2

Second, to access the system at the ITC your account must be activated. Even though you have submitted some information half July, you need to verify them at the very first day of the introduction in the ITC yourself. You will receive your special ITC student number at that time; altogether you can now activate your account.

1.5. Hotel application at ITC

Deadline	As soon as possible
Time span	JULY - AUGUST
How	Form in as attached with the start letter. Submit via e-mail: tian@itc.nl
How often	Each time you are planning to spend at the ITC hotel
Requires	Letter of acceptance
See also	- Blackboard (chapter 2.3) - ITC webmail (chapter 3.2)

Purpose

The ITC in Enschede offers a place to stay during your contact days at the ITC Hotel.

Entry

- You receive special student discount upon submitting the form for the ITC hotel.
- If you are about to start with Module 4 as a half time student, please request the hotel application form from the secretary (gima@geo.uu.nl).

1.6. Bijvakkersregistratie Wageningen University

Deadline	FEB 1
Time span	All year
How	Via e-mail Via blackboard
How often	- Once a year, each time you are about to attend a module in Wageningen - Once a year, if you receive supervision for your thesis from a Wageningen employee
Requires	Proof of paid tuition fee ("BBC") from Utrecht University
See also	<i>Access to WUR (chapter 3.3)</i>

Purpose

A special registration is necessary for Wageningen University. This includes access to the facilities at the WUR campus. If you are receiving supervision from a staff member from Wageningen University, then you must submit the form as well.

Entry

You will be notified by the secretary when you need to submit the registration form, which comes via e-mail and/or blackboard. On the entry form, you need to submit your own, private e-mail address. In this e-mail address, you will receive your user login and password.

Requirements

You need an official proof of paid tuition fee (bewijs van betaald collegegeld) from Utrecht University. Annually, the secretary sends a list of students who are about to participate in the course modules at Wageningen, so you do not need take care of that at first instance. The secretary (gima@geo.uu.nl) will further assist you upon request.

Reply

You will receive a letter or e-mail, depending on your situation, with all information.

1.7. Application for your diploma and graduation ceremony

Deadline	As soon as you successfully completed the GIMA programme
Time span	Not applicable
How (URL)	Via gima@geo.uu.nl
How often	Once
Requires	<ul style="list-style-type: none">- A fully completed application form (see URL)- A completed thesis assessment form- A PDF of the final version of your thesis
See also	-

Purpose

As soon as you have completed the entire programme, you need to apply for your diploma. Without this application procedure, Utrecht University is unable to create your diploma.

Application

The procedure has been changed as of September 1st, 2011. The administration of Students Desk/Faculty of Geosciences (UU) will get an automated signal as soon as all of your marks have been registered. You are still required to upload your thesis and request a graduation date as such. More information will be provided, as this has yet to be implemented.

Uploading your thesis

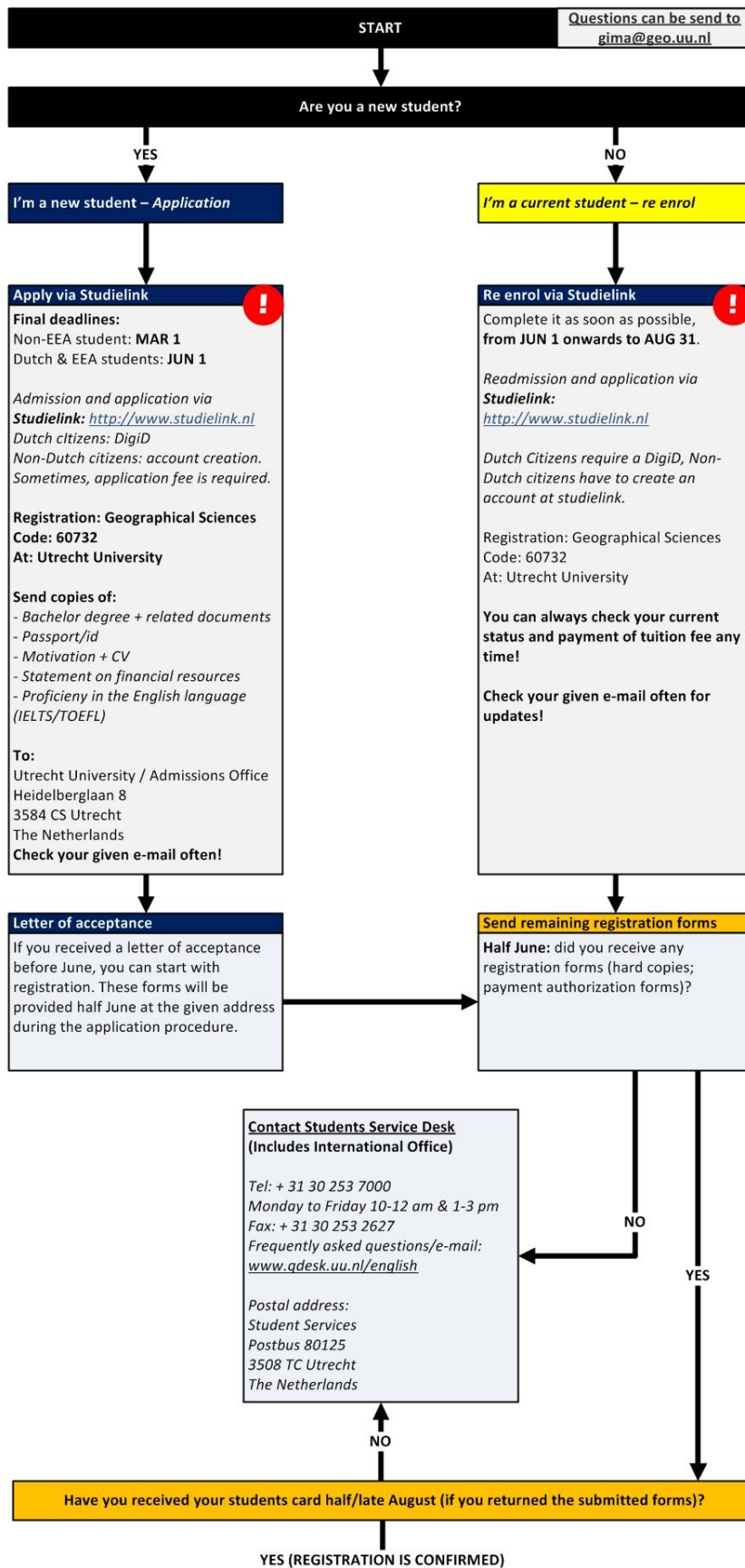
Uploading has to be done via:

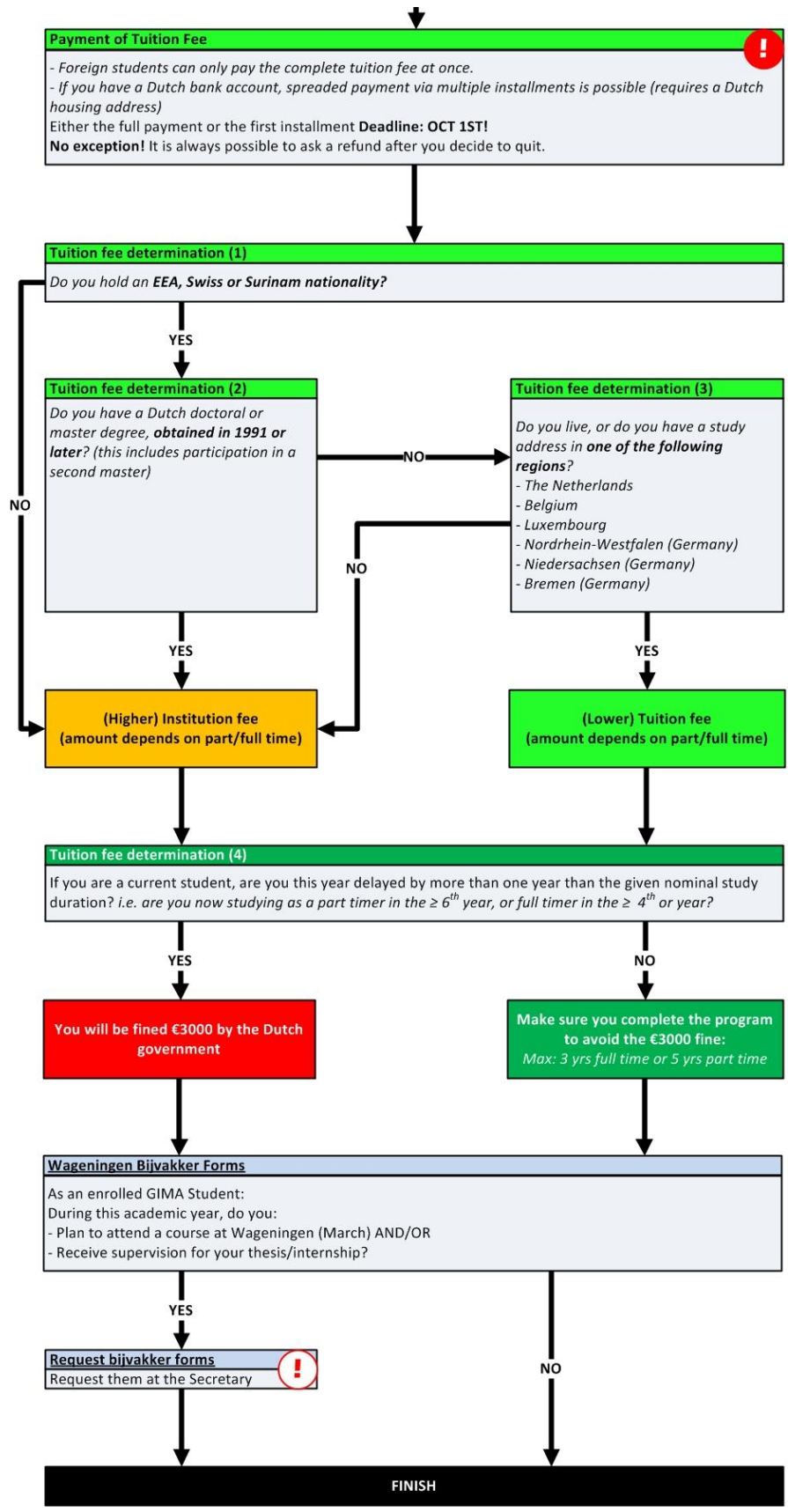
<https://osiris.library.uu.nl/scrol2/index.html?ou=GEO>

Graduation ceremony

Contact your thesis supervisor and the secretary (gima@geo.uu.nl) on when your graduation ceremony should be held. Usually graduation ceremonies are at Fridays in the first contact week (the exception is Delft: Wednesday instead) at 17:00. You may decide when you would like to have your graduation ceremony.

1.9. Procedural scheme of registration





2. SYSTEM ACCESSES

2.1. National registration system: Studielink

Name	Studielink
URL	http://www.studielink.nl
Related institution	All institutions
Used for	- Enrolment and registration of programme - Re-enrolment of programme - Withdrawal of programme - Changes in address
Effects on	- Marks validity - Diploma verification - Study loans
Requires	- DigiD (Dutch citizens), although sometimes you will need a username and password as well. - Username and password (non-Dutch citizens)
See also	- <i>Official registration and re-registration at Utrecht University (chapter 1.1)</i> - <i>Changing your address (chapter 1.3)</i>

Purpose

Studielink is a national database, in which you can register, enrol, reenrol and withdraw from educational programmes. For GIMA, this is the successor of the OSIRIS system (see chapter 2.2). All changes related to your situation have to be done here.

Entry

- Dutch citizens need to log on using their DigiD (www.digid.nl). In certain cases, a username and password can be used. However, older students might have had an username and password to log on; this will become obsolete after a successful log on procedure with DigiD.
- Non-Dutch citizens need to log on using an username and password.

(Re)enrolment and withdrawal.

- If you are about to **reenrol** yourself, you first need to go to Studielink to communicate this to the official national organizations on education. See chapter 1.1 on how to reenrol. Screenshots are provided on pages 8-10.
- If you are about to **deregister (withdraw)**, you need to go to Studielink as well. Instead of reenrol, choose deregister or withdraw. You have to do this step in order to request a refund of the tuition fee, if applicable. If you decide to resume the masters programme, you need to apply again (chapter 1.1): the forms will not be send automatically. Contact the Central Students Service then:

Central Students Service
Bestuursgebouw
Heidelberglaan 8
3584 CS Utrecht
Netherlands
[t] +31 (0) 30 253 7000
[i] <http://qdesk.uu.nl>

On the next pages, screenshots can be found on the interface, right after logging on to the system.

Figure 2.1: Studielink entry screen

STUDIELINK

Home
My enrolments
My details
My messages

[Log out of Studielink](#)

[Student Helpdesk](#)
[Frequently Asked Questions](#)
[General conditions](#)
[Disclaimer](#)

Welcome Justin Stook

possible actions:

New enrolment application
Possible reenrolments

My enrolments

Human Geography and Planning
(B Human Geography and Urban and Regional Planning)
Period: 01-09-2009 up to and including 31-08-2010
Universiteit Utrecht
UTRECHT

Status: Enrolment application submitted

Geographical Information Management and Applications (GIMA)
(M Geographical Sciences)
Period: 01-09-2009 up to and including 31-08-2010
Universiteit Utrecht
UTRECHT

Status: Enrolled

Geographical Information Management and Applications (GIMA)
(M Geographical Sciences)
Period: 01-09-2010 up to and including 31-08-2011
Universiteit Utrecht
UTRECHT

Status: Enrolment application submitted

This is part of the title screen as soon as you logged on. You can check your current status per enrolment, enrol in a new programme, or reenrol in an existing programme.

Figure 2.2: Current status of your study

Geographical Information Management and Applications (GIMA)
(M Geographical Sciences)



Universiteit Utrecht

Universiteit Utrecht

Postbus 80125
3508TC UTRECHT
tel: 0302537000

e-mail: info@qdesk.uu.nl
[To the institution website](#)

Date of this application:
16-01-2010 23:28:40

Enrolment for period:
01-09-2009 up to and including 31-08-2010

Place:
UTRECHT

Enrolment type:
student

Course type:
full-time

Course category:
master's programme

Status: Enrolled

- Study commenced
- Tuition fees paid or direct debit form submitted

Payment details:

- Payment details submitted

Possible actions for this enrolment:

Payment actions

Application for termination of enrolment

Studyfinance application

Upon clicking on my enrolments to the top left of the screen, you can see all of your current enrolments, as well as your possible re enrolments. In this case, you can see the entire registration was complete.

Figure 2.3: Reenrolment procedure has been started

Geographical Information Management and Applications (GIMA)
(M Geographical Sciences)



Universiteit Utrecht

Universiteit Utrecht

Postbus 80125
3508TC UTRECHT
tel: 0302537000

e-mail: info@qdesk.uu.nl
[To the institution website](#)

Date of this application:
01-06-2010 00:20:29

Enrolment for period:
01-09-2010 up to and including 31-08-2011

Place:
UTRECHT

Enrolment type:
student

Course type:
full-time

Course category:
master's programme

Status: Enrolment application submitted

- Institution has received application
- Admissibility not yet determined
- Tuition fees for this enrolment application have not yet been paid.

Payment details:
 not yet completed or received

Possible actions for this enrolment:

Payment actions

Withdraw enrolment application

Studyfinance application

This figure shows that the reenrolment procedure is in progress. Prior to this progress, below "Possible actions for this enrolment:" a button of reenrolment was visible.

Figure 2.4: Your details (part 1)

STUDIELINK

Home
My enrolments
My details
My messages

[Log out of Studielink](#)
[Student Helpdesk](#)
[Frequently Asked Questions](#)
[General conditions](#)
[Disclaimer](#)

My details

Personal details

Surname
Name supplements
Name (as known by)
Official first names
Initials
Gender
Date of birth
Place of birth
Country of birth
Nationality
Second Nationality

Cell phone number
E-mail address
Language of correspondence

O&W correspondence number

I herewith grant permission to check the information about my previous education

[Modify personal details...](#)

Verification of personal details by DUO

Verification date

As soon as you clicked on my details to the top left of the screen, you can see your registration information. In the screenshot, normally some personal information is to be foun.

Figure 2.5 Your details (part 2)

Log-in details

Authentication

DigiD authentication active

GBA address

Street

House number details

Postal code

Place of residence

Country

Telephone number (fixed line)

Correspondence addresses

Street

House number details

Postal code

Place of residence

Country

Telephone number (fixed line)

*This address is/will be registered with:
- DUO (afdeling CBAP)*

Change address...

Street

House number details

Postal code

Place of residence

Country

Telephone number (fixed line)

*This address is/will be registered with:
- Universiteit Utrecht*

Change address...

Add address

TIP:

If you change an address, this will be forwarded to all institutions of higher education familiar with that address. If you wish to notify just one institution of an address change, you should add a new address. Address changes will only be passed on to DUO's CBAP department. You must inform the student grants and loans department of your new address yourself.

You can change your address for all institutes using the change address button. Do read the comments on the bottom of this screenshot.

2.2. Access to OSIRIS system

Name	OSIRIS
URL	https://www.osiris.universiteitutrecht.nl/osistu_ospr/
Related institution	Utrecht University (UU)
Used for	- Quick lookup of known registration at UU - Change of address (secondary); preferably use Studielink - Marks and progress
Effects on	<i>Insight only</i>
Requires	OSIRIS username (= UU students number, 7-digit) and password
See also	- <i>Changing your address (chapter 1.3)</i>

Purpose

The OSIRIS system was the previous system upon registration before it was being transferred to Studielink. Prior to January 19 2010, students had to change their correspondence address in OSIRIS.

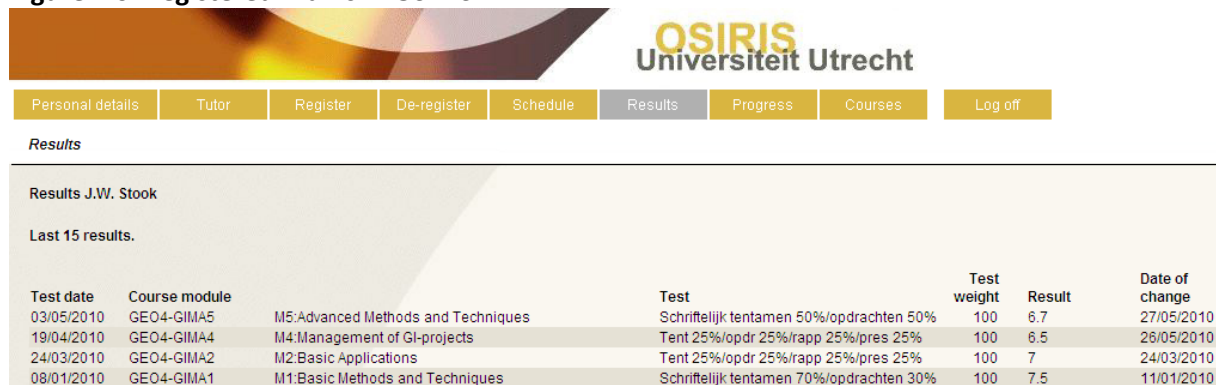
Entry

You can enter the system by using your OSIRIS username and password. The OSIRIS username is the same as your UU student number, which contains 7 digits. A letter with your username and password has been sent to your official correspondence address, after successfully registering at Utrecht University.

Usage

Still remaining is the information on your official registered marks. As soon as you log on, you can click on *Results* to view your results. Alternatively, you can use the *Progress* button to view all results (mostly being used by UU-students who have been studying at the UU before).

Figure 2.6: Registered Marks in OSIRIS



You will use OSIRIS for viewing your registration details at Utrecht University, your registered marks and your progress. You will not use the other buttons as they have no meaning within GIMA (this includes enrolling into master courses).

2.3. Access to Blackboard

Name	Blackboard
URL	http://bb.itc.nl
Related institution	ITC/Faculty of Geo-Information Science and Earth Observation (ITC/UT)
Used for	<ul style="list-style-type: none">- Accessing documents, exercises, examples of exams per module- Viewing initial module results- Newsletters- Schedules and time tables- Announcements- Pose questions at discussion boards- Contact other students- Digital enrolment for modules
Effects on	- <i>All related contents within the modules</i>
Requires	ITC username and password
See also	<i>Registration at the ITC (chapter 1.4)</i>

Purpose:

Blackboard is being used to provide all necessary documents per module. This includes all exercises, tasks and initial marks (before being processed to the official administration). Questions can be posed on the discussion boards as well. More training will follow during the introduction.

Entry

You must be enrolled in the ITC-system. This will be done during the very first week of the introduction in week 35, you'll receive a **username**. You have to submit a password yourself. Your username is as follows: <last name><ITC 5-digit students number>

Enrolment for some modules

In general, you will be automatically enrolled by one of the GIMA lecturers. If not, you should contact him or her (see the course catalogue for the responsible staff members). Sometimes, it happens you need to enrol for a module yourself. This happens to be the case for module 5, 7 and 8. The procedure is as follows:

1. Click on *Modules* on the top of the screen
2. To the right of the next screen, under *Course catalog*, click "13. GIMA" (see figure 2.7).
3. Click on *Enrol*, next to the desired module and submit (see figure 2.8). You possibly need to select the course year first.

Figure 2.7: Blackboard: modules and course catalog

Modules

Tools

- Announcements
- View Grades
- Calendar
- Tasks
- Send Email
- Personal Information
- ITC Webmail
- User Directory
- Address Book

Course Search

Course List

Courses in which you are enrolled:

- U09-GFM-146: GIMA 2009/0: Admission Requirements and Introduction Week**
Module Coördinator: Stan Geertman, Menno-Jan Kraak
- U09-GFM-147: GIMA 2009/1: Basic M&T**
Module Coördinator: Ellen-Wien Augustijn, Jan Jaap Harts
- U09-GFM-150: GIMA 2009/2: Basic Applications**
Module Coördinator: Stan Geertman, Hugo Ledoux, Willy ten Haaf, Raul Zurita-Milla
- U10-GFM-111: GIMA 2009/3: Management Organizations**
Module Coördinator: Grus Lucas, Bastiaan van Loenen, Frederika Welle Donker
- U09-GFM-149: GIMA 2009/4: Project Management**
Module Coördinator: Richard Knippers, Fred Toppen, Sjeff van der Steen
- U09-GFM-151: GIMA 2009/5: Advanced Methods & Techniques**
Module Coördinator: ...

Course Catalog

- 00. All Programs
- 01. AES Program
- 02. GFM Program
- 03. GFM4 Diploma Course
- 04. GIMLA Program
- 05. GSIM Program
- 06. NRM Program
- 07. UPM Program
- 08. WREM Program
- 09. Erasmus Mundus
- 10. Distance Education
- 11. Joint Education
- 12. Contract Education
- 13. GIMA**
- 14. UT Minor
- 15. Courses for Staff
- 17. M.Sc. Modules 12-15
- 18. Temporary Module
- 19. Old Modules

[Browse Course Catalog](#)

Figure 2.8: enrolment within modules

Location: Top > 13. GIMA

Course ID	Course Name	Module Coördinator Names	Description	
GIMA.007	GIMA Module 7: Work Placement			
GIMA.008	GIMA Module 8: MSc Thesis	Sisi Zlatanova, Hugo Ledoux		<input type="button" value="Enroll"/>
GIMA.2004.999	GIMA: General Information	Menno-Jan Kraak, Peter van Oosterom	General information about the GIMA program for students and staff	<input type="button" value="Enroll"/>
GIMA.999	GIMA: Staff Information	Menno-Jan Kraak, Peter van Oosterom, Rolf de By	General information about the GIMA program for students and staff	
GIMA.TRAIN	GIMA Training Session	Ineke ten Dam, Marcel Gerrits	Training module for GIMA staff and others	
gimaec	GIMA Education Committee	Rolf de By, Jaap Zevenbergen		

3. COMMUNICATION, E-MAIL, ACCESSING LOCAL SYSTEMS AND WI-FI

You will be confronted with three distinctive e-mail addresses with different purposes. Visit the Wi-Fi URLs before you head out for the institution, to save you some time on connection problems.

3.1. ITC - Enschede

Name e-mail	ITC Webmail
URL	http://webmail.itc.nl
Related institution	ITC/Faculty of Geo-Information Science and Earth Observation (ITC/UT)
Used for	- Direct e-mail from Blackboard
E-mail username	<last name><ITC student number (5-digit)>@itc.nl Example: user12345@itc.nl
System username	<last name><ITC student number (5-digit)> Example: user12345
Requires	ITC username and password
Wi-Fi	Via Eduroam. See the intranet at the ITC, you can access it without any account.
See also	<i>Registration at the ITC (chapter 1.4)</i>

3.2. UU - Utrecht

Name e-mail	Solismail
URL	http://solismail.uu.nl
Related institution	Utrecht University (UU)
Used for	Communication regarding: <ul style="list-style-type: none">- registration- enrolment- payment of tuition fee
E-mail username	<UU student number (7-digit)> Example: 3456789
System username	<UU student number (7-digit)> Example: 3456789
Requires	UU student number and SOLIS password
Wi-Fi	http://solisgate.uu.nl/
See also	<i>Access official OSIRIS system (chapter 2.2)</i>

It is also possible to transfer your UU Solismail to UU G-mail. The procedure is as follows:

1. Go to <https://solis-ugids.uu.nl/>
2. Click 'Inloggen', followed by 'Eigen gegevens'
3. Go to **Gmail mailbox** and create your account
4. Configure your UU-Gmail password in the pop-up window and accept the terms and conditions.
5. Click 'Vraag Gmail account'
6. Follow the procedure as sent to your Solismail account.

3.3. WUR - Wageningen

Name	WUR Webmail
URL	http://webmail.wur.nl
Related institution	Wageningen University (WUR)
Used for	Access to Wageningen UR Campus
E-mail username	<first name>.<last name>@wur.nl Example: john.doe@wur.nl
System username	<first five characters of last name><3-digit follow-up number> Example: stude001
Requires	Completed and submitted the WUR bijvakkersformulier
Wi-Fi	http://wireless.wur.nl/
See also	<i>Bijvakkersregistratie Wageningen University (chapter 1.6)</i>

3.4. TUD - Delft

Name	Not applicable
URL	Not applicable
Related institution	TU Delft
Used for	-
E-mail username	-
System username	-
Requires	Special guest account with password, which changes each week.
Wi-Fi	http://www.tudelft.nl/wirelessnetwork
See also	-

3.5. Private e-mail

As we do notice there is usually a delay in responding time when we e-mail to the ITC address. We ask you during the introduction to submit your private e-mail address, to ensure our announcements will reach you in time.

4. LETTERS AND REQUESTS

4.1. Letters to the Examining committee

Any formalities have to be submitted to the Examining Committee. These include:

- If you want to request an exemption for your internship
- If you expect a significant delay in your programme, when you do not meet some entry requirements for certain modules.

4.2. Informal notifications

Please inform the secretary (gima@geo.uu.nl) for any informal events. That includes, but is not limited to:

- Taking a break from GIMA for a long period
- Deciding to withdraw from GIMA.