Table of Contents

General................................................................................................................................................. 3
  OSIRIS Student ................................................................................................................................. 4
  Logging in.......................................................................................................................................... 5
  Logging off ......................................................................................................................................... 7
  Page content/navigation ................................................................................................................... 8
  Help.................................................................................................................................................. 10

Possibilities ......................................................................................................................................... 12
  Courses........................................................................................................................................... 13
  Registering for course modules ......................................................................................................... 17
  De-registering for course modules ...................................................................................................... 23
  Registering for a test ......................................................................................................................... 26
  De-registering for a test ...................................................................................................................... 31
  Registering for a minor ..................................................................................................................... 34
  Registering for a specialisation .......................................................................................................... 38
  Viewing your study programme ......................................................................................................... 41
  Requesting (15) recent results .......................................................................................................... 45
  Requesting all results ......................................................................................................................... 47
  Update parental address ..................................................................................................................... 51
  Instruction ‘how to apply for studying abroad’ .................................................................................. 53
General
With the help of the OSIRIS Student self-service module, students can consult their personal details, registration details and information on their student counsellor(s). Students using this module can also consult the education catalogue (study programmes, information on courses and minors). Students can also register and de-register for courses (instructional mode), tests and minors, and get an overview of these registrations and their study progress.
Logging in

Go to the OSIRIS Student website http://sis.ru.nl/student and click on the flag to change the language to English.

The page will now appear in English.
Click on [Log in]

Fill in user name (student number) and password and click on [Log in]

The user name is your student number and consists of seven digits (including forerunning zeros). Fill in the student number without the ‘S’ and include any forerunning zeros (for example 0008632).

Once you have logged in, you will see an overview of your personal details.
Logging off

Click on [Log off]

Automatic log-off when session has timed out

If you have been inactive for a few minutes, you will be logged off automatically so that you do not stay logged in by accident (for instance, on a computer in a room that is being used by different people) and so that others cannot access your details. You can log back in again, and the same page that you were viewing will appear. To use all internet applications safely, it is important that you first log off by clicking on the log off button or link before you close the page.
OSIRIS Student is made up of several pages:

- Messages: use this page to find and read messages.
- Personal details: your personal details are shown here, including a photo and the degree programme(s) for which you have registered. Address changes cannot be submitted via OSIRIS Student; you can use Studielink for this.
- Tutors: this page shows the tutors (including contact details) connected to you. You can also view your notes here.
- Register: use this page to register for a course, test, minor or specialisation. You can also request an overview of all your registrations here.
- De-register: use this page to de-register for a component.
- Results: this page shows your 15 most recent study results. Use the ‘Statistics’ button to see how your results compare to those of other students.
- Progress: this page shows your study progress. You can generate a ‘Study progress review’ or ‘File overview’, or view details about the ‘Binding Study Advice’.
- Courses: this page gives a complete overview of all course information, for instance, information about a particular minor.

Message ‘Webpage has expired’
If you receive the message ‘Webpage has expired’ in your internet browser, you probably used the ‘Back’ button in your internet browser (marked blue above) or the ‘backspace’ key. You now no longer have access to OSIRIS Student, but you have not been logged off either. To log in again, refresh the page by pressing F5.

To avoid the above, use the ‘Back’ button (marked red above) to return to the previous page. In the above example this is called the ‘Back’ or ‘Previous’ button.
If you have any questions about OSIRIS Student, you can use the OSIRIS Student help function. You can also visit www.ru.nl/osiris. For the OSIRIS Student frequently asked questions, you can visit http://www.ru.nl/osiris/faq/

OSIRIS Student help function

The ‘Help’ button is available on each OSIRIS Student page (see image). Click on ‘Help’ for additional information about the page.
Frequently asked questions (FAQ)

Possibilities
Courses

Click on ‘Courses’ for the selection of programmes and courses.
Below you will find information on how to request course information. You can follow the same steps to request information on Bachelor’s programmes, Minors, Master’s programmes and Study programmes.

1. Go to the ‘Courses’ tab and click on ‘Course module’

In the above example, we show how to search for information about a course. If you are looking for information on a minor, click on the ‘Minor’ tab.
2. Enter the search criteria

1. You can search by full course code, or you can add ‘%’ to search by partial course code. For example, if you know the course you are looking for starts with the letters ‘MAN-BC’, you can search for all courses that begin with ‘MAN-BC’ by adding ‘%’ (‘MAN-BC%’).
2. You can search by part of the course name.
3. You can search by courses starting in a particular period.
4. You can search by faculty. Your own faculty is shown by default (you can modify this).
5. You can search by department or division offering the course.
6. WITH ALLE OF THE WORDS / WITH AT LEAST ONE OF THE WORDS: search by a collection of various course details, such as course name, content, instructional modes and tests.
7. You can search by all courses, by courses open for registration today or by courses with tests open for registration today.
3. Click on ‘Search’

Once you have filled in one or more fields, click on ‘Search’ at the top or the bottom of the page (marked in red).
4. The search results are shown

The following course modules meet the criteria you have entered. Click the course module to show the course module information.

<table>
<thead>
<tr>
<th>Course module</th>
<th>Brief name</th>
<th>Course type</th>
<th>Category</th>
<th>Starting block</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTR-FB204</td>
<td>Academic Skills 2</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB210</td>
<td>Academic Skills I</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FD204</td>
<td>Anthropologie in Midden-Oosten</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB111</td>
<td>Bachelor Thesis</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB213</td>
<td>Epistemology / Philosophy of Science</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FX02</td>
<td>Esthetics</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB125</td>
<td>Exegesis of the Old Testament</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB101</td>
<td>Geschiedenis van de geest van de 1</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB201</td>
<td>Geschiedenis van de geest van de 2</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB101</td>
<td>Geschiedenis van de geest van de 3</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB101</td>
<td>Geschiedenis van de geest van de 4</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB101</td>
<td>Geschiedenis van de geest van de 5</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB101</td>
<td>Geschiedenis van de geest van de 6</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
<tr>
<td>FTR-FB101</td>
<td>Geschiedenis van de geest van de 7</td>
<td>Cursus</td>
<td>JAAR</td>
<td>FTR</td>
<td></td>
</tr>
</tbody>
</table>

No rights can be derived from this information.

5. Click on a course code to request specific course information

TIP: use this page to register directly for the course or related test shown on the screen by clicking on ‘Register for course module’ or ‘Register for test’. Timetable information will be available from 2012/13.
Registering for course modules

1. Select the ‘Register’ tab and then click on ‘Course module’

2. Click on ‘Search for a course module’
Another simple way to register is through ‘Course modules from your study programme’. Click on the study programme link (‘B Economics and Business Economics Bachelor’ in the example) and go to step 7.

If you wish to follow a course that is not part of your study programme, click on ‘Search for a course module’ and continue to step 3.

3. Enter the search criteria

1. You can search by full course code, or you can add ‘%’ to search by partial course code. For example, if you know the course you are looking for starts with the letters ‘MAN-BC’, you can search for all courses that begin with ‘MAN-BC’ by adding ‘%’ (‘MAN-BC’).
2. You can search by part of the course name.
3. You can search by courses starting in a particular period.
4. You can search by faculty. Your own faculty is shown by default (you can modify this).
5. You can search by department or division offering the course.
6. ‘With all of the words’/‘With at least one of the words’: search by a collection of various course details, such as course name, content, instructional modes and tests.
7. You can search by all courses, by courses open for registration today or by courses with tests open for registration today.

Pay particular attention to ‘Show all courses’, ‘Show all courses you can register for today’ and ‘Show all courses with tests that you can register for today’. Your selection of options here can strongly influence your search results.
5. Click on ‘Search’

Once you have filled in one or more fields, click on ‘Search’ at the top or the bottom of the page (marked in red).

6. The search results are shown
The search results depend on your selection of options in the previous step.

7. Select the course module (code)

Click on the ‘i’ for more information about the course.

8. Select the ‘instructional mode’ and ‘group preference’

- If a group has already reached its maximum number of participants, the ‘Available places’ will indicate that the group is ‘Full’. You can no longer register for these groups.

**NOTE:**

- If you do not indicate a group preference, the system will automatically allocate you to the first available place in a group.
- If you do NOT tick the ‘instructional mode’ box, you will not be registered in a workgroup for that instructional mode.
9. Click on ‘Register’

10. You will now receive an email confirming your registration
NOTE: For an overview of all registrations, click on ‘Register’ and then ‘Overview registrations’. Click on the ‘i’ to request course information.

NOTE: A course may have a pre-registration. All students who sign up are placed on a waiting list. At the end of the pre-registration period, these applications are registered.
De-registering for course modules

1. Select the ‘De-register’ tab

You will now see an overview of components for which you are registered (courses and tests). If a course does not have a tick box in front of it, it is not possible to de-register for this course. If this is the case, you can contact your study programme’s student administration.
2. Select the course(s)
3. Click on ‘De-register’ at the bottom of the page

4. You will now receive an email confirming that your registration has been withdrawn
Registering for a test

1. Select the ‘Register’ tab and click on ‘Test’

2. Click on ‘Search a test’

The other simple way to register is through ‘Tests from your study programme’. Click on the study programme link (‘B Economics and Business Economics Bachelor’ in the example) and go to step 7.
If you wish to follow a course that is not part of your study programme, click on ‘search a course’ and continue to step 3.

You can also register for re-examinations by clicking on ‘Re-examinations’.

3. Enter the search criteria

1. You can search by full course code, or you can add ‘%’ to search by partial course code. For example, if you know the course you are looking for starts with the letters ‘MAN-BC’, you can search for all courses that begin with ‘MAN-BC’ by adding ‘%’ (‘MAN-BC%’).

2. You can search by part of the course name.

3. You can search by courses starting in a particular period.

4. You can search by faculty. Your own faculty is shown by default (you can modify this).

5. You can search by department or division offering the course.

6. ‘With all of the words’/‘With at least one of the words’: search by a collection of various course details, such as course name, content, instructional modes and tests.

7. You can search by all courses, by courses open for registration today or by courses with tests open for registration today.
5. Click on ‘Search’

Once you have filled in one or more fields, click on ‘Search’ at the top or the bottom of the page (marked in red).

6. The search results are shown

Note: only the courses with tests that you can register for are shown.
7. Click on the course code for the test

8. Select the course test

9. Click on ‘Register’
10. You will now receive an email confirming your registration

Note: Click on the ‘i’ for more information about the course.
De-registering for a test

1. Select ‘De-register’

You will now see an overview of components for which you are registered (courses and tests). If a course does not have a tick box in front of it, it is not possible to de-register for this course through OSIRIS Student. If this is the case, you can contact your study programme's student administration.
2. Select the components

3. Click on ‘De-register’ at the top or bottom of the page
4. You will now receive an email confirming that you have been de-registered

<table>
<thead>
<tr>
<th>Course module</th>
<th>Academic year</th>
<th>Exam aims</th>
<th>Test</th>
<th>Block</th>
<th>Opportunity</th>
<th>Test date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN-BCU193</td>
<td>2011</td>
<td>Fulltime</td>
<td>Master</td>
<td>Tests</td>
<td>2</td>
<td>25/12/2011</td>
</tr>
</tbody>
</table>

No rights can be derived from this information.
Registering for a minor

1. Select the ‘Register’ tab and click on ‘Minor’

2. Enter the search criteria

To see all minors from all Radboud University faculties, you can leave the search criteria blank.

You can also search by minors specific to a particular faculty or you can search by using the WITH ALL OF THE WORDS or WITH AT LEAST ONE OF THE WORDS search options.
3. Click on ‘Next’

![Image of the minor selection screen](image)

4. The search results are shown

![Image of the search results](image)
5. Select the minor(s)

6. Click on ‘Register’
7. You will now receive an email confirming your registration

Register for minor

<table>
<thead>
<tr>
<th>Minor</th>
<th>Minor programme</th>
<th>Starting date</th>
<th>Registration date</th>
</tr>
</thead>
<tbody>
<tr>
<td>minor physics for mathematics</td>
<td>Minor Physics for Mathematics</td>
<td></td>
<td>07/12/2011</td>
</tr>
</tbody>
</table>

No rights can be derived from this information.
Registering for a specialisation

1. Select the ‘Register’ tab and click on ‘Specialisation’

2. Select the degree programme (if you have registered for more than one degree programme)

If you have registered for more than one degree programme, you can first select the degree programme on this page.
3. Click on ‘Next’

4. The search results are shown

Select the item(s) you wish to register for.

Specialisations for degree programme: b economics and business economics
- Specialisatie studentenleer (MAN-SP-TSTSTUD2)

The specialisations of the selected degree programme are shown here.

5. Select the specialisation(s)

Select the item(s) you wish to register for.

Specialisations for degree programme: b economics and business economics
- Specialisatie studentenleer (MAN-SP-TSTSTUD2)
6. Click on ‘Register’

7. You will now receive an email confirming your registration

Specialisation registration

You are registered for the following specialisation(s):
Specialisation studenttest2

No rights can be derived from this information.
Viewing your study programme

A study programme is a group of related courses that you must pass as a student to complete an educational phase (for instance, foundation year, Bachelor’s major or Master’s), as well as the optional components. Every student is linked to one or more study programmes. The examination criteria are described in the ‘EER’, the Education and Examination Regulations. Each degree programme has its own EER, which is usually included in the prospectus. EERs are also linked to OSIRIS Student so that an automatic check can be made of whether the student meets the requirements for the degree programme.

1. Go to ‘Courses’ and click on ‘Study programme’
2. Enter the search criteria

Your own study programme is selected by default. To view a different programme, select the relevant faculty, degree programme, etc. ‘Academic year’ means the year in which the degree programme starts. For instance, if you started the Religious Studies degree programme in 2010, your study programme is the programme for the 2010 academic year. The study programme for a different academic year may contain other courses and criteria, and may not be applicable to your degree programme. If anything is unclear, you can always consult the prospectus or the student counsellor for your degree programme.
3. Click on ‘Search’

4. The study programme components are shown

Course information
Listed below are the components of the study programme ‘Master Philosophy’.
Click on one of the components to display the course modules.

<table>
<thead>
<tr>
<th>Exam component</th>
<th>Type</th>
<th>Minimum number of credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>all components listed below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Extra-curriculaire vakken</td>
<td>Free Choice</td>
<td>0.0</td>
</tr>
<tr>
<td>2. Gebonden keuze</td>
<td>Restricted Choice</td>
<td>27.0</td>
</tr>
<tr>
<td>3. Masterscriptie</td>
<td>Required</td>
<td>20.0</td>
</tr>
<tr>
<td>4. Vrije keuze</td>
<td>Required</td>
<td>13.0</td>
</tr>
<tr>
<td>one of the components listed below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Beroepsorientatie en vrije ruimte</td>
<td>Required</td>
<td>4.0</td>
</tr>
<tr>
<td>all components listed below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.1 Beroepsorientatie</td>
<td>Required</td>
<td>9.0</td>
</tr>
<tr>
<td>4.1.2 Kleine stage</td>
<td>Free Choice</td>
<td>13.0</td>
</tr>
<tr>
<td>4.2 Keuzevakken</td>
<td>Required</td>
<td>13.0</td>
</tr>
<tr>
<td>4.3 Kleine stage en beroepsorientatie</td>
<td>Required</td>
<td>13.0</td>
</tr>
<tr>
<td>4.4 Stage</td>
<td>Restricted Choice</td>
<td>13.0</td>
</tr>
</tbody>
</table>
To request additional information, you can click on one of the components. When you click ‘Electives’, you will see a search screen. You can then do a restricted search within the Radboud University selection of courses and programmes. This search may not yield the same results as a free search in the Education catalogue.
Requesting (15) recent results

1. Click on the ‘Results’ tab

The 15 most recent results are shown here. To generate a PDF containing the statistics of the course in question, you can click on ‘Statistics’. These statistics include the number of unsatisfactory results and average results, and compare your results with those of your fellow students.
Statistical overview per test

The statistical overview shows your test score compared to the scores of the other participants. When in a course both numeric and alfa-numeric results are registered, OSIRIS cannot show this statistics report.
Requesting all results

Click on ‘Progress’ to request overviews of results and the Binding Study Advice (BSA). These overviews show your results by degree programme (based on your study programme criteria) or by educational phase (foundation year, Bachelor’s, Master’s, etc.).

Select the ‘Progress’ tab
‘File overview’

The ‘File overview’ shows the results for each phase. Choose:

• a brief or detailed overview
• all results or only the results of completed test modules
• the educational phase (‘Exam stage’)

The overview can be shown on-screen or can be downloaded. The download option could be useful when applying for a job.
The file overview is shown

The overview is shown as a PDF file.

Study progress review

The ‘Study progress review’ tab shows all your degree programmes. You can request an overview for each degree programme. This overview is based on the degree
programme's study programme. The student administration for your degree programme is responsible for linking your registration to the right study programme. If anything in the overview is incorrect, you can contact your student administration.

Click on the ‘Show on-screen’ or ‘Download file’ link behind the degree programme of your choice to request the ‘Study progress review’.

The Study progress overview is shown

The overview is shown as a PDF file.
In OSIRIS personal data like addresses are stored. Different address types are used. The study-address is the official address of your stay in Nijmegen, it can only be updated via Studielink. The parental address should correspond with the address of your parents. To update this address, do as follows.

Go to page "Personal details"

1. Select the page "Personal details"
2. Check the parental address
3. If the parental address needs to be updated, click the link "Update address". Only the parental address can be updated here. The studyaddress only can be updated via Studielink.
Update the parental address

To update the address do as follows

1. Fill in the data of the "Parental address". A dutch address has to have a valid zip-code, in order to be saved.
2. Click the link "Save"
Instruction ‘how to apply for studying abroad’

I. Orientation:

Contact the international office of your faculty or your internationalisation coordinator to explore your options to study abroad.

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

II. Apply to study abroad

1. Log in on Osiris Student, using your student number and password
2. Go to the tab ‘study abroad’
3. Read the information carefully and click on the button ‘new request’
   a. Please select ‘Current degree programme’ under ‘Degree programme’
   b. You can save your application by pressing ‘save’ and continue your application later. Please note that you have to submit your application in order to be considered.
4. Fill in the information requested and press next
   a. Please choose ‘current degree’ under ‘degree programme’
b. If you do not know the exact dates yet, please use the dates of our semester's:
   
i. Semester 1 2017-2018: September 1 January 31
   
ii. Semester 2 2017-2018: February 1 June 30

5. Please answer the additional questions and press next

6. Please upload the requested documents and press next

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

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

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

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

III. Result of your application

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

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