

INFORMATION

MECHATRONICS BACHELOR PROGRAMME

ACADEMIC YEAR 2022-2023

MECHATRONICS



Version June 2022



> FOR SOCIETY

Dear student,

Welcome to the Mechatronics study programme at Fontys! This document will give you information about the programme. You can find practical information and referrals to content information in this document. If there's a subject that's not listed and you feel it should be included, please contact: engineeringeindhoven@fontys.nl.

The information in this document can change during the academic year. Please always check the document on the portal for the latest version.



Practical information

Year schedule In the [year schedule](#) you can find all recurring activities, like the parent-teaching conference, project event, holiday periods, exam dates and enrolment periods for your exams.

**Schedule/
timetable** Class schedule can be consulted via: <https://myx-fontys.xedule.nl/>
Manual and more information can be found [here](#)

**Student
Administration** The Student Administration is located in ER_0.47. Opening hours are between 08:30 – 12:00 and 12:30 – 16:00, Monday to Friday. On Tuesday the Student Administration is open until 18:00 and during exams in the evening until 20:15. If you have questions about enrolment for exams, ProgressWWW, lost and found, statements, etc. you can contact Student Administration. It is also possible to borrow whiteboard markers here; other materials will not be lent.

**Classroom
reservation** You can find study places with and without presentation screens in the study plazas. Furthermore, there are meeting and project spaces available for students. You can make a reservation for these spaces on the floor of your own study programme through My Xedule. MyX can be reached via the link: myx-fontys.xedule.nl.

Note: **MyX is only accessible via Chrome!**

This link is only accessible to employees and students via SingleSignOn. This means that the users log in with their personal username and password within Fontys. MyX can go on any desired device.

Book list You can find an [overview](#) of books used during your studies on the portal. Some books must be purchased.

Fresh at Fontys [The Fresh at Fontys site](#) will give you all the information you need to start your programme. We've gathered a lot of useful information to ensure a good preparation for your studies and student life.

Fontys card

A Fontys card is issued free of charge once. You can make prints and copies with your Fontys card. The Fontys card is also used as identification on Fontys grounds and when taking exams. In the restaurants it is only possible to pay by debit card. Please visit www.fontyskaart.nl to apply for a Fontys card.

Laptop

The laptop requirements can be found on the [portal](#). Please note that software and licences offered by Fontys are only suitable for Microsoft Windows. Apple computers are NOT supported.

Online lesson

You need Microsoft Teams for the online classes. On this page you'll find instructions, downloads and news: <https://connect.fontys.nl/instituten/engineering/International-students/engineering/Help-in-using-the-application/teams/Paginas/default.aspx>.

Software installation

On the [portal](#) you can find information and instructions about how to install the necessary software for your studies. Visit the Surfspot site to order software at a reduced rate. Installing illegal software is not allowed.

Laboratories/ Workplace

More information about the lab facilities is provided on the [portal](#). Information about projects and practicals can also be found there.

Store room

[The store room](#) stocks a wide variety of electronic components and materials for school projects. You can find the storeroom in ER_0.54.

Absence of a teacher

When a teacher is absent, you will be notified on the screens in the hallway and on the portal. If not indicated otherwise on screens, portal or schedule, the classes are cancelled. When a teacher is late, you can ask at the Student Administration (ER_0.47) if there's any information about what time the teacher is expected to arrive.

Calling in sick

Please contact your study coach if you have to call in sick. When a mandatory practical has been scheduled and you are absent, you need to contact the teacher as well.

Personal details When you want to change your personal details (address, phone number, e-mail address, etc.), this has to be done in Studielink. Please check whether your initials, first and last names have been entered correctly in the indicated fields in Studielink. On original documents (certificates) your name will be printed as it is listed in Studielink.

Re-enrolment Your enrolment is only valid for the current academic year. If you wish to continue your studies, you have to re-enrol in Studielink. In May you will receive an e-mail from Student Facilities with the date on which re-enrolment begins.

Deregistration If the programme doesn't meet your expectations and you want to stop your studies or if you want to switch to a different Bachelor's programme, you need to deregister in Studielink. When you graduate during the academic year you also need to deregister. In some cases you are entitled to a (partial) refund of the tuition fee. If you are a non-EU resident, no (partial) refund is possible.

Information for foreign students On the portal you can find practical information about your city hall registration, healthcare, accommodation, visa information, opening a bank account, student facilities, etc. Visit <https://fontys.edu/student-facilities/> for more information.

Non-EU students Every year, your educational institution monitors whether you are making sufficient progress in your studies. This is called 'study progress monitoring'. You will get a residence permit that is valid for the duration of your studies. You can keep this residence permit if you obtain at least 50% of the required credits for each academic year. Is your study progress not sufficient? Your educational institution must then report this to the IND. You may lose your residence permit.

Study guidance

Study coach

At the beginning of your first academic year you will be appointed a study coach (SLB'er). This teacher will remain your study coach throughout your studies. Your study coach monitors your study progress and is your first contact when you have personal or study-related problems. He/she can put you into contact with Bèta Ritme, a student dean or a confidential advisor.

Innovum student support

Do you need help with your courses or do you have motivational issues? At study association Innovum we have our own tutoring system for all students. In addition, we also organize study-evenings where you can study with others with the help of tutors. Are you having trouble with your subjects? Do not hesitate and contact us at innovum@fontys.nl or drop by in our room at Nexus 0.49.

Bèta Ritme

Fontys University of Applied Sciences has seen that a number of Engineering students encounter obstacles during their studies. Bèta Ritme can help you to plan and organise your studies and help you with social interactions and cooperation. For more information send an e-mail to: betaritime@fontys.nl.

Student dean

The student dean advises and provides assistance to individual students with study-related or personal problems. Possible discussion topics are: study delay, illness, physical health, disabilities, personal circumstances, student grants and complaints. Please talk to your study coach first before contacting a student dean. You can make an appointment with a student dean by sending an e-mail to: iStudent@fontys.nl.

Confidential advisor

A safe environment is a fundamental right for students at Fontys. Everyone has the right to be treated with respect and dignity. If you feel you are being bullied, (sexually) intimidated or discriminated, or if there is a case of racism, aggression or violence, immediate action must be taken. You can also see the confidential advisor in a case of domestic violence. More information: <https://connect.fontys.nl/diensten/vertrouwenspersonen>

Exams

Empower TEC

Many propaedeutic students choose not to complete their first year. Fontys believes that students should be supported as well as possible when making a better choice. Fontys has an extensive safety net for these students. However, this offer does not yet contain an education programme. The Empower TEC Kickstart programme is designed for students who are considering stopping their propaedeutic year, but want to continue in a new study programme. The programme helps you to discover and experience talents and interests with the aim of choosing a new programme of studies. For more information contact your study coach or send an e-mail to empower@fontys.nl.

Enrolment exams

If you want to take an exam, it is mandatory to enrol (for regular exams as well as resits). You can enrol for an exam in [ProgressWWW](#). The enrolment periods for exams are listed in the year schedule. You will also be notified by e-mail and a notification on the portal/screens in the hallway. Please note: If you fail to register in the designated enrolment period, you must pay to take an exam.

Information examination

On the [portal](#) you can find general information about examinations (types of tests, publication schedule, publication results, etc.).

Request for extra time

Students with a physical or sensory limitation (for example, dyslexia) can file a request to be assigned extra time. You first have to make an appointment with the student dean (mail to: iStudent@fontys.nl). He/she will write a letter which you can enclose with your request to the exam committee. Please file your request for extra time asap (preferably before the enrolment period).

Exam schedule

In the exam schedule you can find the dates of all exams that will take place this academic year (changes in dates are possible; always check the timetable for the correct dates). Three weeks before the start of the exams at the latest, the exams are planned in the timetable. Please check in which classroom the exam will be held by looking at the schedule of your class. If you have been assigned extra time, the exam will take place in a different classroom. Please check in the timetable by selecting 'klassen' in the tab 'soort' and 'MCETE' (Mechatronics Extra Time Extension) in the tab 'element'.

Curriculum structure

The study programme is divided into eight semesters of half a structure year each: the propaedeutic phase (MC1), the main phase (MC2), internship (MC3), minor (MC3), semester 7 (MC4) and graduation (MC4GRAD).

Test matrix

A test matrix provides a clear description of the examination contents by way of a rough division of the examination questions into subjects or groups of final attainment levels.

ProgressWWW

[ProgressWWW](#) shows your personal details as they are known to us. If you encounter a mistake, please go to Studielink to change your details. ProgressWWW also shows the results of your exams and the credits you have received. The results are shown the day after they are entered in Progress. You also need to register for your exams using ProgressWWW. Please note: Your study programme is divided into several study packages. When you're participating in the main phase but you want to do a resit from the propaedeutic phase, you will find the exam in the propaedeutic study package.

Teaching and Examination Regulations

[The Teaching and Examination Regulations](#) (TER) contains information about the content of your study programme as well as information on required prior qualifications and the different kinds of counselling that are provided.

TER chart

The TER chart shows how a course (main course and, if applicable, sub courses) is rated and how many ECTS are assigned to the course.



Study Programme Mechatronics

Teaching teams The teachers of the Mechatronics programme are divided into four teaching teams. On the [portal](#) you can find more information about the teaching teams.

Canvas All information about the module descriptions can be found on [Canvas](#). If you miss information, please ask the teacher or the module owner.

Module descriptions More information regarding modules can be found on Canvas, by searching for the abbreviation of the required module. Canvas contains the following information:

- Module content / Syllabus (including learning objectives)
- Study Guide
- Study Materials
- Assignments
- Exams
- Information about previous years

If you are missing information for a module, please contact your teacher or the [module coordinator](#). Or check the [portal](#) at the semester guides.

Module coordinator On the portal you can find an [overview](#) of the module coordinators. If you have a question about a course and you can't find the information on the portal or Canvas, you can contact the module owner.

Study advice In your first academic year (propaedeutic phase) you will receive a provisional study advice in February. In August you will receive a binding study advice. More information about study advice can be found in the Teaching and Examination Regulations, section 6, article 32.

Placement Each semester students are placed for the next semester. You are placed according to certain progress criteria. More information on the progress criteria can be found on the portal.

Exam committee

You can file a request to the [exam committee](#) regarding such matters as:

- Extra time extension
- If you don't agree with a mark/grade for an exam
- Approval for changing your study sequence (internship, minor (abroad), semester 7)
- Request for an extra resit
- Cum laude
- Exemptions
- Postponement study advice

You can [file your request](#) through the portal.

The exam committee meets every third Monday of the month.

Complaint committee

If you have a complaint, you can send an e-mail to: meldpuntfhengenfha@fontys.nl Please note: There is a difference between a complaint and a request to the exam committee. Before filing a complaint or request, contact your study coach.

Internship/ graduation

On the [portal](#) you can find information about internships and graduation.

Minor

The minor offers an elective programme. You can choose between a [Fontys Minor](#) or the [Engineering minor](#). It is also possible to do a minor at another University of Applied Sciences or abroad. For more information about minors outside of Fontys, visit [kiesopmaat.nl](#) To enrol in a minor you must have completed your propaedeutic year. Our advice is that you first complete your second academic year as well.

Semester 7

Semester 7 consists of two differentiations in which you can choose your own direction. Besides the courses that are taught in the differentiation, the semester consists of two generic modules, each lasting two weeks. You will work on a project during the whole semester. This work will start as part-time but, by the end of the semester, the workload of the project will be full-time.

Lectorate

On the portal you can find more information about the Mechatronics & Robotics lectorate.

