

Student manual Minor application TSHD

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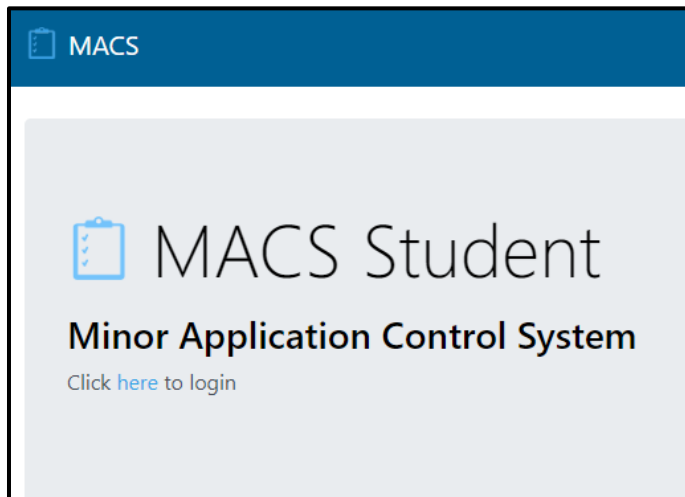
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Step 1: Create a profile (only on first visit)

Go to https://macs.uvt.nl/student_home/ and log in.



ATTENTION: a VPN connection is required to access the online application



Create a profile by filling in the correct program and, if applicable, your track/major.

Create profile for [redacted]



Program*

----- ▾

Track / Major

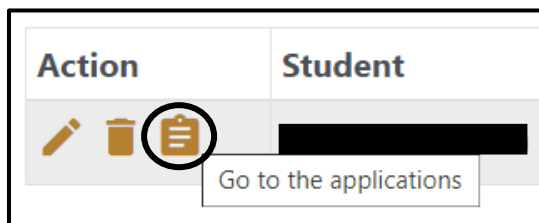
Create profile for [redacted]

After clicking on “Create profile for [name + emplid student]” the following screen will appear.

Profiles								
Action	Student	Student number	ANR	Nr of applications	Email	Program	Track / Major	Created at
 	[redacted]	[redacted]	[redacted]		[redacted]	[redacted]	[redacted]	[redacted]

Step 2: Create a new minor application

Click on the third icon to go to the minor applications.



Create a new minor application by clicking on “New application”.

Applications for [redacted]

No applications found.

[New application](#)

Fill in the academic year, period and motivation for the minor application. Then, click on “Create application”.

Create application for [redacted]

Student*
[redacted] ▼

Application*
[redacted] ▼

Application period*
[redacted] ▼




Application motivation*

[Create application](#)

After clicking on “Create application” the following screen will appear.

Application has been created...




Applications for [redacted] / CS (16350) 1

Action	Application	Nr of courses: total/BA 1st year with positive decision	Sum of credits: total/BA 1st year with positive decision	Submitted date	Days due
  	2nd year	0/0	0 / 0		student: 0

[New application](#)

Step 3: Add courses to the minor application

Click on the third icon to go to the course requests.

Action	Application
  	2nd year

[Go to courses of this application](#)

[New application](#)

Then create a new course request by clicking on “New course”.

Courses for [redacted]

No courses found.

[New course](#)

Fill in the requested information. The student fills in everything up to “Create course”.



ATTENTION: you are required to include course information either through a web link or through a document.

Create course for [redacted]

Student application*

[redacted] ▼

Course code*

Course name*

Course level*

----- ▼

Course credits*

Course university*

Tilburg University

It is mandatory to submit course information via at least one of these options:

Course external link

Course document

Choose File

 No file chosen

Once you have filled in all the requested information, click on "Create Course".

Create course









Repeat the above steps until all desired course requests have been added to the minor application.

Course has been created...

Courses for XXXXXXXXXX

CSV PDF

Show 10 entries

Action	Course	Credits	Level
 	TEST D (098765)	6.0	BA 1st year
 	TEST A (45678)	6.0	BA 1st year
 	TEST B (12345)	6.0	BA 3rd year
 	TEST C (23456)	6.0	BA 1st year

Showing 1 to 4 of 4 entries

New course









Step 4: Change or delete course requests

Click on the pencil icon to change the course request.

Courses for XXXXXXXXXX

CSV PDF

Show 10 entries

Action	Course	Credits	Level
 	TEST D (098765)	6.0	BA 1st year
 	TEST A (45678)	6.0	BA 1st year
 	TEST B (12345)	6.0	BA 3rd year
 	TEST C (23456)	6.0	BA 1st year

Showing 1 to 4 of 4 entries

New course

After making changes or additions, click on "Update course" to save the changes or on "cancel" if you do not want to save the change.

Course decision taken date









Update course
Cancel

Use the trash can icon to delete the course request.

Courses for [REDACTED]

SV PDF

Show 10 entries

Action	Course	Credits	Level
 	TEST D (098765)	8.0	BA 1st year
 	TEST A (45678)	6.0	BA 1st year
 	TEST B (12345)	6.0	BA 3rd year
 	TEST C (23456)	6.0	BA 1st year

Showing 1 to 4 of 4 entries

New course

After clicking on the "trash icon", another confirmation screen follows.

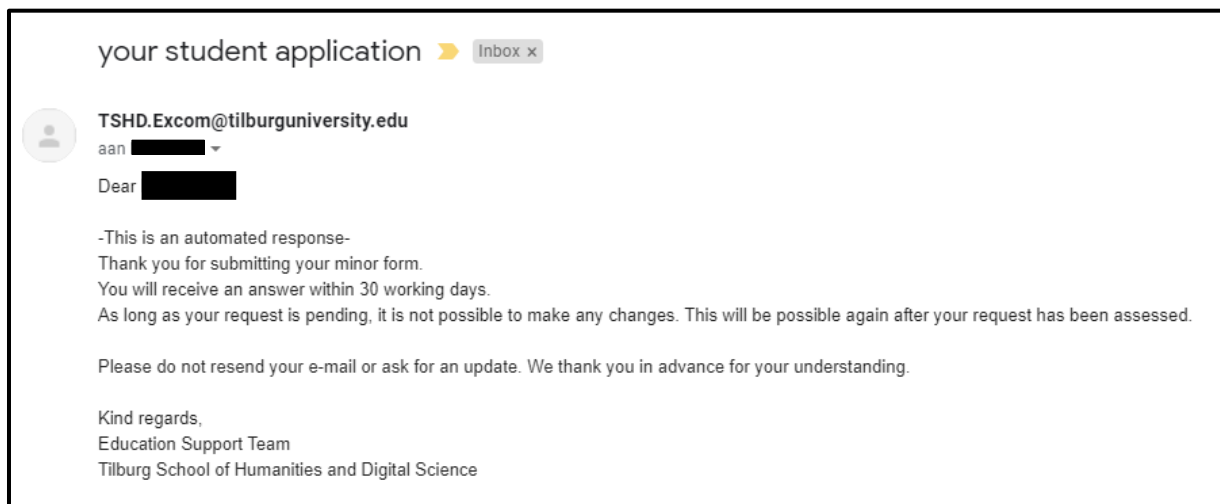
Step 5: Submit the minor application

Once the minor application including the course applications have been completed, the minor application can be submitted. Go to "My applications". Scroll down and tick "Submit for Approval". After submitting your minor application it is not possible to make any changes. However, after assessment this is possible.

Update application
Cancel
Submit for Approval

Add Course
Go to courses list

After submitting the minor application, you will receive a confirmation e-mail. The minor application will now be assessed.



Step 6: How to proceed after the assessment?

You will be notified when the minor application has been assessed. You can also find the assessments in this web application.

Action	Course	Credits	Level	Decision	Decision date	Course Document
	Franse Taal- en Letterkunde (FRA 9201)	6.0	BA 1st year	No decision taken		
	Sociologie (SOC 239)	6.0	BA 1st year	No decision taken		
	Klinische kinder- en jeugdpsychologie (KKJ 2395)	6.0	BA 2nd year	No decision taken		
	Introductie Strafrecht (IST 567)	6.0	BA 4th year	No decision taken		
	Motorische ontwikkeling (MOO 3984)	6.0	BA 2nd year	No decision taken		
	Economie (ECO 1200)	6.0	BA 1st year	No decision taken		
	Italiaanse Taal- en Letterkunde (ITA 348-01)	6.0	BA 1st year	Positive	26-5-2020 11:52	
	Engelse Taal- en letterkunde (ENG 589-03)	6.0	BA 1st year	Positive	26-5-2020 11:52	
	Griekse Taal- en Letterkunde (GRIE 295-02)	6.0	BA 2nd year	Negative	26-5-2020 11:51	
	Duitse Taal- en letterkunde (DUI492-0)	6.0	BA 1st year	Positive	26-5-2020 11:53	





Showing 1 to 10 of 10 entries

Previous 1 Next

In the reviewed application, the trash and flag icon appear again. This means that it is possible to modify your application if necessary. In doing so, you can simply follow the steps described earlier again. Adapting and resubmitting is only necessary if you do not yet have enough approved courses to fill your minor.







Applications for [REDACTED]						
Action	Application	Nr of courses: total/BA 1st year	Sum of credits: total/BA 1st year	Ready	Ready date	Days due
   	3rd year	4/3	24.0 / 18.0	False	26-5-2020 10:12	: 0

The fourth icon is important if you have included more than the permitted 12 ECTS first year courses in your minor application. By clicking on the sign, an overview will appear of the first-year courses you have taken and which have been approved. However, you cannot take all these courses, as the maximum is 12 ECTS for first-year courses. From these approved courses you may choose the amount that is allowed.

3rd year

Go to 1st year courses of this application

List of 1st year courses for [REDACTED] where sum of credits exceeds 12.0 credits 3							
<p>Below is the list of 1st year courses for which the Examination Board grants you permission. You can include up to 12EC of 1st year courses in your Minor. The list below adds up to more than 12EC. We ask you to choose courses from the approved list below up to the maximum of 12EC.</p>							
CSV PDF	Show 10 entries		Search:				
Action	Course	Credits	Level	Decision	Decision date	Course Document	
 	Engelse Taal- en letterkunde (ENG 589-03)	6.0	BA 1st year	Positive	26-5-2020 11:52		
 	Italiaanse Taal- en Letterkunde (ITA 348-01)	6.0	BA 1st year	Positive	26-5-2020 11:52		
 	Duitse Taal- en letterkunde (DUI492-0)	6.0	BA 1st year	Positive	26-5-2020 11:53		
Showing 1 to 3 of 3 entries							Previous 1 Next