

Science Honours Academy Student Guide 2018-2019

SHA Student Board

23rd October 2018

Contents

1	Introduction	3
1.1	Changes to this guide	3
1.2	The Science Honours Academy	3
2	Events	3
2.1	Major events	4
2.1.1	Interdisciplinary Project	4
2.1.2	International Trip	4
2.2	Minor events	4
2.2.1	Symposium	4
2.2.2	Masterclass	5
2.2.3	National Trip	5
2.3	Social events	5
2.3.1	Excursion	5
2.3.2	Pub Quiz	5
2.3.3	Borrel	5
2.4	Media	6
2.5	External events	6
2.5.1	Requirements	6
3	Portfolio	6
4	Completion requirements	6
4.1	Category system	7
4.1.1	Categories	7
4.1.2	Important remarks	7
4.2	ECTS system	8
4.2.1	Activities	8
4.2.2	Committees	8
4.2.3	Important remarks	8
5	Organisation	9
5.1	Disciplinary coordinators	9
5.2	SHA Director	9
5.3	SHA Coordinator	9
5.4	SHA Student Board	9
5.4.1	President	9
5.4.2	Treasurer	10
5.4.3	Secretary	10
5.4.4	Education Officer	10
5.4.5	Corporate Relations Officer	10
5.5	Event Committees	10
6	Contact information	10
6.1	Main SHA Contact	10
6.2	Departmental Coordinators	10
6.3	SHA Student Board	11
6.4	Events Committees	11
6.5	Websites	12

1 Introduction

This is the Science Honours Academy (SHA) Student Guide for the academic year 2018-2019. This guide provides an explanation on what the SHA is exactly, what we do and how you can fulfil the necessary requirements to complete the SHA-programme. It also has a description of the organisational structure of the bèta-Honours programme and contact information of individuals who are related to said organisation.

1.1 Changes to this guide

This guide contains up-to-date information for all SHA students in the academic year 2018-2019. This includes all students who are just starting out and all students who are in their second year of the SHA programme. This guide is to be updated by the SHA Student Board every year to check for correctness and to detail any changes that are made to the SHA that may impact the students. In case these changes are made while the academic year is still ongoing, students will be notified of the changes by email. These changes will be made in such a way that they minimise the impact on the ability of a student to complete the programme. In other words, we try to avoid making changes that require students to deviate from their original plans to complete the programme. Such changes will be made between academic years, and may only be applicable to new students. In such cases, this document will detail which ruleset applies to which student.

1.2 The Science Honours Academy

The SHA is the interdisciplinary part of the bèta-Honours programme, the other being the study-specific disciplinary Honours programme. For the latter, individual manuals are available on the SHA website.

The SHA is a community that organises interdisciplinary events that seek to make students look beyond their own discipline. It hosts a number of bèta studies, which are:

- Biology
- Chemistry
- College of Pharmaceutical Sciences (CPS)
- Computer Science
- Information Sciences
- Mathematics
- Molecular Life Sciences (MLS)
- Pharmacy
- Physics

2 Events

The SHA regularly organises a variety of minor and major events. These events are organised on a "for students, by students"-basis. Students in the SHA may be organised into committees that organise some event. These events can have various subjects, e.g. academic skills, interdisciplinary working methods, international experience, etc.

Attending and organising these events contribute towards a student's completion of the programme.

2.1 Major events

2.1.1 Interdisciplinary Project

The interdisciplinary project is a project where students from different disciplines are organised in groups of 4 to research some interdisciplinary subject. The goal of the project is to learn how to work in an interdisciplinary environment. Students are encouraged to find common ground between their discipline and other disciplines and to find a combined approach to solve a specific problem. Students are given a certain subject to work with, but they are allowed to freely define their own research question within the subject (provided it is an interdisciplinary question). Students will write a research paper and make a poster detailing the findings of their research, which will be presented to the rest of the SHA during the poster presentations at the end of the project. No grading takes place for either the paper or the poster, instead a group will receive a simple "pass" or "fail". Upon passing the project will count towards completion of the SHA programme. If the student failed however their efforts will not contribute towards completion and the student will have to try again in another round.

The project is organised twice per year; once during autumn and once during spring. The project takes roughly 3 months and consists of various meetings, a midterm presentation and a final poster presentation. During this time students are expected to work on their paper outside of these meetings as well.

The project has a limited capacity of about 40 students per round. This means that only 80 students will be able to do a project in this setting each year. As the intake of students in the SHA is higher than that, we recommend signing up for a project as soon as registration opens. Students who are unable to join a project however are still free to for example start their own interdisciplinary project. Make sure to contact the SHA organisation to work out the exact requirements.

2.1.2 International Trip

The international trip is a week-long trip to a foreign city. During this week visits are made to the university in the city and various companies situated there. Apart from visiting lectures and presentations there is also time to explore the city and to get to know your fellow SHA students. Apart from it being very educational, it's also a very good bonding experience and most of all a lot of fun. After the trip students are required to write a reflection on the trip based on what they've learned and experienced during the trip.

The international trip is organised once per year. It's planned in a week where there are as few lectures as possible (typically at the start of a new period or the week before it).

While we strive to keep capacity for the trip as high as possible to allow everyone to participate in the trip, it is often very difficult or impossible to actually achieve this. As such we prefer taking students who have not been on the international trip before, though it is allowed to sign up for a second time. Note however that joining for a second time does not contribute towards completing the programme and will only serve as a fun experience for the student.

The trip is not free. We require a relatively small contribution from students joining, which can vary per year depending on the destination. We strive to keep the student contribution around €100,- to €150,- at most. Students joining for a second time may be charged more. If you want to join but are financially unable to, you can contact the SHA organisation to see if there is some compensation possible.

2.2 Minor events

2.2.1 Symposium

A symposium is an evening with a series of lectures on a specific interdisciplinary topic. Several speakers are invited to talk about their field which have something to do with the main topic. The aim is to have a wide variety of speakers covering as much of the disciplines in the SHA as possible, to make the symposium interesting to as many SHA students as possible.

Symposia are organized multiple times a year by their respective committees. The committee has to arrange speakers, the room and invitations to the SHA students. Generally, symposia are held in the evening past 17:00, and they typically last 4 hours. Dinner is usually provided. Topics can range from neuroscience to water pollution or symmetry for example, as long as they are interdisciplinary.

2.2.2 Masterclass

A masterclass is a two-evening workshop on an academic skill useful to every student of SHA. During the first evening lecture(s) (given by experts) usually take place and a small homework assignment is given while the second evening includes more lectures and feedback on the homework the students did.

Masterclasses are organized two/three times a year by their respective committee. The committee has to arrange the experts, the room and the invitations to students. Generally, masterclasses are held after Utrecht University closing hours (after 17:00) and last two hours for each evening. Meals are provided. Topics can range from scientific paper writing to career orientation.

2.2.3 National Trip

National Trip refers to a visit to a companies inside Netherlands which show involvement in multiple fields of Beta-Sciences. (Example: Philips, Shell etc.). Due to its education value, this event is awarded with points to the completion of SHA. (Check Completion requirements)

National trips are organized two times a year by their respective committee. The committee has to arrange the contact with the company and the invitations to students. Generally, National Trips are held during Utrecht University working hours (09:00-17:00).

2.3 Social events

2.3.1 Excursion

Excursion refers to a social event held in- or outside the Uithof. This event can range from a game night to a trip to a zoo. The aim is to have a fun time getting to know each other and to build an interdisciplinary community of honours students.

Excursions are organized multiple times a year by the excursion committee. The committee has to arrange the event (the activity itself and the location) and the invitations to the students.

2.3.2 Pub Quiz

Pub quizzes are a friendly competition about a random topic (does not necessarily have to be related to any of the studies). The topic can range from music and film knowledge to holidays or quite literally anything else. They are fun activities to get students to know each other.

Pub Quizzes are organized multiple times a year by their respective committee. The committee has arrange the topic's questions, the pub and the invitations to students. Generally, pub quizzes are held after Utrecht University closing hours (after 17:00) and last two/three hours. Drinks and small snacks are provided (sometimes at a small cost). The winner is usually given a prize.

2.3.3 Borrel

Borrels refers to a gathering of students in the SHA room for a chat and drinks. Borrels may occasionally have a specific theme, though this is not always done.

Borrels are organized multiple times a year by their respective committee. The committee has to arrange drinks and the SHA Room. Generally, borrels are held after Utrecht University closing hours (After 17:00) and last two/three hours. Drinks and small snacks are always provided, dinner is occasionally offered as well.

2.4 Media

From this year on there will be more focus on the media of the SHA. Media refers to pictures and stories about the activities. Members of the Media Committee attend events organised by the SHA, take some pictures and write a small report about the event, both of which will get uploaded to the SHA Facebook and site. If you're enthusiastic and creative, you can even choose to do things like an interview, a small video, etc. Now this might seem like a lot of work, but you won't have to attend every event – only two members of the committee have to be present per event, so you can choose who attends which event with your fellow members – and it's worth your while, you get points for every event you attend, along with the points for being in the committee.

2.5 External events

External events refer to events organized outside the SHA which are of interdisciplinary and educational value. Examples of these events are: symposiums, workshops, conferences, lectures, etcetera. Generally, these events are found by students, though occasionally a good event may be promoted by the student board.

2.5.1 Requirements

Non-SHA events should be honoursworthy and interdisciplinary, just like normal SHA events. Try finding events that are extra challenging and that you would otherwise not attend during your regular studies.

If you find such an event, you can send an email to the Education Officer at science.sha.education@uu.nl. In this email, explain what the event is, motivate why you think it is honoursworthy and interdisciplinary and estimate how many points you think it should give you. The Education Officer will let you know if the proposal is good and convincing enough and will discuss it with the honours coordinator. Once approved, you'll be notified how many points you can earn by attending your event.

To verify you have actually attended your event, we usually ask that you write a short report of roughly half an A4 about it. In it, try to focus on reflection rather than a retelling of what happened. What did you find interesting (or uninteresting, perhaps)? What new things have you learned? Has the event made you reconsider some of your opinions or views on the subject?

Once you've completed your report you can send it to the Education Officer. Once verified the points will be awarded to you in Blackboard as soon as possible.

3 Portfolio

If you joined the SHA in the academic year 2018-2019, we require you to maintain a portfolio. The portfolio is a collection of reports, reflections and plans written by the students. The portfolio will serve to show your cumulative effort as an SHA student and to make you reflect on your progress within the SHA.

The specific criteria for the portfolio are still being worked on, but we hope to have them ready for you very soon. Once the criteria have been finalised, this guide will be updated with the necessary information and the students will be informed via email.

4 Completion requirements

The SHA programme can be completed by attending various events in- or outside the SHA. How many events and which ones you need to attend is explained in this section.

Depending on in which academic year you started, you may be working under a different system than other students. If you started in academic year 2017-2018 or before, you will complete the SHA programme under the ECTS system. If you started in academic year 2018-2019 or later, you will be under the Category system. Please make sure you check the right completion requirements, as there are some notable differences between the two.

You can at any time view your completion progress on the Blackboard page for the Science Honours Academy.

4.1 Category system

The Category system divides the SHA programme up in 5 parts that all need to be completed in order to pass. You complete a category by doing activities mentioned in that category. Each activity grants a certain number of points; once enough points in a category have been gathered the category is complete.

4.1.1 Categories

The categories and their related activities are as follows:

<i>Category</i>	<i>Points</i>	<i>Activities</i>
1 Portfolio	2	
2 Interdisciplinary Projects	2	(2 points) Interdisciplinary project (1-2 points) Custom interdisciplinary project (on students' initiative)
3 International Experience	6	(6 points) International trip (1-6 points) Event with international focus (on students' initiative)
4 Educational Events	25	(5 points) Masterclass (3 points) National trip (2 points) Symposium (1 point) Interdisciplinary project poster presentations (1-10 points) Non-SHA event (on students' initiative) (15 points) International trip committee (10 points) Interdisciplinary project committee
5 Committees/Social	6	(5 points) International trip committee (5 points) Interdisciplinary project committee (5 points) Masterclass committee (5 points) National trip committee (5 points) Symposium committee (5 points) Excursion committee (5 points) Pub quiz committee (5 points) Reception committee (5 points) Media committee (3 points) Excursion (2 points) Pub quiz (1 point) Borrel

4.1.2 Important remarks

Please note the following:

- Events marked with "on students' initiative" are not organised by the SHA. Instead, these are activities students are expected to find or organise by themselves. Once a student has an activity they would like to earn points for in the SHA, they should contact the education officer. The education officer will check if the motivation of the student is good enough and if the activity is both interdisciplinary and on an honours-level. If so, the education officer will discuss the proposal with the honours coordinator and inform the student how many points they can earn by doing the activity.
- The interdisciplinary project is worth roughly 2,5 ECTS. Please keep this in mind when formulating a proposal for a custom interdisciplinary project.
- The international trip is worth roughly 2 ECTS. Students should keep this in mind if they decide not to join the international trip and find events with an international focus instead.

- The international trip committee and interdisciplinary project committee are listed under both category 4 (Educational Events) and 5 (Committees/Social). As these committees require more work from the committee members than the other committees they will earn extra points outside of the points already granted in category 5. Participating in them once will grant points in both categories.
- As there are a limited number of committees organised by the SHA directly, not all students can participate in one. However, students are encouraged to form and organise additional committees themselves, should they feel the need or desire to do so. Students organising new committees should contact the education officer with their proposal to verify it meets the demands of the SHA and to obtain any help the SHA can offer in organising the event.
- SHA Student Board membership does not grant a direct number of points within a category. Instead it allows a board member to fully complete a single category instantly, without having to participate in any activities in it.

4.2 ECTS system

The ECTS system requires students to obtain a total of 7,5 ECTS by attending various activities.

4.2.1 Activities

The activities and their EC rewards are as follows:

<i>ECTS</i>	<i>Activity</i>
2,5	Interdisciplinary project
2	International trip
0,5	Masterclass
0,25	Symposium
0,25	Interdisciplinary project poster presentations
0,25	National trip
—	Custom interdisciplinary project
—	Non-SHA event

4.2.2 Committees

Students may also earn ECTS by participating in committees. The committees and their rewards are as follows:

<i>ECTS</i>	<i>Activity</i>
3	SHA Student Board
2	International trip committee
1	Interdisciplinary project committee
0,5	Excursion committee
0,5	Reception committee
0,5	Pub quiz committee
0,5	Media committee
0,25	Masterclass committee
0,25	Symposium committee
0,25	National trip committee
—	Custom interdisciplinary project
—	Non-SHA event

4.2.3 Important remarks

- Custom interdisciplinary projects and non-SHA events need to be discussed with the education officer and the honours coordinator. In order to do this students must email their proposal to the education officer, who will discuss it with the coordinator. If accepted, the student will be informed how many ECTS they can earn with their proposal.

- Committee members may also participate in their own events and will earn ECTS for both the committee membership as well as the event if they have.
- Students are not allowed to join the interdisciplinary project for a second time, unless they did not receive a passing grade on their previous attempt(s).
- Students are allowed to join the international trip more than once, but will not receive any ECTS for doing so.
- Students will not receive any ECTS for attending symposia if they have already attended 6 or more.
- Students will not receive any ECTS for attending interdisciplinary project poster presentations if they have already attended 2 or more.

5 Organisation

Honours is divided in two parts: the interdisciplinary part (the SHA) and the various disciplinary programmes.

5.1 Disciplinary coordinators

Each disciplinary programme has its own coordinator(s). They are tasked with coordinating and managing the contents of their respective programmes. They are also responsible for updating the student manuals, which can be found [here](#).

5.2 SHA Director

The SHA Director is in charge of the entire honours programme for the bèta-faculty. He is responsible for any major decisions in the honours programme and determines the budget. The current SHA Director is dr. Arjen Vredenburg.

5.3 SHA Coordinator

The SHA Coordinator is in charge of the interdisciplinary module of the honours programme. He carries the responsibility for ensuring that events in the SHA have educational value and is as such the person who decides how many points a certain event provides. He is also involved with the interdisciplinary project. The current SHA Coordinator is dr. ing. Jacco Bikker.

5.4 SHA Student Board

The SHA Student Board consists of 5 honours students. They oversee the interdisciplinary part of the SHA. They are also involved in evaluating and improving the SHA based on feedback. The main task of the student board is to form and oversee the committees that organise the various SHA events. They also keep the administration of all students participating in the SHA and their progress towards completion of the programme.

Each year, a new student board is formed. Each of the new members will take on a role within the board, along with its associated responsibilities. These may change from year to year based on how the student board wishes to operate, but in general the following roles are defined:

5.4.1 President

The president leads the board meetings, keeps in touch with the coordinators and is the main contact for other UU employees. They also oversee the international trip committee. The current president is Lisa Hordijk.

5.4.2 Treasurer

The treasurer manages the yearly budget and checks the declarations made by the committees. They also oversee the excursion and pub quiz committees.

The current treasurer is Talitha Dijs.

5.4.3 Secretary

The secretary takes notes at board meetings, sends the monthly newsletter, keeps the website up-to-date and answers student emails. They also perform administrative duties and oversee the reception committee.

The current secretary is Doortje Böhm.

5.4.4 Education Officer

The education officer oversees most educational committees. They also keep in touch with the coordinators and manages the yearly planning. They also review proposals for non-SHA activities before discussing them with the honours coordinator.

The current education officer is Laura Graus.

5.4.5 Corporate Relations Officer

The corporate relations officer manages contacts with companies and looks for new activities or opportunities. They also oversee the national trip committee.

The current corporate relations officer is Tjerk Steenwijk.

5.5 Event Committees

Multiple events are organised each year. These events are organized by students and for students. In order to provide a structured flow of organization committees are formed. For each event, a committee is set up to arrange it. Participating in a committee earns you points towards the completion of SHA.

During the first months of the academic year, students are invited to select the committees they would like to participate in. Thereafter, the SHA Board tries to arrange every student in a committee to the best of their ability. Further instructions for the committee's tasks are given by the respective SHA Board members handling the committee.

6 Contact information

6.1 Main SHA Contact

- SHA Director: Dr. Arjen Vredenberg
Office: Buys Ballotgebouw, room 770
Email address: A.M.Vredenberg@uu.nl
- SHA Coordinator: Dr. ing. Jacco Bikker
Office: Buys Ballotgebouw, room 424
Email Address: J.Bikker@uu.nl
- SHA Admin and student Adviser: Sandra van den Berge and Maarten van den Akker
Email Address: s.m.vandenberge@uu.nl and m.vandenakker@uu.nl

6.2 Departmental Coordinators

- Coordinator of the HP Biology: Dr. Fred Wiegant & Dr. Ton Peeters
Office: Kruytgebouw, room Z407
Email address: F.A.C.Wiegant@uu.nl A.J.M.Peeters@uu.nl

- Coordinator of the HP Chemistry: Dr. Ben Ern e
Office: Kruytgebouw, room N702
Email address: B.H.Erne@uu.nl
- Coordinator of the HP Computer Sciences: Dr. Anja Volk
Office: Buys Ballotgebouw, room 486
Email address: A.Volk@uu.nl
- Coordinator of the HP Mathematics: Dr. Barbara van den Berg
Office: Hans Freudenthalgebouw, room 511
Email address: B.N.vandenBerg@uu.nl
- Coordinator of the HP Pharmaceutical Sciences: Dr. ir. Dirk Rijkers
Office: D.T.S.Rijkers@uu.nl
Email address: David de Wiedgebouw, Kamer 5.66
- Coordinator of the HP Physics: Dr. Erik van Sebille
Office: Buys Ballotgebouw, Room 611
Email address: e.vansebille@uu.nl
- Coordinator of the HP Molecular Life Sciences: Dr. Mike Boxem
Office: Kruytgebouw, Room O508
Email Address: M.Boxem@uu.nl
- Coordinator of the HP Information Sciences: Dr. Floris Bex
Office: Buys Ballotgebouw, Room 523
Email Address: F.J.Bex@uu.nl

6.3 SHA Student Board

- General: Science.sha.board@uu.nl
- Board President: Science.sha.president@uu.nl
- Board Treasurer: Science.sha.treasurer@uu.nl
- Board Secretary: Science.sha.secretary@uu.nl
- Board Education Officer: Science.sha.education@uu.nl
- Board Corporate Relations: Science.sha.corporaterelations@uu.nl

6.4 Events Committees

- Interdisciplinary Project: Science.sha.project@uu.nl
- International Trip: Science.sha.studytrip@uu.nl
- Symposium: Science.sha.symposium@uu.nl
- Masterclass: Science.sha.masterclass@uu.nl
- National Trip: Science.sha.partners@uu.nl
- Excursion: Science.sha.excursion@uu.nl
- Pubquiz: Science.sha.events@uu.nl
- Borrel: Science.sha.receptions@uu.nl

6.5 Websites

- The Science Honours Academy Website
<https://uu.nl/sciencehonours>
- Blackboard
<https://uu.blackboard.com>