

Science Honours Academy Student Guide 2019-2020

SHA Student Board

6th October 2019

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1 Introduction

This is the Science Honours Academy (SHA) Student Guide for the academic year 2019-2020. 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 2019-2020. 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.

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

The aim of the SHA is to create a lively community that consists of the most excellent and motivated science students in Utrecht. In this way creating a platform to look beyond the borders of the existing studies and provide a network that could remain helpful until far into the future careers and lives of the students.

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 are 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 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. For the students starting in 2019, participation in a committee is part of the completion of the SHA. You have to join at least 1 committee during the time you are participating in the programme.

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. There will also be another application round before the next half of the year. Further instructions for the committee's tasks are given by the respective SHA Board members handling the committee.

2.2 Major events

2.2.1 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.

2.2.2 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. However note 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 for 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.

2.3 Minor events

2.3.1 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.

2.3.2 Masterclass

A masterclass is a two-evening workshop on an academic skill useful to every student of SHA. The first evening consists of a lecture 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.

2.3.3 National Trip

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

National trips are organized three 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).

2.4 Social events

2.4.1 Excursion

Excursion refers to a social event held in- or outside the Uithof. The aim is to have a fun time, getting to know each other and to help building an interdisciplinary community of honours students.

Excursions are organized multiple times a year by the excursion committee. The committee members have to arrange an event (activity + location) and write the invitations and promotion. The aim for the events is a 50/50 distribution of, on the one hand social events (Beer tasting, 30 seconds evening etc.) and the other hand cultural events (Museum trips, painting workshops, open mic etc.)

2.4.2 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 committees. 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.

2.4.3 Borrel

Borrels refers to a gathering of students of the SHA 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 Borrels are aimed to be held directly after the symposia and masterclasses. The committee has to arrange drinks and location and has to consult with the symposium/masterclass committee so the evening will run smooth. During the year there is also room for a couple of special 'theme' related borrels and these borrels will be located in the SHA room.

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 2019-2020, we require you to maintain a portfolio. 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 portfolio is a collection of reports, reflections and plans written by the students.

3.1 Starting your portfolio

When you're starting a new portfolio, you should begin with some planning. The interdisciplinary programme is 2 years long and how and when you want to complete it is mostly up to you but we recommend to make a **global planning**.

It's highly recommended to include in this planning **when you'll be doing the two major events**, the interdisciplinary project and the international trip.

Additionally, you might want to think about when your study demands more of your time or when you

are doing other things that could prevent you from attending SHA events. For example, if you want to go abroad in the second year of the SHA programme you may want to consider doing more events in the first year so that you don't end up with too few points.

And also important: Write down some **goals**, think about what you actually intend to learn during the SHA programme. You could establish some learning goals by answering a few questions: If I had to do an interdisciplinary project with some other beta studies, what would I like to learn from that experience and what could it be about? What kind of skills might I need for my future career that I won't learn during my normal studies? **Ask yourself what you want to accomplish by participating in the Honours programme.**

3.2 Maintaining your portfolio

During the programme you'll be attending various events. In your portfolio you **reflect** on these events and how they relate to your learning goals. You can also write down any changes to your learning goals or long-term planning.

You don't have to write a reflection for every event you visit, for instance you don't have to reflect on the social events, but you should try to reflect on the events that fit in with your learning goals. If you're visiting a masterclass or symposium which subject connects to your intended career path you write about how it connects and why you think the masterclass was helpful (or perhaps if it wasn't, why it wasn't).

Writing a reflection is **mandatory for the interdisciplinary project and the international trip**. You should include the reflections in your portfolio.

Any external events you visit require a motivation and a reflection. You should include both of those in your portfolio.

You'll discuss your portfolio with your honours coordinator, to see if you're still on track with the programme as a whole and how you are progressing with your learning goals.

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. This section is only relevant for the SHA students that **joined the SHA in the year 2019/2020**. (For the students from previous years we refer to the Science Honours Academy Student Guide 2018-2019)

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

4.1 Category system

The Category system divides the SHA programme up in 6 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	22	(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 (5 points) Interdisciplinary project committee
5 Committees	5	(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
6 Social	6	(2 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). 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.
- We hope to achieve that everyone can participate in at least one committee during the 2 years of the SHA programme. 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.

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. ir. Dirk Rijkers.

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. Maarten Löffler.

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 Marnix van Soest.

5.4.2 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 Fieke Verhaaf.

5.4.3 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 Marieke Janssen.

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 Rebecca de Paus.

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 Renée Hoffenkamp.

6 Contact information

6.1 Main SHA Contact

- SHA Director: Dr. ir. Dirk Rijkers
Office: David de Wied-gebouw, room 5.66
Email address: D.T.S.Rijkers@uu.nl
- SHA Coordinator: Dr. Maarten Löffler
Office: Buys Ballot-gebouw, room 4.15
Email Address: M.Loffler@uu.nl
- SHA Admin and student Maarten van den Akker
Email Address: M.vandenAkker@uu.nl

6.2 Departmental Coordinators

- Coordinator of the HP Biology: Dr. Fred Wiegant, Dr. Ton Peeters, Dr. Inge The, Dr. Margot Koster & Dr. Can Kesmir
Office: Kruytgebouw, room Z407; room Z407; room O5.08; room Z4.04; room N6.03
Email address: F.A.C.Wiegant@uu.nl A.J.M.Peeters@uu.nl S.I.The@uu.nl M.C.Koster@uu.nl C.Kesmir@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. Ioanna Lykourantzou
Office: Buys Ballotgebouw, Room 4.20
Email Address: I.Lykourantzou@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>