



Science Honours Academy Student Guide 2020-2021

SHA Student Board

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1. Introduction

This is the Science Honours Academy (SHA) Student Guide for the academic year 2020-2021. 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 2020-2021. 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.

1.3. COVID-19 adjustments

With the current situation regarding COVID-19, SHA events may be organized in alternative manners than described in this guide. However, the points earned from each event will stay the same, unless otherwise communicated with the students.

2. 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 and after. (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.

2.1. 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. There are two major events: the interdisciplinary project and the international trip. Next to this, there are several minor activities. Additionally, every student has to join a committee and make a portfolio. For explanation of all activities, see Section 3: Events.

2.1.1. Categories

The categories and their related activities are as follows:

Category	Points	Activities
1 Portfolio	2	
2 Interdisciplinary Projects	2	(2 points) Theoretical project (2 points) Problem based 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 (5 points) Committee on students' initiative
6 Community Events	6	(2 points) Excursion (2 points) Pub quiz (1 point) Reception (Borrel)

2.1.2. 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 (1 ECTS is 28 hours of work). Please keep this in mind when formulating a proposal for a custom interdisciplinary project.
- The international trip is worth roughly 2 ECTS (1 ECTS is 28 hours of work). 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.

3. Events

The SHA regularly organises a variety of major and minor 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.

3.1. 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. You have to join at least 1 committee during the time you are participating in the programme.

There are two application rounds where students are invited to select the committees they would like to participate in. These rounds are during the first months of the academic year and before the second half of the year. The SHA Board tries to place 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.

3.2. Major events

3.2.1. Interdisciplinary Project

The interdisciplinary project is a project where students from different disciplines are organised in groups of 4 (mostly) to work together on some interdisciplinary project. The project is worth 2.5 ECTS (which should approximately translate to 70 hours of work). 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. There are three different forms of the interdisciplinary project (IDP). These will be explained here.

The project is organised twice a 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. Second-year honours students will be given priority over first year students, as they have more expertise in their field of study.

Theoretical interdisciplinary project

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”. However, the group who came up with the best project will be awarded with a prize. 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.

Problem based interdisciplinary project

Students are given a problem for which they have to find the best solution they can come up with. Each group working on the problem based project at the same time will receive the same problem, so that a sort of competition arises. Students will write a research paper and make a poster detailing their solution, 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”. However, the group who came up with the best solution to the problem will be awarded with a prize. 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.

Custom interdisciplinary project

Students can also come up with their own custom Interdisciplinary project. Students who want to work on such a project should contact the Education Officer.

3.2.2. 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 a 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 from year to 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.

3.3. Educational events

3.3.1. Masterclass

A masterclass is a two-evening workshop on an academic skill useful to every student of the SHA. The first evening consists of an interactive lecture and a small homework assignment is given while the second evening includes more lectures and feedback on the homework the students did. Topics can range from scientific paper writing to data visualisation to memorisation.

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 to three hours for each evening. Meals are provided by the committee.

3.3.2. National Trip

National trip refers to a visit to companies inside the Netherlands which show involvement in multiple fields of Beta-Sciences, for example Philips, Shell, etc.

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).

3.3.3. 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 has 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. Topics can range from neuroscience to water pollution to symmetry, as long as they are interdisciplinary.

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 by the committee.

3.3.4. Non-SHA events (on students' initiative)

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.

3.3.4.1. 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.

3.4. Community Events

3.4.1. Excursion

Excursion refers to a social or cultural event held in- or outside the Uithof. The aim is to have a fun time, getting to know each other and to help build an interdisciplinary community of honours students. Examples are beer tasting or a 30 seconds evening as social events and museum trips, painting workshops or an open mic as cultural events.

Excursions are organized multiple times a year by an excursion committee. The committee members have to arrange an event (activity + location) and write the invitations and promotion.

3.4.2. 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 for students to get to know each other.

Pub quizzes are organized multiple times a year by their respective committees. The committee has to arrange the 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.

3.4.3. Reception (Borrel)

Reception refers to a gathering of students of the SHA for a chat and drinks. Receptions may occasionally have a specific theme, though this is not always done. Receptions are organized multiple times a year by their respective committee. The committee has to arrange drinks and location. The reception can be located either in the SHA room or in the city centre, depending on the committee's preference.

4. Portfolio

If you joined the SHA in the academic year 2020-2021, we require you to maintain a portfolio on Blackboard. 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. Before your graduation, you will be required to hand in this portfolio. **Again, this only applies to students who joined the SHA in the academic year 2020-2021.**

4.1. The portfolio guide

Any information regarding what should be in the portfolio and how the portfolio needs to be set up can be found on the portfolio guide. This guide is available on the SHA's blackboard page.

5. Organization

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 SHA students. 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. They are also involved in evaluating and improving the SHA based on feedback.

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 Gijs van Seeventer.

5.4.2. Secretary

The secretary takes notes at board meetings and answers student emails. They also perform administrative duties and oversee the reception committee. The current secretary is Karlijn Windmeijer.

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 Rienk Fidder.

5.4.4. Education Officer

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

5.4.5. Relations Officer

The relations officer manages contacts with companies, looks for new activities or opportunities and keeps the website up-to-date. They also oversee the national trip committee. The current corporate relations officer is Lydia Koch.

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. 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:
- S.I.The@uu.nl M.C.Koster@uu.nl C.Kesmir@uu.nl

Coordinator of the HP Chemistry: Dr. Ben Ern 

- 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. Massimiliano Caiazzo

- Office: David de Wiedgebouw, Kamer 3.86
- Email address: M.Caiazzo@uu.nl

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 Secretary: Science.sha.secretary@uu.nl
- Board Treasurer: Science.sha.treasurer@uu.nl
- Board Education Officer: Science.sha.education@uu.nl
- Board Relations Officer: Science.sha.corporaterelations@uu.nl

6.4. Events Committees

- Interdisciplinary Project: Science.sha.projects@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
- Reception: Science.sha.receptions@uu.nl

6.5. Websites

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