Introduction

Dear Master’s student,

In September you will start the Master’s programme in Chemistry or Physics and Astronomy. In order to help you with this new start, this guidebook provides you with some relevant information. Please take some time to read it carefully.

Both Master’s programmes are so-called joint degree programmes offered by the two universities in Amsterdam – Vrije Universiteit Amsterdam (VU) and University of Amsterdam (UvA). The universities have decided that a joint degree programme better reflects the existing close collaboration within this Master’s programme. For students it means that at graduation they receive a shared diploma with the logos of both universities, corresponding with a reality in which courses are conducted by the teaching staff of both universities and at both locations.

Regarding practical matters, you will principally work with UvA systems, as the secretary of both programmes is assigned to the UvA. See chapter 2 for more detailed information.

On behalf of all teaching and support staff, we wish you an inspiring and successful academic year!

Dr. Wim Vassen
programme director MSc Physics and Astronomy

Dr. Henk Lingeman
programme director MSc Chemistry
INDEX

1. Structure of the programme.................................................................3
   Research project
   Literature study
   Majors and minors

2. Important steps in your Master’s......................................................4
   Personal Education Plan (PEP)
   Course information and registration
   Starting your research project or literature study
   Graduation

3. Practical matters..............................................................................5
   Locations
   UvA-net ID and VU-net ID
   Student ID card
   Course Catalogue
   Course timetable
   Course registration
   IT facilities
   Information and communication

4. Educational organisation and support..............................................7
   Where to go for help?
   Education Service Centre (ESC)
   Examinations Board
   Board of Studies
   Study associations

Appendix I: Programmes, tracks and coordinators

For all relevant information on topics concerning your studies please navigate to the webpages of your programme on student.uva.nl:
- select or type the name of your programme
- on the homepage of the programme choose ‘A-Z’ in the upper navigation
- find the topic of your choice in the alphabetical list
1. **Structure of the programme**

The Master’s programmes in Chemistry and Physics & Astronomy cover a two-year period of study. Upon choosing the programme, you also have selected a specialisation track. An overview of all tracks is listed in the appendix, including contact details of the track coordinator.

Each track comprises compulsory and elective courses and a research project. Chemistry students perform a literature study as well. In consultation with the track coordinator, you can define your own personal programme. This Personal Education Plan needs to be approved by the Examination Board, ensuring that when all components are completed, you will receive a Master’s degree.

**Research project**

The research project is a substantial part of the programme, typically with a size of 36 - 60 EC. In general the project takes place at one of the research institutions at the UvA or the VU, but it may also take place at an institution or company outside these universities. It includes the writing of a thesis and a final presentation. Halfway into the project, the progress of the project may be evaluated (by means of an interim-assessment); this is not compulsory but it is strongly recommended. The student or supervisor may initiate this meeting with the second reviewer (and track coordinator). The evaluation should help the student to improve the quality and progress of the research project. The interim-assessment form can be found under ‘research project’ in the A-Z list on student.uva.nl.

**Literature study**

The literature study that is to be performed by Chemistry students has the size of 12 EC and should be focussed on another topic than that of the research project.

**Majors and minors**

Instead of a research project you can choose to do a society-/ business-oriented major (60 EC) during the second year of your Master’s programme. Another option can be to do a minor (30 EC) as part of your Master’s programme and shorten the period of your research project. In the Education and Examination Regulations (OER) you can find which of the following majors and minors you can do in your programme. You can find this topic in the A-Z list under rules and regulations.

The faculty offers the following majors and minors:

- major Science Communication
- major Science in Society
- major Teaching
- minor Tesla: bringing together science, business and society
- minor Science for Sustainability
2. Important steps in your Master’s

Personal Education Plan (PEP)
The form Personal Education Plan (PEP) has been developed for every student following one of the Master’s programmes. The PEP serves both as a study file and a timetable and will be drawn up in consultation with the track coordinator.

The Examination Board evaluates the PEP and informs the student about the approval. The Examination Board scrutinises the combination of courses, taking into account things such as possible overlap between the courses and compliance with the regulations of the major concerned, the academic level of elective courses and the workload. When the PEP is approved, it is still possible to make changes to the programme or even to switch to another track. This has to be done in consultation with the track coordinator, and requires a new decision by the Examination Board.

Approval of the PEP ensures that when all components are completed, a student can apply for the Master’s degree.

Course information and registration
You can find a description of all courses in the UvA Course Catalogue. Registration for all courses in the first semester is conducted via special enrolment in UvA Datanose ultimately on the 1 September. Note that this is only the case for this first semester as regular enrolment already closes at the end of June.

Starting you research project and literature study
Before you can start your research project or literature study, you need approval on your proposal by the supervisor and track coordinator. You present your plan by completing the form that can be found in Datanose. After uploading the form both supervisor and track coordinator evaluate your proposal, and upon approval you can start the research project.

Graduation
After completing the Master’s programme, you can apply for graduation to receive a Master’s degree. In the joint degree programme you receive a shared diploma from the two universities at graduation. For more information about graduation and procedures, how to submit your thesis and examination dates please check the A-Z list on the website under ‘graduation procedure’.
3. Practical matters

Locations
Courses are conducted at the VU at the De Boelelaan or at UvA Science Park.

MSc Chemistry students will take courses at both locations, irrespective of the track.
For the MSc Physics and Astronomy students all courses per track will be at the same location:
- Physics of Life and Health, Science for Energy and Sustainability and Science, Business and Innovation will be entirely located at De Boelelaan (VU)
- Advanced Matter and Energy Physics, Theoretical Physics, GRAPPA and Astronomy & Astrophysics will be located at Science Park (UvA).

Most education and research in sciences of the University of Amsterdam is located at Science Park. Here, besides lecture rooms and laboratories, you will find the Education Service Desk, the library and study places on the 1st floor.

On the VU campus the main building is located on the De Boelelaan 1105. The VU student desk is located inside this building. Most courses and practical training in the science programmes are scheduled in the Mathematics & Physics building (De Boelelaan 1081) or in the Ol2 building (De Boelelaan 1108), where you can find student study places as well.

UvA-net ID and VU-net ID
After finishing the enrolment procedure, you will be automatically registered at both universities and obtain a net-ID of VU and UvA. The UvA-net ID gives you access to all relevant administration systems like SIS, Datanose and Blackboard. It is also used for logging in at every study place in UvA buildings, including the University Library. Likewise your VU-net ID gives you access to study places at VU locations.
More information: student.uva.nl > [select programme] > click on A-Z

**Student ID card**
After finishing the complete enrolment procedure and uploading a photo, you will receive a student ID card of both the UvA and the VU.
The UvA student ID card has to be activated at one of the service points. You can find one at the reception in the central hall of Science Park 904. Once you have activated your card, you can use it for several purposes such as printing and payment in the cafeteria. Please check the VU website for more information about your VU student ID card.

**Course catalogue**
Information on most courses within the Master’s programmes in Chemistry and Physics & Astronomy will be published in the UvA course catalogue. The only exceptions are some of the academic skills courses and – of course – elective courses that are offered by other Master’s programmes at the VU. Registration for these courses is conducted in VUnet by using your VU-net ID.

**Course timetable**
You can find your personal course timetable by logging in on UvA Datanose (datanose.nl)

**Course registration**
Regular application for all the courses at the UvA is conducted via SIS – the UvA student administration system. However, as this application already closes at the end of June, application for all courses in the first semester of the master’s programmes in science is conducted via special enrolment in UvA Datanose. (datanose.nl/#masterenrol)

Registration for VU elective courses is conducted via VUnet. You can sign up for the whole semester or per educational period. We advise you to sign up for the whole semester.

**IT facilities**
At the UvA Science Park students can use several IT facilities:
- Printing at several locations in the building. Costs: €0,10-€0,50 per page.
- UvA wireless (for free) in every lecture room or study facility
- Eduroam: wireless network, accessible with your UvA-net ID
- Surfspot: website where students can buy software on a discount (surfspot.nl)

**Information & communication**
- **Student.uva.nl**
  You can find all information on relevant topics for your studies on the website.
  > Select or type the name of your programme
  > On the homepage of the programme choose ‘A-Z’ in the upper navigation
  > Find the topic of your choice in the alphabetical list
- **VUnet – study portal**
  This online portal is your entrance to all relevant information about the VU. Log in via vunet.vu.nl
- **UvA Course Catalogue**
  Information on most courses within the Master’s programmes in Chemistry and Physics and Astronomy will be published in the UvA course catalogue.
4. Educational organisation and support

Where to go for help?
If you have any questions about the study programme, you can discuss them with your track coordinator. A list of contact details is added in the appendix.
For advice on other subjects – regulations and procedures, planning or personal issues – you can contact the study adviser Anja Zoomer. You can reach her by email (a.m.l.zoomer@uva.nl) or phone (020-5257636).
For administrative issues please contact the Student Desk on the 1st floor in the faculty building at Science Park 904.

Education Service Centre (ESC)
The practical and administrative issues concerning your study are organised by the Education Service Centre. This includes the schedules for lectures, practical training, exams and registration of the results of your exams. Also, the International Team, the Secretariat of the Examination Boards, the programme coordinators and the academic counsellors can be found here.
The ESC Service Desk is the front office for students and is located on the 1st floor of Science Park 904. It is open every working day between 9am – 5pm.
020 525 7100 / servicedesk-esc-science@uva.nl

Examination Board
Each discipline has an Examination Board that is responsible for the quality of examinations and for the issue of degrees of the Master’s programme. The board judges Personal Educational Plans (PEP), assesses other requests and handles all complaints concerning the Education and Examinations Regulations. examew-science@uva.nl

Board of Studies (dutch: opleidingscommissie)
Each discipline has a Board of Studies with both student members as members of the teaching staff. The board is responsible for monitoring the teaching quality of the programme and acts as an advisory board to the programme director on all educational matters. If you have any comment on the quality of a course, you can contact the Board of Studies. You might also consider joining the board as a student member.
OCphysast-science@uva.nl (Physics and Astronomy) or OCS-science@uva.nl (Chemistry)

Study association Most studies have their own study association, that organises both social and study related activities, like a congress and guest lecturers. Every student can become a member of the association of their own discipline.
For students in the MSc Chemistry there is the Amsterdam Chemisch Dispuut (ACD), and students in the MSc Physics and Astronomy can join the Natuurwetenschappelijke Studievereniging Amsterdam (NSA). More information on acdweb.nl and nsaweb.nl (only in Dutch).
## Appendix I: Programme, tracks and track coordinators

### Chemistry Tracks:

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<tr>
<th>Track</th>
<th>Coordinator</th>
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<tbody>
<tr>
<td>Analytical Sciences</td>
<td>dr. W. Th. Kok</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:W.Th.Kok@uva.nl">W.Th.Kok@uva.nl</a></td>
</tr>
<tr>
<td></td>
<td>phone: +31 20 525 6539</td>
</tr>
<tr>
<td>Molecular Sciences</td>
<td>dr. S. Ingemann Jorgensen</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:S.IngemannJorgensen@uva.nl">S.IngemannJorgensen@uva.nl</a></td>
</tr>
<tr>
<td></td>
<td>phone: +31 20 525 6967</td>
</tr>
<tr>
<td>Science for Energy and Sustainability</td>
<td>dr. B. de Bruin</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:B.deBruin@uva.nl">B.deBruin@uva.nl</a></td>
</tr>
<tr>
<td></td>
<td>phone: +31 20 525 6495</td>
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<tr>
<td>ATOSIM</td>
<td>prof. dr. E.J. Meijer</td>
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<tr>
<td></td>
<td><a href="mailto:E.J.Meijer@uva.nl">E.J.Meijer@uva.nl</a></td>
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<td>phone: +31 20 525 6448</td>
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### Physics & Astronomy Tracks:

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<tr>
<th>Track</th>
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<tbody>
<tr>
<td>Advanced Matter and Energy Physics (AMEP)</td>
<td>dr. P Schall</td>
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<tr>
<td></td>
<td><a href="mailto:P.Schall@uva.nl">P.Schall@uva.nl</a></td>
</tr>
<tr>
<td></td>
<td>phone: +31 20 525 6314</td>
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<tr>
<td>Astronomy &amp; Astrophysics (A&amp;A)</td>
<td>prof. dr. C. Dominik</td>
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<tr>
<td></td>
<td><a href="mailto:Dominik@uva.nl">Dominik@uva.nl</a></td>
</tr>
<tr>
<td></td>
<td>phone: +31 20 525 7477</td>
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<tr>
<td>GRAPPA</td>
<td>prof. dr. M.P. Decowski</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:decowski@nikhef.nl">decowski@nikhef.nl</a></td>
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<tr>
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<td>phone: +31 20 592 2145</td>
</tr>
<tr>
<td>Physics of Life and Health (PLH)</td>
<td>dr. D. Iannuzzi</td>
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<td><a href="mailto:D.Iannuzzi@vu.nl">D.Iannuzzi@vu.nl</a></td>
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<td>phone: +31 20 598 7577</td>
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<tr>
<td>Science of Energy and Sustainability (SfES)</td>
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<td>phone: +31 20 598 7263</td>
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<tr>
<td>Theoretical Physics (TP)</td>
<td>prof. dr. J.S. Caux</td>
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