



University of Amsterdam
Faculty of Science

Education Service Centre

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Procedure application Master diploma

Dear student,

In this letter you will find information on how to apply for your Master diploma.

As soon as all the required marks are known and registered and the master planning form has been approved by the Examinations Board, you can apply for your diploma at the Service Desk ESC. The dates of the graduation ceremonies (and the deadlines for the applications) are published on www.student.uva.nl. Select your programme and then graduation procedure.

Please upload the final version(s) of your research project(s), and/or thesis as soon as possible via the website: <https://esc.fnwi.uva.nl/thesis/submit/>. The submit wizard asks for a pdf-, doc-, or zip-file of the reports. Students in the programmes Physics, Particle & Astroparticle Physics or Astronomy & Astrophysics need to deliver three hardcopies of the thesis at the Service Desk ESC. All other programmes require only a digital version to be uploaded.

You can apply for your diploma by filling in the form via the website: <https://datanose.nl/#graduation>.

After a thorough check of the forms and your marks the Service Desk ESC will take care of the further processing of your application. The examination date on your diploma will be the day that we received your application.

When filling in the form you choose whether you will attend the ceremony, you will pick up your diploma at the Service Desk ESC or the diploma has to be sent to your home address.

Approximately two weeks before the graduation ceremony you will receive an invitation for the ceremony. If you are not able to attend the ceremony, or if you need a statement that you have successfully completed the programme prior to the date of the ceremony, please notify the Service Desk (servicedesk-esc-science@uva.nl). Please note that some Master programmes do not have a dedicated graduation ceremony.

The feedback from graduating students is invaluable in safeguarding the quality of the programmes. Therefore you will soon receive an e-mail with a programme evaluation. We very much hope that you will take the time to complete this questionnaire. Enclosed with this letter you will also find an evaluation form for your research training (master thesis). We would be pleased if you complete this questionnaire and hand it in at the Service Desk ESC.

If you have any more questions, please do not hesitate to contact us.

Kind regards,

Service Desk ESC Staff

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 Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.

 Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Details of the research training

1.1 Please indicate your master programme

 Artificial Intelligence Logic Astronomy and Astrophysics Mathematical Physics Biomedical Sciences Earth Sciences Computational Science Software Engineering Chemistry Physics Biological Sciences Information Studies System and Network Engineering Mathematics Stochastics and Financial Mathematics Life Sciences

1.2 Research Institute / Company (Name and Country)

1.3 Supervisor / "examiner"

1.4 Daily Supervisor

2. Agreements and formal requirements

	strongly disagree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	strongly agree	n.a.
2.1 Before the start of the research training the formal requirements were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Before the start of the research training the agreements were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 A time schedule was set in advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 The time schedule was accomplished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 After the research training the agreements have been observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 After the research training the expectations have been met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Daily supervision

	strongly disagree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	strongly agree	n.a.
3.1 The quality of the supervision during practical work was good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 The supervisor(s) was (were) able to assist me with understanding the theory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 I am satisfied with the approachability of the supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 There was ample opportunity to communicate with the supervisor(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Aspects of content

	strongly disagree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	strongly agree	n.a.
4.1 My theoretical prior knowledge was sufficient to perform the research training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 My practical skills were sufficient to perform the research training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 I was able to find and use relevant literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 I have learned to perform research independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 There was room for my own input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 I was able to write the thesis in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 I was able to present my research data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 The scientific level of the research training was sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Aspects of content [Continue]

Please turn over

5. General questions

- 5.1 My overall mark for the research training would be (1= very poor, 6 = sufficient, 10=excellent) 1 2 3 4 5 6 7 8 9 10
- 5.2 A paper is published, submitted, or will be submitted shortly based on (part of) my work yes no
- 5.3 In the order of authors, I was/will be 1st 2nd 3rd or more
- 5.4 The choice of my research training was determined by ...

- 5.5 Below, there is room for some other remarks

Thank you for completing this form!