

# Study plan application: information and instructions

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# Study plan application: information and instructions

## 1. I want to have my study plan approved

Please check whether all completed courses are included in your study plan. In case of missing grades please tick the box next to the course in question so it is added to your study plan. If applicable: enter the correct number of EC for the individual projects.

Your study plan has to consist of 60 EC (1 year programme) or 120 EC (2 year programme) in order for you to request formal approval of your study plan. It is allowed to submit a study plan for approval when it contains courses you have not completed yet. Additional courses above the mandatory 60 or 120 EC, can be added to the 'extracurricular' tab, which can be found at the top left of the page. For the masters Physics & Astronomy, Mathematics and Stochastics & Financial Mathematics, you can add all electives in your general study plan.

Grades of UvA and Bèta-VU courses will appear in your study plan after the grades have been officially registered and the courses have been approved by the Examinations Board.

*Special circumstance:*

**Due to a change in the study programme, a new mandatory course is not in my study plan, or a course code has been changed.** Click on the arrow next to the name of the old course and choose 'replace with other UvA course'. Fill in the course catalogue number of the new course and add the new course.

Please see the relevant topic below for instructions on other situations.

Click on the '*Offer plan for approval*' button to submit the study plan to the track coordinator or to the track coordinator and the Examinations Board). Please note that you will not be able to adjust your study plan until the Examinations Board has made a decision about the study plan you have submitted. As soon as the Examinations Board has made a decision about your study plan you will be notified by means of e-mail. The decision of the Examinations Board can be found at the bottom of your study plan. You will be able to add changes to your study plan after the decision of the Examinations Board, but please note that any changes will have to be approved by the Examinations Board as well.

NB: the average mark (GPA) as stated in the study plan is stated on your diploma certificate.

*How can I correct my study plan?* see [8. I want to correct my study plan](#)

## Study plan application: information and instructions

### 2. I want to add an elective to my study plan (for minors and majors, see next [chapter](#))

#### *The evaluation of an elective course by the Examinations Board*

The examinations Board will assess whether a course is of an appropriate Master's level and whether there is no substantive overlap with other courses in your study plan.

#### *How can I get an elective approved and how are grades registered?*

Find the right type of course below and follow the instructions.

#### 2.1 UvA or Bèta-VU course

You can add the course by clicking on 'add elective course'. Choose either 'add other UvA course' or 'add Bèta-VU course'. Find the course in question by using its name or its course catalogue number. The SPA will show courses you are already enrolled in first. Add the elective courses of your choice. In order to have these courses approved by the Examinations Board, you have to submit the complete study plan for approval. Follow the procedure as described in [chapter 1](#). Grades of UvA and Bèta-VU courses will appear in your study plan after the grades have been officially registered and the courses have been approved by the Examinations Board.

#### 2.2 Course from a Dutch university (not UvA or Bèta-VU)

Click on 'add elective course'. Choose 'add external course' and fill in the necessary information.

#### *Information do you need to provide:*

- The university (or otherwise) where you attended the elective.
- The title of the course.
- The text from the course catalogue, including information about the level of the course. The Examinations Board has to be able to decide whether the course is on the level of a Master's course. Please provide this information in a pdf and do not provide a link to a webpage (links may expire).
- The number of ECTS of the course.

The track coordinator and Examinations Board will automatically receive a request for approval if you add an external course to your study plan. The approval of the Examinations Board of an external course is based on the assessment of substantive overlap with other courses in your study plan. Final approval of the elective course is granted after your complete study plan has been approved. You can submit the complete study plan by following the procedure as described in [chapter 1](#).

#### *How are grades of external courses registered?*

The university (or otherwise) where you attended the elective(s) will provide you with a transcript of the grade(s). Please hand in this transcript at the Education Service Desk of the Faculty of Science for registration. If you have not yet added all external courses to your study plan, do so now. The grade of an external course will not be registered until the Examinations Board has given its approval. Therefore, the grade of an external course will become visible in your study plan after the complete study plan has been approved by the Examinations Board.

#### *Decision:*

You will receive an e-mail as soon as the Examinations Board makes a decision about your study plan. This decision can be found at the bottom of your study plan.

How can I correct my study plan? see [8. I want to correct my study plan](#)

## Study plan application: information and instructions

### 3. I want to include an official minor or major in my study plan

#### 3.1 It is a minor/major from the UvA

##### *How is a minor/major evaluated by the Examinations Board?*

The official UvA minors/majors as mentioned in the course catalogue are pre-approved by , provided that there is no substantive overlap with the rest of your study plan.

##### *Instructions:*

Click on the arrow behind 'add elective course', look up the name of your minor/major and add it to your study plan. If the name of your minor/major is not recognized, proceed as described in paragraph 3.2.

In order to submit your minor/major to the Examinations Board for approval, you are required to fill in your complete study plan click on 'submit for approval' at the top of the screen.

#### 3.2 It is not a UvA minor/major

##### *How is a minor/major evaluated by the Examinations Board?*

The Examinations Board assesses whether the level of courses is appropriate for a Master's minor/major and whether there is no substantive overlap with the rest of the study plan.

##### *Instructions:*

You can only add the courses from the minor/major as separate courses. Follow the instructions as provided in paragraph [2.2](#) of this document. In addition, provide information showing that these courses belong to a minor/major programme. Please provide this information in a pdf and do not provide a link to a webpage (links expire).

The track coordinator and Examinations Board will automatically receive a request for approval if you add an external course to your study plan. The approval of the Examinations Board of an external course is based on the assessment of possible substantive overlap with other courses in your study plan. If Final approval of the elective course is granted after your complete study plan has been approved. You can submit the complete study plan by following the procedure as described in [chapter 1](#).

##### *Decision:*

You will receive an e-mail as soon as the Examinations Board makes a decision about your study plan. This decision can be found at the bottom of your study plan

How can I correct my study plan? see [8. I want to correct my study plan](#)

## Study plan application: information and instructions

### 4. I want to replace a compulsory course by a course from abroad

#### *How is a course evaluated by the Examinations Board?*

The level and content of the course has to be equivalent to the level and content of the compulsory course which you want to replace.

#### *Instructions:*

Click on the arrow to the right of the name of the course, select 'replace with external course' and provide the necessary information.

#### *Which information do you need to provide:*

- The university (or otherwise) where you attended the elective.
- The title of the course.
- The text from the course catalogue, including information about the level of the course. The Examinations Board has to be able to decide whether the course is on the level of a Master's course. Please provide this information in a pdf and do not provide a link to a webpage (links may expire)
- The number of ECTS of the course.

The track coordinator and Examinations Board will automatically receive a request for approval if you add an external course to your study plan. The approval of the Examinations Board of an external course is based on the assessment of possible substantive overlap with other courses in your study plan. If final approval of the elective course is granted after your complete study plan has been approved, you can submit the complete study plan by following the procedure as described in [chapter 1](#).

#### *How many courses can I submit?*

In case you are not certain yet to which courses you will be admitted, you can submit up to 8 courses.

#### *How are grades of external courses registered?*

The university (or otherwise) where you attended the course(s) will provide you with a transcript of the grade(s). Hand in this transcript at the Education Service Desk of the Faculty of Science for registration. The international office will convert the number of ECTS to Dutch standards and the grade will be registered as 'AVV' in SIS.

The grade of an external course will not be registered until the Examinations Board has given its approval. Therefore, the grade of an external course will become visible in your study plan after the complete study plan has been approved by the Examinations Board.

#### *Decision:*

You will receive an e-mail as soon as the Examinations Board makes a decision about your study plan. This decision can be found at the bottom of your study plan

How can I correct my study plan? see [8. I want to correct my study plan](#)

### 5. I want to add a course from abroad as an elective course

#### *How is an elective evaluated by the Examinations Board?*

## Study plan application: information and instructions

The level and content of the course has to be equivalent to the level and content of the mandatory course which you want to replace

### *Instructions:*

Click on 'add elective course'. Choose 'add an external course' and provide the necessary information.

### *Which information do you need to provide:*

- The university (or otherwise) where you attended the elective.
- The title of the course.
- The text from the course catalogue, including information about the level of the course. The Examinations Board has to be able to decide whether the course is on the level of a Master's course. Please provide this information in a pdf and do not provide a link to a webpage, since a link can expire.
- The number of ECTS of the course.

The track coordinator and Examinations Board will automatically receive a request for approval if you add an external course to your study plan. The approval of the Examinations Board of an external course is based on the assessment of possible substantive overlap with other courses in your study plan. If final approval of the elective course is granted after your complete study plan has been approved, you can submit the complete study plan by following the procedure as described in [chapter 1](#).

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The grade of an external course will not be registered until the Examinations Board has given its approval. Therefore, the grade of an external course will become visible in your study plan after the complete study plan has been approved by the Examinations Board.

### *Decision:*

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How can I correct my study plan? see [8. I want to correct my study plan](#)

# Study plan application: information and instructions

## 6. I want to request an exemption

### 6.1 For a specific course

If you want to request an exemption for a particular UvA or Bèta-VU course, because you have already completed a similar course of the same level and content, click on the arrow at the right of the course that you want to request an exemption for and choose 'apply for exemption'. You will now be able to add information and documents to substantiate your request. Please consider adding the study guide text (including the number of EC) in order to demonstrate the equivalent level and content of the course. After you receive a conditional approval from the Examinations Board regarding the exemption, you will be able to hand in an official document at the Education Desk of the Faculty of Science, proving that you have passed the course.

### 6.2 For part of the elective programme

If you want to request exemptions for multiple courses, because you have already completed a similar programme of study covering the same level and content of the combined UvA or Bèta-VU courses, click on the arrow next to 'elective courses' and choose 'add a course'.

Please choose 'apply for exemption' and indicate the number of EC and add a substantiation of your request. Please consider adding the study guide texts (including the number of EC) of the courses that you previously completed elsewhere, because they form the basis of your request for an exemption. After you receive a conditional approval from the Examinations Board regarding the exemption, you will be able to hand in an official document at the Education Desk of the Faculty of Science, proving that you have passed the course.

The track coordinator and Examinations Board will automatically receive a request for approval if you add an external course to your study plan. The approval of the Examinations Board of an external course is based on the assessment of possible substantive overlap with other courses in your study plan. If final approval of the elective course is granted after your complete study plan has been approved, you can submit the complete study plan by following the procedure as described in [chapter 1](#).

#### *Decision:*

You will receive an e-mail as soon as the Examinations Board makes a decision about your study plan. This decision can be found at the bottom of your study plan

How can I correct my study plan? see [8. I want to correct my study plan](#)

## Study plan application: information and instructions

### 7. I want to add extra/extracurricular courses

If you want to add extra courses (courses next to the 60EC or 120EC required to complete your master's programme) to your study plan, please use the 'extracurricular' tab at the top left of the page. In order for these courses to be approved by the Examinations Board, their level and content has to be equivalent to master's level. In order to request approval for extracurricular courses you are required to submit your complete study plan. Please follow the procedure as described in [chapter 1](#). For the masters Physics & Astronomy, Mathematics and Stochastics & Financial mathematics, you can add all electives in your general study plan.

A new approval of the Examinations Board is necessary after you have decided not to complete the extracurricular course(s) after all. You are required to remove the course(s) in question (from the approved study plan) and resubmit your study plan for approval. Please note that an application for a diploma will not be processed if your approved study plan includes a course without a passing grade.

#### *Decision:*

You will receive an e-mail as soon as the Examinations Board makes a decision about your study plan. This decision can be found at the bottom of your study plan

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### 8. I want to correct my study plan

If you want to change your study plan while a request for approval is already being processed by the Examinations Board, please send an email to the track coordinator or the Examinations Board (depending on where the study plan is at that moment) asking to reject your request. Please note that you cannot submit a new request for approval until the initial request has been rejected.

If you want to adjust your study plan after it already has been approved you are required to resubmit your (new) study plan including the changes.