



Guidelines organisation of meeloopdagen / student for a day events

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For the guidelines of the undergraduate Student for a Day events at the Faculty of Humanities, the Faculty Office, the Educational Support & Student Affairs office and the Communication & Marketing office have made the following guidelines. These have been shared with all bachelor's coordinators (programme coordinators) to provide guidance on how to organize the Student for a Day events and additional support. These guidelines have been shared on intranet: <https://intranet.uu.nl/en/knowledgebase/guidelines-for-humanities-student-for-a-day-events>

Because study associations and foundations do not automatically have access to intranet, the information is hereby shared with you. With this document you will be informed of the faculty guidelines concerning the Student for a Day events. Contact your programme coordinator if the organisation of these events is different than described in these guidelines and maintain annual contact about this.

N.B.: the Programme Coordinator retains final responsibility at all times for the organisation of recruitment activities such as Student for a Day events, even if the organisation is outsourced to, for example, the study association.

Guidelines organisation Student for a Day

Student for a Day events, in addition to the Open Days, are an important part of the prospective students' choice process, as they give prospective students the opportunity to get acquainted with the programme and its students in an accessible manner, and to get a good taste of the atmosphere of the university and the city. This document contains guidelines for the organisation of the Student for a Day events. However, each programme is free to make its own arrangements for the organisation of the Student for a Day events.

Guidelines

Who is the organiser?

- ✓ At the beginning of the year, the Programme Coordinator determines the structure of the Student for a Day events (see 'Organisation Student for a Day events').
- ✓ The Programme Coordinator contacts the relevant lecturer, the student assistant and possibly the student association, to make agreements on the organisation of the orientation days (daily schedule, division of tasks).
- ✓ The Programme Coordinator informs the Teaching Administration Office (Onderwijssecretariaat, TAO) who within the BA programme maintains contact with the people registering for the Student for a Day events (student assistant or Programme Coordinator) as well as who is present on the day (study association/foundation or BA programme). Each BA programme has a permanent contact person at the TAO for questions about the Student for a Day events.
- ✓ If the study association/foundation is involved in organising the Student for a Day events: at the beginning of the academic year, the TAO invites the new contact persons of the various study associations/foundations to make mutual agreements and explain the organisation of the Student for a Day events, among other things by sharing this document.
- ✓ In September, the TAO asks the Programme Coordinator and possibly the contact person of the study association/foundation from the previous year about the organisation of the Student for a Day events.
- ✓ The Programme Coordinator retains final responsibility at all times for the organisation of recruitment activities such as Student for a Day events, even if the organisation is outsourced to, for example, the study association.

Dates and frequency

- ✓ At the beginning of the academic year, the organiser and the Teaching Administration Office determine where and when the Student for a Day events take place that year. At least 2 Student for a Day events per year take place, ideally within 2 weeks of the Bachelor's Open days (November and March).
- ✓ The Teaching Administration Office keeps a Formdesk form for each BA programme with the dates of the Student for a Day events for that year and, if necessary, adjusts the form in the interim. This is uploaded to the relevant programme on the Bachelor's website.

Registrations

- ✓ Students can only register for a Student for a Day event via the Bachelor's website. These registrations always arrive directly at the Teaching Administration Office. The registrant receives an automatic confirmation of receipt from Formdesk.
- ✓ The TAO keeps the BA programme informed of the number of registrations and informs participants of any waiting list.
- ✓ The TAO sends a timely overview of the registrations to the contact person for the Student for a Day events within the programme, i.e. the person within the BA programme who is responsible for communication with the registrants for the Student for a Day event.

Content invitation

- ✓ Depending on the agreements made between Teaching Administration Office and the contact person of the Student for a Day events, the participant will receive an invitation either from the contact person (of BA programme or study association) of the Student for a Day events, or from the TAO on behalf of the programme. Should the invitation not be sent from the TAO, the TAO should be included in the cc to the participant.
- ✓ Participants have indicated that they would like to receive information in advance about the content of the day. An example content of the invitation could be:
 - Give a brief description of the topic of the lecture.
 - Indicate where and at what time the participant is expected. It is nice if there is a meeting point near the lecture, from where someone will escort participants to the lecture room.
 - Indicate what the rest of the day will look like. Think e.g. of a visit to the study association or the university library.
 - Indicate who and how they can contact in case of questions, delays or absences (ideally this is the TAO).
 - Inform the TAO to whom they can pass on notifications on the day itself and at what time (and where) latecomers can hook up.
- ✓ In the case of broad bachelors such as Liberal Arts and Sciences and *Taal- en cultuurstudies*, ask participants in advance which specialisation they are interested in, so that a suitable lecture can be found if necessary.

Organisation Student for a Day

- ✓ Make sure there are enough students who can accompany participants during Student for a Day events. After all, students are best placed to answer questions from participants. Substantive questions about the programme have often already been asked during Open Days. Student for a Day events are mainly used to experience the atmosphere of the programme.
- ✓ Divide the participants into small groups. It is desirable to have two to three supervisors per group so that the participants hear different stories about the programme and there is enough room for questions.
- ✓ Make both accompanying students and lecturers aware of their representative and informative role during a Student for a Day event. An enthusiastic lecturer or student can make all the difference.
- ✓ Consider organising a 'trial' lecture if there is a lot of interest in Student for a Day events and there is not enough room for them to join.
- ✓ After attending a lecture, you can allow participants to join in a Q&A with another lecturer or the Programme Coordinator.
- ✓ Invite the participants (if possible) to the study association room. This way, the participants will get to know the study association and other students.
- ✓ If applicable, show programme-specific aspects, such as a lab.
- ✓ At the end of the day, give participants contact details for when they have questions.

Costs and compensation

- ✓ Any costs for recruitment activities are entirely the responsibility of the BA programme. Please note that costs submitted afterwards must be approved in advance by the Programme Coordinator.
- ✓ Students (student assistants excluded) receive compensation from the BA programme for their efforts during the Student for a Day event. Should students, other than student assistants, be involved in the organisation beforehand, they will also receive a



reimbursement for this from the study programme. (see also [Framework cooperation study associations UU](#) (www.bestuurlijkactiefutrecht.nl/en)).

Evaluation events

- ✓ The organiser of the Student for a Day event provides feedback to the Programme Coordinator and the Teaching Administration Office after the Student for a Day event.
- ✓ In any case, the organiser will mention the number of participants and any no-show data. If necessary, the CM department can evaluate the Student for a Day events by means of a survey among first-year students.

Questions? Get in contact with:

Programme Coordinator

- ✓ If you have questions about the content.
- ✓ If you have questions about the costs.

Contact the Humanities Teaching Administration Office, via ows.gw@uu.nl or 030 253 8000.

- ✓ If you have practical questions