

# EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT THE EOSS, BUT WERE AFRAID TO ASK

The EOSS is the abbreviation of the Education Office Social Sciences.

We take care of the education support of the College Social Sciences and the Graduate School Social Sciences of the University of Amsterdam.

We support the teaching staff of the four different departments of the Social Sciences, namely anthropology (ANT), geography, planning and international development studies (GPIO), political science (Pol), and sociology (SOC).

The EOSS consists of different teams with different specialities. Some teams do general work for all departments, while others work for one or a couple of specific programmes. We work together in a matrix organisation, in which we exchange information, best practises and good working processes and help each other to offer the best possible support.

The EOSS consists of the following teams in alphabetical order (between brackets the Dutch abbreviations)

## *Admissions office (AO)*

The Admissions Office is responsible for processing the admission requests for the MSc programmes of the Graduate School and assists students in this process. The Admissions Office takes care of the administration and communication regarding the admission and entry of students. The Admissions Office processes the applications, forwards them to the admissions committees of the study programmes and communicates with the students about the application. You can find the AO in room B7.12.

## *Communication team (COM)*

Our two communication officers coordinate all activities that contribute to student recruitment and the sharing of general information. They maintain the websites of the bachelor and master programmes, coordinate the open bachelor and master information days, and provide promotional material. In addition, they maintain contacts with teachers of secondary schools. For example, they organise study days and workshops for geography teachers and teachers of social science. The team works in close cooperation with the International Office when it comes to recruiting and informing international students.

Team communication advises programmes on (extra) promotional activities. The internal communication in our office is maintained by a biweekly Newsletter, which is sent to all EOSS staff.

You can find the Com team in room B7.20.

## *Head office*

The **executive director** looks after the service of the EOSS towards teachers, students and programme directors within the College and Graduate School.

She manages the whole support group, directly and indirectly, and is responsible for the Human Resources and personnel affairs of the teams.

You can find the executive director in room B7.19.

The **operational manager** guards the financial position of the college and graduate school of Social Science. She takes care of the financial planning, makes the budgets for the different programmes, analyses the costs and incomes of the programmes, and advises the directors on financial possibilities and risks. You can also approach her with questions about reimbursements and invoices.

You can find the operational manager in room B7.18.

The **secretariat** supports the education directors and the executive director in making practical arrangements, preparing and taking minutes of various meetings, monitoring the progress on various issues and the organization of relations with the Advisory Council. In addition, the

Secretary is EOSS's first point of contact for all employees for numerous practical matters and controls the applications for ICT and other facilities. The secretariat also provides support for the personnel administration and maintains the contacts with building management and suppliers. You can find the secretariat in room B7.06.

### *ICT in teaching (ICTO)*

This team supports teachers in educational innovation and structural implementation of digital tools in their teaching. Many are applied within a blended learning methodology and we can help with capacity building in this regard. For questions concerning the digital learning environment (Canvas) or digital tests/exams, or stimulating and facilitating technological and educational innovation in your teaching you can contact the teamleader Nynke Kruidrink via [kruidrink@uva.nl](mailto:kruidrink@uva.nl) or for helpdesk questions you can email [icto-csw@uva.nl](mailto:icto-csw@uva.nl). The ICTO team participates in UvA-broad focus groups, national activities in SURF committees, and is in touch with many ICTO support teams within the UvA. You can find the ICTO team in room B7.08.

### *International office (IO)*

The International Office Social Sciences is responsible for the organisation of exchange programmes for both outgoing and incoming students. For this purpose the International Office maintains contact with the partner universities, advises the study programmes on projects for collaboration and advises international students on the study programmes. The IO selects the outgoing students together with the study programmes, takes care of communication with and preparation of both incoming and outgoing students, and advises on the opportunities for our regular students to have an international experience. The IO coordinates the fieldwork subsidy and travel conference fund. Exchange admissions and support for incoming students is a task the International Office carries out for the faculty as whole, including other domains. Next to this, the International Office keeps informed on developments and trends in internationalisation in higher education, and supports CSW and GSSS in internationalisation policy and in the promotion for and recruitment of international students. The IO is responsible for UvA housing for all incoming international CSW and GSSS students and co-ordinates the UvA scholarship programme in collaboration with the admissions office. You can find the IO in room B7.12.

### *Local functional management (LFB)*

This team maintains the records and technical organisation of SiS (the Student Information System used by the UvA) and UvAnose (the UvA system we use for information about the courses and programmes). With these activities, LFB supports the programme managers and student administration back office in their work. SiS contains all students' administrative records at the UvA, like course applications and exams, grades, requests to the Examinations Board, curricula, and diplomas. The team is also equipped to support faculty-wide implementations or system improvements. You can find the LfB/SiS team in room B7.04.

### *Programme and student administration (OWAS)*

The Programme administration offers administrative services to students and staff. This includes registration of test results and student choices relating to their programme of study and also processing graduations, all according to University regulations and procedures. This team is also responsible for the administration of applications to minors and from contract students, making special arrangements for students with a disability or a chronic condition and archiving results, thesis and assessments forms. Finally they are also responsible for the organization of the official graduation ceremonies. You can find the OWAS in room B7.01.

### *Education desk Social Sciences (EDSS)*

The education desk answers all the questions that students and teachers have about education-related matters in the Social Sciences. They answer questions about results, general information

about the programmes, dates, enrolment (in courses and programmes), appointments with the study adviser, etc. The education desk also organizes visits to high schools in the Netherlands and 'shadowing' opportunities for prospective students, such as the "student for a day" programme. You can find the EDSS in room B7.00 ('the Balie').

### *Quality assurance team (B&K)*

The Quality assurance team (also known as "Policy and Quality" team) ensures the proper implementation of quality assurance, education policy and regulations within CSW and GSSS (e.g. student evaluations, Teaching and Examination Regulations, and accreditations). It also advises the directors of CSW/GSS and programme directors on the development of new education and quality policy and relevant regulations. Occasionally, the team initiates and supports projects in these areas. The official secretaries of the Examination Boards, Programme Committees (PCs) and Binding Study Advice (BSA) Committees are part of this team. This combination of more general expertise on legislation and education policy, on the one hand, and more hands-on expertise and practical knowledge, on the other, makes it possible to support directors, PCs and Examination Boards in a continuous way, while keeping in mind the independent roles of PC and Examination Board.

The team is led by the senior policy officer. Together, the team aims to ensure that the quality of education is adequately taken into account when formulating policy and taking measures within EOSS, CSW and GSSS.

You can find the B&K team in room B7.16.

### *Summer programmes office (SPO)*

The Summer Programmes Office offers a wide range of intensive summer courses and tailor-made programmes, sometimes in collaboration with other international partners. The programmes are set up from an interdisciplinary point of view, tackling a subject or theme from many angles. The SPO provides all relevant educational and support services, including programming, staffing, finance, scheduling, marketing and registration.

The SPO has an open door policy, so anyone who has questions, suggestions or ideas for new summer programmes can contact them. They want to be a laboratory for the development of new courses and an international meeting point for established and (young) upcoming researchers, students and educators. The Summer Programmes have a different dynamic due to their short duration, so they have to operate in a fast-paced manner. Also, since they are not financed through public funding, they have to be financially self-sustaining and break even.

Due to the success and longstanding experience of the SPO, it also serves as a source of information for other parts of the UvA.

You can find the SPO in room B7.15.

### *Support team Anthropology programmes (ANT)*

The study advisers and programme managers of the bachelor and master programmes of Anthropology work together with the assistant program manager in the subdomain team of ANT.

They support the students and teachers with study advice, planning, scheduling and staffing of the following programmes:

- Bachelor Anthropology
- Master Medical Anthropology and Sociology
- Master Cultural and Social Anthropology

You can find the Support team ANT in room C5.16.

### *Support team GPIO and Research Master programmes (GPIO/RM)*

The study advisers and programme managers of the bachelor and master programmes of geography, planning and international development studies and the three research masters work together with their assistant program manager in the subdomain team of GPIO/RM.

They support the students and teachers with study advice, planning, scheduling and staffing of the following programmes:

- Bachelor Human Geography & Planning
- Master Human Geography
- Master International Development Studies

- Master Urban and Regional Planning
  - RM International Development Studies
  - RM Social Sciences
  - RM Urban Studies
- You can find the Support team GPIO/RM in room B4.22.

### Support team Interdisciplinary Social Sciences (ISS)

The study advisers en programme manager of the bachelor programme Interdisciplinary Social Sciences work together in the subdomain team of ISS. They support the students and teachers with study advice, planning, scheduling and staffing of the following programme:

- Bachelor ISS

You can find the Support team ISS in room B8.15.

### Support team Political Science programmes (POL)

The study advisers and programme managers of the bachelor and master programmes of political science work together with their assistant programme manager in the subdomain team of POL. They support the students and teachers with study advice, planning, scheduling and staffing of the following programmes:

- Bachelor Political Science
- Master Conflict Resolution & Governance
- Master Political Science

You can find the Support team POL in room B7.22.

### Support team Sociology programmes (SOC)

The study advisers and programme managers of the bachelor and master programmes of Sociology work together with the assistant programme manager in the subdomain team of SOC. They support the students and teachers with study advice, planning, scheduling and staffing of the following programmes:

- Bachelor Sociology
- Master Sociology

You can find the Support team SOC in room B7.09.

## Organogram



## Programmes supported by the EOSS:

### **Bachelor programmes:**

- Cultural Anthropology
- Interdisciplinary Social Sciences
- Political Science (bilingual)
- Human Geography & Planning
- Sociology (bilingual)

### **Master programmes:**

- Conflict Resolution & Governance
- Cultural and Social Anthropology
- Human Geography
- International Development Studies
- Medical Anthropology and Sociology
- Political Science
- Sociology
- Urban and Regional Planning

### **Research masters:**

- RM International Development Studies
- RM Social Sciences
- RM Urban Studies

**Who, what, for which programme, per February 2019. See also 'Facebook (smoelenboek)'.**

<b>Program</b>	<b>Admission</b>	<b>Study adviser</b>	<b>Program Manager</b>	<b>Registrar</b>	<b>Secretary for EC and PC</b>
BSc Cultural Anthropology	Central Administration	Gezina Oorthuys Yvette Jansen	Marijn Kraak Barbara van der Laan (assistant)	Iwan Troost	Barbara van der Laan
BSc ISS	Nvt	Fleur Kruijsdijk Nicole Thijssens	Maryam Babur	Mina Lachman	Wilma Smeets (EC) Berndien Veenstra (PC)
BSc Political Science	Central Administration	Bianca de Groot Grace Coert Florien Pals	Lenneke Vlieger Barbara ten Hoedt, temporarily replaced by Fleur van Nieuwenhuijzen (assistant)	Turkan Sahin	Esra Diekmeijer
BSc Human Geography & Planning	Nvt	Jan Stammes Marloes van de Winkel	Jeroen van Pelt, temporarily replaced by Inge Velthuijs Kim van Winsen (assistant)	Odiel van de Nobelen	Karin Retel
BSc Sociology	Central Administration	Wendeline Wijnants Nicole Thijssens	Sanne Hoekstra, temporarily replaced by Barbara ten Hoedt Jan Paul Kooistra (assistant)	Anne-Marie Huls	Jan Paul Kooistra
MSc Conflict Resolution & Governance	Renee Sterk	Kim Ribbink	Bram Colijn Barbara ten Hoedt, temporarily replaced by Fleur van Nieuwenhuijzen (assistant)	Anne-Marie Huls	Esra Diekmeijer
MSc Cultural and Social Anthropology	Pleun de Kort	Marieke Brand	Marieke Brand	Iwan Troost	Barbara van der Laan
MSc Human Geography	Rebecca Lobry	Jeroen van Pelt, temporarily replaced by Inge Velthuijs	Jeroen van Pelt, temporarily replaced by Inge Velthuijs	Marjolein Berntsen	Karin Retel
MSc International Development Studies	Sarah Gouda	Eva van der Sleen	Eva van der Sleen	Iris Vuurmans	Iris Vuurmans
MSc Medical Anthropology and Sociology	Pleun de Kort	Yvette Jansen	Yvette Jansen	Odiel van de Nobelen	Barbara van der Laan
MSc Political Science	Renee Sterk	Kim Ribbink	Bram Colijn	Kathryn Rhee	Esra Diekmeijer

			Barbara ten Hoedt, temporarily replaced by Fleur van Nieuwenhuijzen (assistent)		
MSc Sociology	Rebecca Lobry	Marieke van Leeuwen	Marieke van Leeuwen	Marjolein Berntsen (together with Anne- Marie Huls)	Jan Paul Kooistra
MSc Urban and Regional Planning	Rebecca Lobry	Jeroen van Pelt, temporarily replaced by Inge Velthuijs	Jeroen van Pelt, temporarily replaced by Inge Velthuijs	Marjolein Berntsen	Karin Retel
RM International Development Studies	Sarah Gouda	Eva van der Sleen	Eva van der Sleen	Iris Vuurmans	Iris Vuurmans
RM Social Sciences	Sarah Gouda	Alyt Klomp	Alyt Klomp	Iris Vuurmans	Iris Vuurmans
RM Urban Studies	Sarah Gouda	Jeroen van Pelt, temporarily replaced by Inge Velthuijs	Jeroen van Pelt, temporarily replaced by Inge Velthuijs	Iris Vuurmans	Iris Vuurmans