



Date

16-07-2021

Subject

Welcome!

Email

masterDDB@hva.nl

Dear student,

We welcome you to our Master Program Digital Driven Business! We look forward meeting you at the start of the introduction program at Monday, 30 August.

This letter informs you about practical matters and procedures. We advise you to read this letter and the attachments carefully since they contain important information that will help you get off to a good start.

### **Introduction Program (IP)**

The Introduction Program will start on 30 August. In the attachment, you will find more information regarding the program (30 August -3 September). Please read this document carefully to ensure that you will be prepared well. Before starting, we will send you an invitation (link) to join our sessions online or on-campus (HvA-email address).

Each day of the IP, you will work together with a lecturer on a particular subject, which relates to one or more modules in the main master programme. At the end of the week, there will be a session in which you can evaluate your knowledge, establish areas for further development and start to create your (personal) professional development plan.

Please also find attached 2 articles you have to read before the start of the IP:

- Readings about IS and IT; Laudon and Laudon, 2018.
- The relationship between 21<sup>st</sup> century skills and digital skills: a systematic literature review; van Laar c.s.; 2017.

### **Login, software and hardware**

To enable you to fully participate in the Introduction Program, we ask you to make these preparations:

- You received an AUAS ID in order to access the university digital environment, such as email, Brightspace and the library system. From August you will also find a guide on our [webpage](#) that explains how you can view the timetable, or how you can access your email. [Questions? Servicedesk ICTS](#)



- Please assure to have a Windows based laptop. For Mac users please install a windows system on your laptop. Minimum hardware requirements: intel i5 6th gen, Ram 8 GB, SSD 256 GB. (You can buy second hand at [surfspot.nl](https://surfspot.nl) or [usedproducts.nl](https://usedproducts.nl) However, if you buy from surfspot or usedproducts, normally they would not come with an SSD. If you go to mediamarkt and buy the SSD there, they can install it for a small fee).
- Please install Python and Anaconda (for example: [this one](#)), Tableau and of course Microsoft Office in your Windows system. (In the Netherlands students can access surfspot.nl to purchase software and hardware with a subsidized cost. But for this you do first need to have a working university account (AUAS login ID).
- Please purchase a raspberry pi; see the following link for the installation manual: <https://projects.raspberrypi.org/en/projects/raspberry-pi-setting-up>

### **Literature**

You will find the reading list for quarter 1 in the attachment.

### **Timetable**

Digital Driven Business students will be enrolled in groups DDB1A, DDB1B or DDB1C As of August 24<sup>th</sup>, you can find the timetable(s) on [rooster.hva.nl](https://rooster.hva.nl) (The classification can be found on Brightspace from 24 August.)

### **Brightspace**

Brightspace (<https://brightspace.mijnhva.nl>) is the digital learning environment that will be used by both students and lecturers. Course websites on Brightspace will offer you access to for example teaching materials, assignments, announcements and a calendar.

### **MyAUAS (mijnhva)**

We strongly recommend you to begin every study day with checking MyAUAS, our University's intranet. Through MyAUAS, you can access:

- General announcements;
- SIS (results);
- Information about formal procedures;
- A-Z list (provided by the helpdesk);
- Contact details;
- Brightspace;
- Etc.

### **Building Fraijlemaborg; Business Campus**

<https://www.hva.nl/locaties/hva-locaties/fraijlemaborg.html>

### **Enrolment procedure**

The Central Student Administration (CSA) is responsible for your application, tuition fees etc. Please direct your questions to them: [www.amsterdamuas.com/enrolment](https://www.amsterdamuas.com/enrolment)

Receiving this letter does not mean you are accepted into the degree programme. In order to be accepted you need to complete all steps in the registration process.

Please note that the CSA can be contacted during the summer break in case of any enrolment-related issues. However, please realize that it may take this office longer to respond or to solve issues during this period.

### **Start Of strong**

You can also find a lot of information on the [webpage](#) 'Start Of Strong'. Please rest assured that we will help you from 30 August on if you experienced issues that prevented you from making all of the mentioned preparations!



**For students from outside the Netherlands:**

**Information Practical Matters:**

Helpful information: <https://www.amsterdamuas.com/education/practical-matters/practical-matters.html>

**Housing**

Those students from outside the Netherlands who are still looking for housing in Amsterdam, can receive assistance from the AUAS. The relevant contact details are: [housing@hva.nl](mailto:housing@hva.nl):  
[www.amsterdamuas.com/housing](http://www.amsterdamuas.com/housing)

**T:0031 6 15398122**

Finally, on behalf of all lecturers involved in the Master Program, we wish you a lovely summer!

Kind regards,

Marieke Struijk, educational coordinator Master DDB

Marcel Wollaert, head of department Master DDB