

Date  
19-07-2022

Subject  
Welcome!

Email  
[masterDDB@hva.nl](mailto: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, 29 August 2022

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

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

The Introduction Program will start on 29 August. In the attachment, you will find more information regarding the program (29 August -2 September). You will also find the module guide on Brightspace in due time. Please read this module guide carefully to ensure that you will be prepared well.

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.

### **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 to access the university digital environment, such as email, Brightspace and the library system. From mid-August you will also find a guide 2022 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: part. intel i5 6th gen, Ram 8 GB, SSD 256 GB. (You can buy second hand at [surfspot.nl](http://surfspot.nl) or [usedproducts.nl](http://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).

### **Literature**

You will find the reading list for each module on Brightspace.

### **Timetable**

Digital Driven Business students will be enrolled in groups DDB1A, DDB1B or DDB1C (FBE\_L22-DDB1A, FBE\_L22-DDB1B, FBE\_L22-DDB1C)

As of August 25<sup>th</sup>, you can find the timetable(s) on [rooster.hva.nl](https://rooster.hva.nl)

(The division by class can be found on Brightspace from 1 September)

### **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. (Updated to the new college year as of mid-August).

### **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. 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 29 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!

Warm regards,

Marieke Struijk, educational coordinator Digital Driven Business

Marcel Wollaert, head of department Digital Driven Business