

# Handbook student ambassadors

## Contact:

| Function              | Name              | Faculty                      |
|-----------------------|-------------------|------------------------------|
| Faculty event manager | Julia Hermann     | FSH, FBMS, SBE, Law, Science |
| Faculty event manager | Josephine Willems | FSH, FBMS, SBE, Law, Science |
| Student assistant     | Tamar ten Have    | FSH                          |
| Student assistant     | Jet van Leeuwen   | Law / FGB                    |
| Student assistant     | Anne Stark        | SBE                          |
| Student assistant     | tba               | Science                      |

## E-mail addresses:

| Faculty                                      | E-mail address                                                           |
|----------------------------------------------|--------------------------------------------------------------------------|
| Faculty of Behavioural and Movement Sciences | <a href="mailto:evenementen.fgb@vu.nl">evenementen.fgb@vu.nl</a>         |
| Faculty of Law                               | <a href="mailto:evenementen.rechten@vu.nl">evenementen.rechten@vu.nl</a> |
| School of Business and Economics             | <a href="mailto:evenementen.sbe@vu.nl">evenementen.sbe@vu.nl</a>         |
| Faculty of Social Sciences and Humanities    | <a href="mailto:evenementen.fsg@vu.nl">evenementen.fsg@vu.nl</a>         |
| Faculty of Science                           | <a href="mailto:Evenementen.beta@vu.nl">Evenementen.beta@vu.nl</a>       |

## Compensation, declarations & expense claims

See the declaration handbook.

## Activities

As a student ambassador, you are the face of your programme during information sessions for high school students and prospective students. Below you can read which activities exist and what your role entails.

| Activities         | Moments during academic year      |
|--------------------|-----------------------------------|
| School visits      | October - March                   |
| Bachelor open days | November and February             |
| Master open days   | November and March                |
| Taster Days        | December and March                |
| Student for a Day  | Autumn & spring (after open days) |
| Study Choice Check | June                              |

### School visits: a trip to high school

Usually paired with another student, you will go to a high school or a larger information market to give a presentation about your programme. Don't worry: the presentation has already been prepared for you and is available in the VLS information system. Note: sometimes you might still need to personalize it.

At the start of the academic year (September/October), there is a Kick-off meeting with a lecturer who will go through the presentation with you, so you are fully prepared to present it on your own.

You talk about your programme, your experience studying at VU Amsterdam, and answer questions. Sometimes you will present to a small group (e.g., 10 students), sometimes to a large audience (up to 100 people). Usually, you will present to 5<sup>th</sup> or 6<sup>th</sup>-year pre-university students (vwo), and sometimes their parents are also present.

### Bachelor Open Days: the key moment for prospective students

Twice a year, VU Amsterdam organizes Bachelor Open Days (in Autumn and in Spring). High school students come to the campus to learn about study programs and the university.

You will stand at the information booth of your programme, together with other students and sometimes a lecturer. You talk to visitors, answer questions, and share your experiences.

Lecturers take care of the information sessions, but you might be asked to give a short introduction as well. Don't worry — you will be informed beforehand so that you can prepare together with the lecturer.

### **Master Open Dagen: online and on campus**

There are also information days for master's programs – one online and one on campus.

- **Online Master Day (November):** here, you support in the chat on the online platform CampusOnline. You answer questions from prospective students while the lecturer gives the presentation. Beforehand, you'll receive training on how to use the platform.
- **On-Campus Master Day (March):** comparable to the Bachelor's Open Day. You'll be at the booth for your master's program, sharing your experiences with prospective students.

Just like at the Bachelor's Day, you may be asked to give a short contribution during a lecturer's presentation.

### **Taster Days: experiencing the atmosphere and attending classes**

During a Taster Day, high school students (or sometimes applied sciences students) attend a lecture, participate in tutorials, and go on a campus tour.

You help to welcome participants, guide groups to the classrooms, show the Campus, and make sure they feel at home. The main goal is for them to experience the atmosphere and content of the programme — and you play an important role in that. A Taster Day usually takes place during half a day on campus.

If you are scheduled for a Taster Day session, you will automatically receive a notification through VLS. You'll see the time, location and date. About a week beforehand, you will also receive a short briefing and the attendance list.

### **Student for a Day: visit to an existing lecture**

During Student for a Day, you take one or more prospective students to a class from your programme. The date for this is scheduled in advance. You show them what a regular study day looks like, answer questions, and share your personal experience.

- A small group of up to 15 prospective students per session.

- You attend a real (first year) lecture together, where the prospective students join in.
- After the lecture, you give them a short campus tour.

All the information can also be found in the Information System (VLS).

Just like with Taster Days, you will automatically receive a notification through VLS if you are scheduled to host a Student for a Day session. You'll see the time, place, and date of the lecture. This almost always is a first-year course. About a week beforehand, you will also receive a short briefing and the attendance list. Student for a Day sessions usually take less time than a Taster Day.

## Voorlichtingsysteem (VLS)

The Information System – or **VLS** – is your digital hub as a student ambassador. Through [www.voorlichtingsysteem.nl](http://www.voorlichtingsysteem.nl), we keep you updated on everything coming up: school visits, open days, Taster Days, Student for a Day, and more.

Every student ambassador gets their own account and profile page.

## Logging in

Logging in for the first time? Follow these steps:

1. Go to the website and click on the Vrije Universiteit Amsterdam logo.
2. You will then see: “Login at Vrije Universiteit Amsterdam.” Click on this.
3. Log in with your VUnetID and password.

 Check your profile right after your first login:

4. Is your current program filled in correctly?
5. Is the start year of your program correct?
6. Are your email address and phone number correct?

Use the email and phone number where you are **most easily reachable** — it doesn't have to be your VU address! We will also add you to the WhatsApp group for student ambassadors of your programme for easy communication.

## Your Dashboard

Once logged in, your dashboard shows a few useful sections:

- **My availability** → indicate when you are available
- **My information sessions** → overview of events you're assigned to

## Submitting your availability

 Tip: log in **at least once a month** to check if there are new events and update your availability.

How to update availability:

1. Click on “**My availability**”.
2. Use the slider to set yourself as available (green) or unavailable (red).

 Right = available

 Left = not available

 If you mark yourself “available,” we expect you to keep that time slot free in your agenda. You are not automatically assigned yet, but we can schedule you on short notice. You will then receive a confirmation email.

## Assigned to an information session, Taster Day, or open day?

If you are assigned to an event, you will receive an **email**. We then assume that you will be present.

About a week in advance, you will also receive a **briefing** with all practical information.

## Overview of your information sessions

Under “**My information sessions**” you will see:

- Which event you are assigned to
- Date, time, and location
- What you will do and for whom
- Who else is assigned to the event

If you click on an event, you'll see more details, such as:

- Exact times
- Any notes from the contact person or school counselor

- What you need to bring (for example, promotional materials)

After the event: don't forget to fill in a short evaluation in the bottom left corner.

⚠️ Your reimbursement request will only be approved once the evaluation has been completed.

### **Documents and presentations**

At the bottom of each event page, you will find useful documents, such as:

- General information
- Practical instructions about VLS and the reimbursement process
- The presentation you can use for school visits