INFORMATION FOR NEWLY ADMITTED EXCHANGE STUDENTS

SPRING 2020
Dear future exchange student,

Welcome to University College Utrecht! Although you are not actually here yet, preparations are already being made for your arrival. This booklet is here to help you prepare for starting at University College Utrecht, and gives you an idea of what to expect when you arrive. Read this booklet carefully and make sure you complete all tasks listed in the Checklist. Please feel free to contact us with any further questions.

With best regards,

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University College Utrecht Admissions Checklist

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   - Pay Campus Fees
   - Read the Campus Rules and Regulations
   - Take Out Insurance

2. After Arrival
   - Register with Utrecht Municipality
   - Register with a General Practitioner
   - Open a Dutch Bank Account
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Before Arrival

1. Payment of Campus Fees
Campus fees cover your room, bills, and campus facilities. The mandatory University College Student Association membership is also specified in the campus fee invoice. A specification of the costs, bank details and a deferred payment authorization form will be sent to your email address in due time. Please note that fees are subject to annual change. For a breakdown of this year’s (2019-2020) fees, see the University College website: https://www.uu.nl/en/organisation/university-college-utrecht/how-to-apply/exchange-students. **Your deposit will be deducted from these fees.**

Campus fees can be paid in either one or two instalments. Students here on exchange for a full year can also pay in 10 instalments.

To pay the campus fees in instalments you must complete the ‘Mandate for recurrent SEPA collections’¹ form. Instructions will be sent via email over the summer together with a costs specification. Direct debit is only possible from SEPA compliant bank accounts. Check with your bank whether SEPA direct debit is available. Please note the payment deadlines on the invoice.

International banks may need the following additional information in order to complete a transaction:

**University College Utrecht Bank Account number for campus fee only:**
**Bank:** ABN-AMRO, postbus 2059, 3500 GB Utrecht  
**BIC:** ABNANL2A  
**IBAN:** NL15 ABNA 0513 5968 60

Make sure to include your **invoice customer number** (specified on your invoice) with your payment.

2. Reading the Campus Life Rules & Guidelines
Make sure to read about our Campus Life Rules & Guidelines in advance. Upon your arrival at University College Utrecht we will ask you to sign a Campus Agreement, stating that you agree with these regulations. Note that if you do

¹ SEPA = Single Euro Payments Area
not sign the Campus Agreement we cannot give you a key to your room. The inventory list can be found at the back of this booklet.

3. Taking Out Insurance
Utrecht University assumes no liability for loss of or damage to personal possessions of students and their guests on college property. It is strongly recommended to take out a household content insurance for your personal belongings, and personal liability insurance.

By Dutch law you are **required** to have health insurance. This is very important because the cost of medical treatment can be very high. Make sure your insurance is ‘coverage costs’ based. Health insurance is also required for obtaining a residence permit (VVR) (see Visa Information).

For more information please see:
https://www.uu.nl/en/education/welcome-to-utrecht/to-do/insurance
https://www.studyinholland.nl/practical-matters/insurance
Upon Arrival

1. Registering with a General Practitioner
It is strongly recommended that you register with a local General Practitioner ("huisarts") as soon as possible after arriving. In case of sickness or other nonemergency medical needs, the practitioner with whom you are registered will be the one you must see. GP's serve a gatekeeping function within the medical system and must be consulted first to receive referral to a specialist. There are a few local GP's and dentists around the campus area that you can register with when you arrive in Utrecht.

2. Registering with Utrecht Municipality
When you live and study at University College Utrecht, you also become an inhabitant of the city of Utrecht.

All students coming from abroad must register at the municipality in person **if they intend on staying here longer than 4 months.** You will receive clear instructions from us on how to proceed upon your arrival to campus on Registration Day. After registration at the municipality you should receive a confirmation letter including a BSN number within 10 days. The BSN (Burgerservicenummer) is your social security number, which you will need for all government contact for verification purposes but also to open a bank account.

3. Take care of money matters
Exchange students who are here for one semester don’t necessarily need to open a Dutch bank account. Those who choose to open a bank account are warned that some banks might be reluctant to open an account for a shorter period than one year. Almost all Dutch banks require you to have a BSN to open a bank account, so this can only be done after you’ve registered with the municipality. ING and ABN AMRO are two large banks that are International student friendly and have offices close to campus.

Make sure you have access to sufficient funds in your first week(s) on campus: you can expect to buy books, additional items for your room, or pay for insurance. International bank transfers can take a while, so if you do not have a bank card that will work in the Netherlands (check this with your bank), bring
cash for the first weeks if there is no other way. Please note that your public transport card, for example, cannot be paid for in cash.

- Credit cards are widely accepted at many stores and restaurants, but not in all supermarkets.
- A credit card can be convenient in case of a (financial) emergency, or if you plan to buy books online.
- **Please note:** Credit cards (Mastercard, Visa, American Express) may not work, make sure you have enough cash upon your arrival. You can use your credit card to take out money from ATMs, but additional fees may apply.

**Utrecht University**

University College Utrecht is a part of Utrecht University. This means you are registered with the Utrecht University while you live and study on the University College Utrecht campus. University College Utrecht students benefit from all the facilities that are available to Utrecht University students.

Utrecht University was founded in 1636. Today the university has over 30,000 students who live and study throughout the city. While the Faculty of Humanities and the Faculty of Law, Economics and Governance are still located in the old city centre, the Sciences and Social Sciences are located in the ‘Utrecht Science Park’ (formerly ‘Uithof’) – just on the outskirts of Utrecht. The University College campus is located between these two areas, on the International Campus of Utrecht, together with the Utrecht School of Economics and the Philosophy, Politics and Economics department.
Academic Matters

1. Academic Calendar 2019-2020

Intro Week (Spring 2020 Enrolment) 20-1 2020 – 26-1 2020

Spring Semester 27 January 2020 – 15 May 2020
Spring Break 16 March 2020 – 22 March 2020
Summer Term 25 May 2020 – 26 June 2020
Fall semester 2020 31 August 2020 – 18 December 2020

Please note: Winter term and Summer term are optional.

2. Course Registration

You have previously chosen your course preferences for the spring semester. Registration for courses will be arranged by your personal tutor. Based on your acceptance form, supplemented by information provided in your motivation letter and admissions you will be assigned to 4 courses for your spring semester. The assigned courses are still subject to change. You will discuss your course schedule with your tutor in a meeting held during Introduction Week. You will have the chance to adjust your courses during this meeting.

3. Introduction Week

The University College Student Association, together with volunteering University College students, organizes an Introduction Week at the beginning of each semester. The purpose of this Introduction Week is to help you acclimatize to campus, Utrecht, and to assist you in official proceedings. You will take care of some important academic matters, but also settle into your room, meet your fellow students, and celebrate your arrival! We will e-mail an updated Introduction Week program in early mid-January.

Introduction Week is mandatory for all new students. If you are absolutely unable to attend, please contact the Admissions Office as soon as possible. On arrival you will receive the keys to your room and unit. Bedding packages (~€65 = duvet/pillow/sheets) are available to buy from the Landlord (see below). You will also receive additional information, your tutor meeting schedule and a full Introduction Week program.
4. Earlier Arrival
Unfortunately it is **not** possible to stay on campus before January 20th. Students who arrive in the Netherlands earlier should make their own arrangements.

5. Getting to campus
The following bus routes serve University College from Utrecht Central Station:
- **Bus 8 (recommended):** departs from platform D2 in the direction of Wilhelminapark. Alight at the stop De Hoogstraat and walk down the Prins Hendrikstraat, located on the arrival side of the street. After you pass the Rietveld-Schröderhuis, campus will be on your right.
- **Tram 22:** Tram 22 departs from platform A, both in the direction of De Uithof or Utrecht Science Park. Alight at the Kromme Rijn, cross the street, and follow the Platolaan. Campus will be on your left.
You can find information about further transport on [9292.nl](http://9292.nl).
Campus Facilities

1. Academic Facilities On-Campus
Classes are taught on the University College Utrecht campus, where each academic department has its own building: Locke (Social Science), Newton (Science) and Voltaire (Humanities). Besides classrooms and offices, each academic building has areas for quiet study, computer use, and relaxation.

There is a computer room with 24 computers, and 4 additional computers in the study area available for students. The computer areas in Newton is open to students from 8:30 – 01:00 (7 days a week). Voltaire remains open 24/7.

During the fall, winter, and spring holidays at least one of the academic buildings stays open to students who choose to stay on campus. Please check the Housing section for details.

2. Academic Facilities Off-Campus
As you are registered at Utrecht University, you have all the rights and privileges other UU students have. You can obtain a digital student card as soon as you have enrolled correctly. You will receive a notification by email. It not only gives you access to all the university libraries, but also entitles you to diverse discounts such as cheaper movie tickets and music lessons.

Laboratory courses offered by the Science department are taught off-campus and outside the regular semesters. University College does not have laboratories on site, so we make use of the excellent facilities available at the nearby Science Park.

3. Housing
Nearly all University College students live on campus. University College considers this residential arrangement integral to your overall education and development. Students come from highly varied backgrounds, and living together provides unique opportunities to learn from each other’s experiences.

The accommodation is located throughout several buildings on campus. Each group of student rooms (a unit) has a shared living room, kitchenette, laundry room and bath room(s). Units vary in size: units can have between 4 and 12
individual student rooms. The majority of rooms are single, but some double rooms are available on a voluntary basis. Please see the inventory list at the end of this booklet to see what is provided in each room/unit.

4. Room Assignment
You are assigned a room shortly before you arrive. All students live together in units, both new and returning, Dutch and international, and of all genders. You have already filled out the Housing Questionnaire Form as part of the Acceptance Form, on which you have indicated - among other things – preferences for a single or double room. Double rooms will be assigned to students of the same gender.

5. Moving In/Out
For all students, your room is available to you from the beginning of the Introduction Week - this means you will not be able to move into your room until Monday 20th January, 2020 (no exceptions). Moving out happens for all students on Tuesday 30th June, 2020 midnight at the latest (24.00 Tuesday to Wednesday) or earlier if you wish.

6. Bedding Package
As the beds are longer than usual (220x90cm), regular fitted sheets won’t fit. The Landlord offers a special bedding package. Included are a duvet, duvet cover, pillow, pillowcase, fitted sheet at a cost of ~€65. You can also buy one or more of these items separately. You do not need to make arrangements in advance; the Landlady will have bedding packages available when you check in. You can pay with either cash or debit card/pin.

7. Landlady
University College Utrecht works together with a housing corporation to provide and maintain the student rooms. The Landlady – of Lekstede Wonen – conducts an inventory of the rooms, the room furnishings and their condition prior to your arrival. Once you arrive, you should check the inventory list included in the student handbook and report any missing and/or damaged items to the Landlord immediately. Her office is in Dining Hall on the ground floor, or you can reach him by telephone (030 253 9986) or e-mail (ucu.landlord@uu.nl). A final inventory check will be completed when you
move out, and you will be held accountable for any damage to the furniture or
the room itself, and for any missing items. All students sharing a unit have
joint responsibility for the items and furniture in the living room and other
shared areas.
A Few Important Rules

1. Fire Safety
Although we respect your privacy, University College Utrecht staff does have to check the units to make sure all fire and safety regulations are met. Neither University College nor the Landlady comes into your room or unit without prior notification.

2. Cleaning
You are required to clean your own room and – together with the other students – the shared areas in your unit. The latter includes the hallway(s), the bathroom(s), the living room, kitchenette and the washer & dryer facilities. Some cleaning equipment (see inventory) is provided in each house.

3. Smoking
Smoking is prohibited in all campus buildings. The only places where smoking is allowed are designated student units. These rooms will be clearly indicated, and you have already indicated your preference for a smoking or non-smoking unit on the Housing Questionnaire Form. Smoking is not allowed in any of the living rooms of the student residence halls, the Dining Hall, the bar areas, or anywhere in the academic buildings.

4. Pets
It is not permitted to keep pets either inside the University College Utrecht accommodation or on college grounds.

5. Unit Facilities

Laundry
A washer and dryer are available in each building at no additional cost.

Kitchen
A refrigerator, freezer, combination oven, kettle, and hotplates are available in each kitchen.
**Telephones**

The student residence halls have no telephones. You are advised to bring a cell phone.

**Wi-fi and network connections**

University College Utrecht has wi-fi everywhere on campus. There are two wireless networks:

- *Eduroam* is the main wireless network. You connect to Eduroam with yoursolisID@soliscom.uu.nl and your Solis password.
- *UU-visitor* is an open network that is a much slower, so we recommend you using Eduroam, but your guests may use this.

**Television outlet**

No cable outlet is available for a television set.
Campus Life

Life on campus extends beyond the academic buildings! Of the 168 hours in a week you will spend approximately 20 hours in class. The other 148 may be spent studying, sleeping, relaxing, eating, doing sports, and many other activities.

1. Dining Hall Services
The University College Utrecht Dining Hall is run by Sodexo. You can purchase meals with a Sodexo card or a debit card. In Dining Hall you will also find Jazzmans café, where you can enjoy a variety of hot and cold beverages and cakes.

For opening hours and information about meal plans please go to https://students.uu.nl/en/university-college-utrecht/practical-information/people-buildings-services/dining-hall.

University College Utrecht additionally offers kitchen facilities in all student units on campus, where students can cook their own meals.

2. Your Mailing Address
There is a central mail facility in the Dining Hall. All mail – including campus mail – is delivered here, and each student is assigned a mailbox (postbus / P.O. Box). You will be informed of your mailbox address upon arrival. Your mailing address is as follows:

   Name
   Maupertuusplein 1 – [your mailbox number]
   3584 EE Utrecht
   The Netherlands

Packages that are too big for your mailbox will be delivered at College Hall, and you will be notified by e-mail if anything has arrived for you. When you have a package sent to you by courier service, it is advisable to write both addresses (both your street address and your mailbox address) on the package.

Please be aware that the postal service cannot and will not deliver mail to the residence halls.
3. **UCSA**
The UCSA is the University College Student Association. The purpose of the UCSA is to contribute to the non-academic life of UCU students. Members of the association not only benefit from the events and information but are crucial to the continual motion towards the association’s goals.

The UCSA operates through the running of Committees who carry out specific activities. For example, the Bar Committee is charged with the management of our very own UCSA Bar, the Politics Committee organizes lectures and excursions on political topics, the Humanitarian Committee raises funds for charity and the Music Committee organizes Open Mic nights in the bar and jam sessions. There are more than thirty such committees (also known as Co’s) which organize activities ranging from dance and drama to sports and career projects. All these activities are run by students for students on a purely non-profit basis.

Activity is an integral part of life on campus, and every student has a chance to be involved from the moment they arrive! If a member feels that his or her extra-academic interests aren’t well represented by an existing group, he or she has the possibility of organizing and proposing a brand new committee.

The UCSA is the social side of campus life; it supports, facilitates, and develops students’ desires and interests.

4. **ASC**
The Academic Student Council, ASC, is UCU’s elected student body that represents student interest in all academic matters. The six members that form the Academic Student Council work together with students, teachers and staff members of ‘College Hall’ in order to “improve the liberal arts and sciences education from a student’s perspective”. ASC is dependent on student involvement in this process thereby holding a range of different research activities; from small-scale discussion groups (focus groups) to large-scale student opinion surveys. ASC also functions as an open source of information for students and facilitates them in their initiatives. ASC holds official position within “College Hall”, the management of UCU. ASC has 4 seats in the College Council, UCU’s co decision-making, advisory body, together with 4 faculty members. It works with the Dean, Director of Education and the Managing Director of UCU policy, such as budget proposals, as well as providing them with advice and consent to changes in the academic rules and regulations. In
addition to that, one of the ASC members, as part of the management team, has a seat in the highest decision making body within UCU, the College Board. Along with these official positions ASC also hold a strong connection with the departments. The Academic Affairs Officers works with the head of departments, fellows and student representatives of track in order to improve individual classes and tracks.

Above all, ASC holds the positions and determination to better this University College, all we need is student involvement and support to make a change.

5. **CAR**

The Campus Affairs Representatives (CAR) is a supportive body on the UCU campus tasked with informing and helping students with all things campus, whilst helping to improve the communication between the student body and the college management. The CAR board consists of three board members: a Chair, Secretary, and Treasurer, elected by the students on campus annually. CAR operates based on a portfolio system, among which projects and tasks are categorised. Each new CAR board must decide which portfolios they will be focusing on throughout the upcoming year.

6. **Sports and Recreational Facilities**

- The University College Utrecht campus has its own sports facilities, including a basketball court, a multi-functional sports field (tennis, soccer, volleyball), and a fitness room. There are also facilities to play table tennis and chess.
- There is a designated arts studio, as well as a music rehearsal room, drama/dance studio and multi-purpose spaces on campus.
- There is a silent prayer and meditation room for all religions and practices.
- Different events are staged in the University College Utrecht auditorium, such as lectures and student performances, while different student committees meet all over campus.
- There are several different facilities for student off-campus, such as the Olympos Sport centrum and the Parnassos Cultural Centrum offering a wide variety of sport facilitates and arts courses respectively.
7. Cars
The speed limit on campus is 15 kmh. Parking is available, but cars parked outside the designated areas are subject to city regulations. Please be aware that the car entrance is closed between 1:00am and 7:00am, 7 days a week.
Support

Once you arrive on campus, you will discover many people are willing to help you with questions or difficulties that may arise. Here is an overview of the kind of support you can find:

1. Tutorial System
   Each student is assigned a personal tutor. Your tutor will guide you in planning your curriculum at University College Utrecht, monitor your academic progress and provide all-round support and advice if needed. A first meeting with your tutor will be scheduled during Introduction Week.

2. Student Life Officer
   Located in College Hall, the Student Life Officer, Mark Baldwin, is there to support you with social and personal matters, welfare, new campus activities, University College Utrecht scholarships, and community engagement.

3. Wellbeing Team
   This is a student-led initiative whose aim is to increase the general wellbeing of the student body of University College Utrecht by stimulating awareness, empowering students, and promoting a sense of community. They organize a Peer Support group which enables students to seek advice, support, and referrals from individuals similar to them in age, social, and educational contexts. It allows them to talk about any issues or concerns that may be on their mind, and speak to someone outside of their immediate friend group, unit mates, or family; thus receiving an outside perspective that still closely understands issues specific to University College Utrecht.

4. ICT Problems
   If you encounter problems with the ICT facilities you contact the IT department of Utrecht University. More info on how you can reach them can be found on http://students.uu.nl/en/practical-information/it-facilities
5. Landlady
If there are any problems or questions regarding your room or unit once you are on campus (such as a broken table or no hot water), you can contact the Landlady on campus. The office is located downstairs in Dining Hall. Office hours are on weekdays from 08:30 until 12:00, unless indicated otherwise. She can also be reached by telephone (030 253 9986) or e-mail (ucu.landlord@uu.nl).

6. Housemaster
University College Utrecht's Housemaster is mainly responsible for the academic buildings on campus (not student housing). His office is in Dining Hall (ground floor), but as he is busy around campus most of the time he can most easily be reached by e-mail (ucu.housemaster@uu.nl).

7. University College Utrecht Staff
The University College Utrecht staff will always gladly assist you if you have any questions. Please visit the College Hall Reception (weekdays from 09:00 – 17:00) or call +31 (0)30 253 9900. They can direct you to the right person.

8. Working in the Netherlands
For those of you who wish or need to work, we kindly refer you to the UU website for more detailed information:

You can also find some more information about this on the website of the Ministry of Social Affairs and Employment:

Make sure to read about conditions such as the insurance and work permits you may require.
City of Utrecht

Utrecht has around 350,000 inhabitants and is the fourth largest city in the Netherlands. Its location in the centre of the country makes it an important crossroads for travellers and businesses. Many trade shows, conventions and festivals take place in Utrecht each year. The historic city centre with its canals and wharves offers countless opportunities, equally appealing to those who like to visit a museum or spend an afternoon sitting on one of the many terraces along the canal.

Utrecht’s central location also means that you can easily visit the other three major cities in the Netherlands: Amsterdam (30 minutes by train), Rotterdam (40 min.) and The Hague (40 min.). However, if you prefer to leave the hustle and bustle of the city behind you, you can just hop on your bike and within 5 minutes you will be in the rural estate ‘Amelisweerd – Rhijnauwen’ with its waterways, meadows and wooded areas.
Room Inventory

1. **Individual room:**
   - Table (120x80 cm)
   - Desk chair
   - Desk lamp
   - Waste basket
   - Bed
   - Mattress (220X90 cm)
   - Mattress cover
   - Closet
   - Bookcase
   - Ceiling lamp
   - Curtains

2. **Living room:**
   - Couch(es)
   - Comfortable Chairs
   - Coffee table(s)
   - Dining table(s)
   - Chairs
   - Lamps
   - Refrigerator
   - Freezer
   - Combination oven
   - Exhaust hood
   - Hot plate(s)
   - Electric kettle
   - Trash can
   - Blinds

3. **Other:**
   - Washing machine (available in some units, otherwise in the general laundry)
   - Dryer (available in some units, otherwise in the general laundry)
   - Sanitary Articles
     - e.g. toilet paper holders, waste baskets
• Cleaning equipment
  o vacuum cleaner, bucket, mop
• Fire extinguisher(s)
• Fire alarm(s)

*Bedding: apart from the mattress, no bedding is available in your room. However, you can buy a bedding package from the Landlady when you check in. For details see the section Campus facilities / Bedding package