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ON CAMPUS
AMSTERDAM
& THE SURROUNDING AREA

01 & 02. UNIVERSITY OF AMSTERDAM AND ONCAMPUS AMSTERDAM

03. SPORT CENTRE OF UNIVERSITY OF AMSTERDAM
The University Sport Centre offers over 70 different sport activities available to students. Students can participate with great discounts.

04. ROYAL PALACE
During the Dutch Golden Age, in the 17th century, the Royal Palace on Dam Square was built as a city hall. The building became the Royal Palace of King Louis Napoleon and later of the Dutch Royal House.

05. NIEUWMARKT (CHINATOWN)
Nieuwmarkt is a square in Amsterdam’s Chinatown, with many lively cafés, bars and restaurants. There is a daily market and an organic food market on Saturdays.

06. KALVERSTRAAT
The Kalverstraat is one of the biggest & busiest shopping streets in Amsterdam. Many famous brands have their shops in the Kalverstraat, which was named after the ‘Kalvermarkt’ (calves market) that was held here until the 17th Century.

07. RIJKSMUSEUM
The Rijksmuseum is a Dutch National museum dedicated to arts and history. The museum was founded in the early 19th Century, and opened its doors again in 2013 after 10 years of renovation. Rembrandt van Rijn’s famous painting The Night Watch can be found here.

08. AMSTERDAM FLOWER MARKET
The Flower Market in the city centre of Amsterdam is the only floating flower market in the world. There are many florists and garden shops, as well as a big variety of souvenirs.

09. VAN GOGH MUSEUM
Dedicated to the works of Vincent van Gogh and his contemporaries, this museum can be found at Museum Square, close to Rijksmuseum.

AMSTERDAM IS ONE OF THE SAFEST CAPITAL CITIES IN EUROPE

ONTHEWORLDTOPPLACES TO LIVE IN

AMSTERDAM IS ONE OF THE BEST CITIES IN THE WORLD TO LIVE IN

DISTANCES

London: 45 mins by plane
Paris: 55 mins by plane
Berlin: 60 mins by plane
Barcelona: 90 mins by plane

The Economist’s Safe Index 2017

AMSTERDAM IS ONE OF THE SAFEST CAPITAL CITIES IN EUROPE

IT’S THE 6TH BEST CITY IN THE WORLD TO LIVE IN

THE ECONOMIST’S SAFE INDEX 2017

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IT’S THE 6TH BEST CITY IN THE WORLD TO LIVE IN
AROUND CAMPUS... WHERE WILL I FIND... ?

Police station
Politiебureaу’s-Gravesandeplein
IJtunnel 2, 1011 TA Amsterdam
0900-8844

Banks
ING
Rokin 90, 1012 KX Amsterdam
ABN AMRO
Singel 548 1017 AZ Amsterdam
Rabobank
Dam 16 1012 NP Amsterdam

City Library
Openbare Bibliotheek Amsterdam
Oosterdokskade 143 1011 DL Amsterdam

Taxi office
TCA Taxi
Wisseloordplein 2 1106 MH Amsterdam
Tel: +31 (0) 900 - 6777 777

Local council
Amsterdam Municipal Registry Office
(Dienst Persoons-en Geoinformatie)
Amstel 1 1011 PN Amsterdam
Diemen Municipal Registry Office
D.J. den Hartoglaan 1 1111 ZB Diemen

Train and Bus stations
Station Amsterdam Centraal (trains)
Stationplein 1 1012 AB Amsterdam
Station Amsterdam Amstel (trains and Euroline buses)
Julianaplein 1 1097 DN Amsterdam

Student Union
ASVA Student Desk
UvA Service and Information Centre
Binnengasthuissstraat 9
1012 ZA Amsterdam

Shopping centre
Kalverstraat
1012 XD Amsterdam
Magna Plaza
Nieuwezijds Voorburgwal 182
1012 SJ Amsterdam

Supermarket
Albert Heijn
Sarphatistraat 141K, 1018 GD Amsterdam
Chemist
Etos
Jodenbreestraat 13
1011 NG Amsterdam

Markets
Albert Cuyp Markt
Albert Cuypstraat 1072 CN Amsterdam
Waterlooplein markt
Waterlooplein 2
1011 PG Amsterdam

Bookshop
Athenaeum Bookshop
Roetersstraat 4 11018 WB Amsterdam

PostNL counter
Primera
Waterlooplein 169
1011PG Amsterdam

Housing corporations
De Key
Hoogte Kadijk 179
1018 BK Amsterdam
DUWO
Uilenstede 108
1183 AM Amsterdam

TEACHING BUILDINGS

ONCAMPUS Amsterdam Office
Roeterseiland Campus
Building E, Room 2.30
1018 WB Amsterdam

Classes
Your classes will also take place on Roeterseiland Campus in various buildings.

University Library
The University library of the University of Amsterdam (UvA) has an impressive stock of approximately four million volumes.

The collection is freely available to all university staff and students, including ONCAMPUS students, and spread across 20 locations. To borrow materials from the library, you need your University Student Card.

The library locations and study centres offer over 2,600 study places, 1,100 of which are equipped with a computer. The study rooms at the Central University Library have the longest opening hours, including evenings and weekends. The library in the College of Economics and Business is also open during evenings and weekends.

You can also bring your own laptop and connect to the wireless internet at any location.

College of Economics and Business Library
Roeterseilandcampus
Roetersstraat 11
1018 WB Amsterdam

Central University Library
Singel 425
1012 WP Amsterdam

For the complete list of libraries, opening hours and addresses go to uba.uva.nl/en/locations
ENROLMENT AND INDUCTION

Enrolment at ONCAMPUS

Close to your arrival date, you will receive information via email about your ‘Start’ appointment with the university and registering with the City Hall (Gemeente).

Induction Week sessions will give you the opportunity to meet key ONCAMPUS staff and other students on your course. You will join ONCAMPUS formally and learn about the university, the centre and your programme of study. You will also receive information about the university’s library and services and will complete the enrolment process.

Enrolment is the administrative process whereby you are admitted to ONCAMPUS as a student. It is part of your induction. On the first day of induction, we will tell you when and where your enrolment will take place.

During induction week, please bring the following when you come to enrol:

- Your passport
- Your visa (if applicable)
- Your original academic certificates and transcripts (for example, High School Diploma, A-level results, IELTS Certificate, first degree certificates and other qualifications). Please remember that ONCAMPUS will only accept original documents
- Your Dutch address, telephone number and personal e-mail
- Details of someone to contact in case of emergency and details of your next of kin
- Proof of payment of fees or financial guarantee

UvA student account – Library and computing facilities

During the Start Appointment with the University you will also be able to make an appointment with the bank to open a bank account and register with the City Hall. Furthermore you will receive more information about your visa and the city of Amsterdam, and you will receive your UvA Student ID Card. This card also allows you to borrow materials from the library and pay at university facilities.

ONCAMPUS students have full access to all student support services. Please make sure that you collect your Student ID Card within the first week of term.

Registering with the City Hall (Gemeente)

After you arrive in the Netherlands you will need to register with the City Hall (Gemeente). To register you will need:
- Your passport
- Your residence permit (if you already have it)
- Your Letter of Enrolment from UvA
- Proof of your address (lease agreement)
- Optional: Your Certified Birth Certificate

If you change your address at a later point in the year, you will need to inform the Gemeente within five days. You can do this in person at the Gemeente or online after registering for a DigiD account. The office team will help you with registering and changing your address. After your registration, you will receive your social security ‘BSN’ number within 1-3 months.

DigiD

With your BSN number (see page 6) you can apply for a DigiD. Your DigiD consists of a username and a password of your choice. With your DigiD you get access to websites related to the Dutch government. You will also need a DigiD account to enrol for your studies at UvA. Apply at www.digid.nl/en

Opening a bank account

You will need to open a bank account when you arrive in the Netherlands. The Netherlands has many banks but the three largest are ING, ABN AMRO and Rabobank. All three offer special student accounts, and UvA recommends to open an account with ING.

ING does not charge a monthly fee for their student account but some banks do. Make sure you check what fees you will be charged before opening an account.

To open a bank account in the Netherlands you will need:
- Proof of identity (passport)
- Proof of address (lease agreement)
- Student card (given to you at your UvA Start appointment)
- Your Social Security Number of your own country. You will receive your Social Security Number (BSN Number) in The Netherlands a few weeks after registration at the municipality of Amsterdam. American citizens: bring your TIN (Tax Identification number)!
- If possible bring along a Dutch mobile phone number. This is necessary for internet banking.

Once you have received your Student card at your Start appointment you can arrange to open a bank account.

If you wish to transfer money to another bank account, either in the Netherlands or another country, the easiest way to do this is with internet banking.

Most Dutch banks also offer very easy to use mobile banking apps.

Under 18? It is unfortunately not possible to open a Dutch bank account yet. Please wait until you turn 18 and then open a Dutch bank account.

ONCAMPUS Student Portal

The Student Portal is our student intranet and gives you access to your own personal page.

Go to http://my.oncampus.global and login to:
- Check your personal information
- View your timetable
- Monitor your attendance
- View your exam entries and results

You will be given your username and password in induction week.

You are also advised to check your email daily, as important ONCAMPUS information and notices will be sent to your private address.

MOP students, please note:

The ONCAMPUS Student Portal only shows information related to your ONCAMPUS classes. For your UvA classes, timetable and results etc. you need to login to the university’s online systems with your UvA Net ID.

The

ON

CAMPUS

Student Portal

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For

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classes,
timetable
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your
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Net
ID.
HEALTH AND WELLBEING

Health and wellbeing

All students who come to study in the Netherlands are required to have health insurance. You will have the same rights to health care as a Dutch resident. This means that you can register with a GP (local doctor), receive hospital treatment, treatment for pre-existing conditions and full maternity services. Most policies do not pay for dental (teeth) or optical (eye) services. To find out if these items are covered please read your health insurance policy.

Drugstores and pharmacies

If you have a minor injury or you’re not feeling 100%, plasters and bandages, vitamin supplements and over the counter medicines like paracetamol and aspirin are available from drugstores like Etos and Kruidvat. For most medications you will need to get a prescription from a doctor. If after visiting a doctor you need prescription medicine, you will need to go to an apotheek (pharmacy). Most doctors have apotheeks close by or will help you find one.

Going to the doctor

If you are sick or you have an accident, the first place you should go to is a doctor’s office (huisarts). If you think it is life threatening you can go to an emergency room (huisartsenpost). These surgeries are run by normal doctors who take turns working night shifts. Only visit a hospital if you believe it is an emergency as you may pay a financial penalty for visiting a hospital when it is not necessary.

Emergency Services

If you do ever find yourself in an emergency situation you should call 112. This is the emergency number for Ambulance, Fire & Rescue and the Police throughout Europe. It is free to call from any landline or mobile phone but is only to be used in emergency situations.


Other services

The University of Amsterdam also provides a psychology service. Students can contact the psychologist directly and all sessions are strictly confidential.

Please find more information on www.uva.nl/studentpsychologists

Dentists are not always covered by health insurance so check your policy before you go to make sure you know what costs will be involved.

You can find information on how to find the University Health Service that is open to all students. Please note that you have to make an appointment first. Appointments can be made on workdays between 09:00 and 12:00 by telephone or at the front desk. It is also possible to ask a medical question on the phone. In order to arrange this, you need to call the office and a doctor will call you back at an appointed time. Both the doctors and the reception staff speak English and if you call, the phone service has an English option. You are also welcome to choose your own doctor.

If you need to see a doctor outside normal hours it is advisable to go to an after hours surgery (huisartsenpost). These surgeries are run by normal doctors who take turns working night shifts. Only visit a hospital if you believe it is an emergency as you may pay a financial penalty for visiting a hospital when it is not necessary.

Useful contacts

Student Doctor
Oude Turfmarkt 151
1012 GC Amsterdam
T: 020 525 2878 / 4772
W: www.huisartsenamsterdam.nl/

Emergencies during office hours:
020 525 2889

Emergencies outside of office hours and on the weekend:
088 00 30 600

Dental - ACTA Amsterdam
Gustav Mahler Laan 3004
1081 LA AMSTERDAM
T: 020-5980380

Student Psychologist
Binnengasthuisstraat 9
1012 ZA Amsterdam
T: 020-525 2599

Hospital - Onze Lieve Vrouwe Gasthuis
Oosterpark 9, 1091 AC Amsterdam

Emergency Telephone Number
T: 112 [Fire brigade, Police or Ambulance for critical or life-threatening situations]

Police Telephone Number
T: 0900-8844 or 0831-343 57 8844 [all other situations]

De Advieswinkel
http://de-advieswinkel.nl/english
An UvA student run initiative to support people struggling with mental and emotional wellbeing.

AON Insurance
T: 010 448 8270 E: students@aon.nl

Emergency Telephone Number
ONCAMPUS Amsterdam
T: +31 (0)6 52027689
ATTENDANCE AND VISA

Required attendance
Attendance at classes is compulsory. You are expected to attend Monday to Friday from the first day of term until the last day of term, including any examination and re-sit weeks. We expect 100% attendance from all students unless you have good reason not to be in classes.

Planned absence from classes
Please try to book appointments around your classes. If this is not possible, please inform the office which classes you will miss by sending an email to amsterdam@oncampus.global.

Religious holidays
As a multicultural education centre, ONCAMPUS has respect for all faiths. We may allow time off for religious holidays but cannot guarantee any time off outside the published term dates. Please contact the Centre Head should you wish to take time off for a religious holiday.

Personal tutors
If you have any queries or personal problems that may affect your attendance, please talk to your Personal Tutor. The name of your personal tutor is on your timetable and you will meet them several times per term.

A student who does not attain an attendance level of 100% may not be guaranteed entry to the examination sessions and may be removed from their course (at the discretion of the Centre Head).

Illness
If you are unwell you MUST call the ONCAMPUS Office on 020 525 7122 or email amsterdam@oncampus.global as soon as possible to report your absence. You can self-certify your own sickness for up to 2 consecutive days. After 2 days you MUST provide a note from your doctor stating why you were unable to attend class.

If you did not need a visa to enter the Netherlands, you will be informed once your residence permit is ready in the same way (Unless you are an EU-national in which case you will not need a residence permit.)

Visa - renewing
Your residence permit is valid for the duration of your course at ONCAMPUS Amsterdam and your degree programme at UvA. This means you will not need to renew your residence permit until you have completed your bachelor or master degree providing you attain at least 50% of the credits of your study programme each academic year (which means a minimum of 30 credit points each year).

Working in the Netherlands
Every student can work for 16 hours or full time during summer if they have their residence permit card. Finding paid employment can be difficult if you don’t speak Dutch. Please also note that if you aim to get a part-time job, you will need a different (and more expensive) type of health insurance.

For more information about working in the Netherlands see www.uva.nl/work
YOUR RESPONSIBILITIES

Your responsibilities as an ONCAMPUS student

Once you have successfully joined our programme, it is very important that you understand your responsibilities.

• You must enrol at the centre on or before the date stated in your offer letter, and return at the start of each subsequent term.

• ONCAMPUS will report to the university and IND any students who have an MVV and/or Certificate of Enrolment who fail to enrol by the stated enrolment deadline.

• ONCAMPUS is obliged to tell the university and IND if a student withdraws from a course, defers or suspends their studies, or if a student fails to attend their course regularly. You are expected to attend 100% of your classes.

• You must keep us informed of any changes to your contact details or personal circumstances.

• You must not breach the work conditions of your visa. Some students on ONCAMPUS courses are unable to work, some are restricted to a certain number of hours per week.

Penalties

Penalties for failing to comply with these rules may be severe and long lasting. They may include your removal from the Netherlands and/or your exclusion from the Netherlands for a number of years. You must confirm that you have read and understood the information provided above.

Exam rules, resits and capping

In the ONCAMPUS Programme Handbook you can find an academic programme overview and all ONCAMPUS exam rules and regulations. You can find this handbook on Moodle. Some important exam rules:

• If you miss an exam without a valid reason, your resit grade will be capped at 40%.

• If you submit plagiarized or non-authentic work, your resubmission grade will be capped at 40%.

• For each piece of formally assessed work you are entitled to ONE resit (except for UFP Maths Module 1 which you will only be allowed to resit at the end of the academic year and only under circumstances and at the discretion of Centre staff.)

• If you want to resit an exam and you have achieved a grade suitable for progression, you will need to discuss this with Centre staff first.

• If you resit an exam, the highest mark of the two attempts made will be used by the Centre.

MQP students:

Please make sure to check UvA’s rules and regulations around exam rules, resits and capping for your UvA subjects.

After your ONCAMPUS programme

Once you have successfully finished your ONCAMPUS programme you will receive an Academic Statement certificate. If you are taking the MQP, you will receive a transcript from UvA for your UvA subjects. You will be given this soon after the end of the last term. If you have already left the country, the office can store your certificates until you return to Amsterdam to start your bachelor or master degree. If you are not returning to Amsterdam, we can post the certificates to you but you may need to pay for postage.

You will be required to register for your UvA BSc/MSc programme before the application deadline. We also advise you to register for another University programme as a back-up plan, so that you can progress to another study programme in case you don’t meet the UvA progression criteria.

Once the University of Amsterdam has confirmed your admittance to their degree, they will give you details on how to finish your application. It is very important that you follow their instructions carefully. If you have any questions or concerns, please ask in the centre office. Please do not ignore e-mails from UvA Student Services.
UNDERGRADUATE FOUNDATION PROGRAMME
PASSING & PROGRESSION CRITERIA

Pass mark

The pass mark for the ONCAMPUS UFP programme is 40%. To achieve this, you need to have at least 40% in each of your 3 academic subjects, but you do NOT need to have 40% in each individual module. For example, if you have 38% in Module 1 Maths, but you have 45% overall from 3 Math modules, you have passed Maths.

You also need to have at least IELTS 6.0 to pass the ONCAMPUS programme. However, to progress to UvA you need to do more than just pass the ONCAMPUS programme. The progression marks depend on which BSc you want to progress to.

Progression marks

Economics and Business

From the 3 subjects below, you need to have an average score of 60%, with no individual subject at less than 40%.

Each of the papers is weighted as follows:

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<th>Maths</th>
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<tr>
<td>Maths Module 1</td>
<td>10%</td>
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<tr>
<td>Maths Module 2</td>
<td>60%</td>
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<tr>
<td>Maths Module 3</td>
<td>30%</td>
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</tbody>
</table>

Economics, Finance & Accounting

From the 3 subjects below, you need to have an average score of 70%, with no individual subject at less than 60%.

You need to have IELTS 7.0 with NO subscore less than 7.0.

You need to pass the PPLE essay assessment + interview; Progression is not guaranteed.

Each of the papers is weighted as follows:

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<thead>
<tr>
<th>Economics</th>
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<tr>
<td>Final Exam</td>
<td>60%</td>
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<tr>
<td>Presentation</td>
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<td>Coursework</td>
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<th>International Relations</th>
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<tr>
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<td>Presentation</td>
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PPLE

From the 3 subjects below, you need to have an average score of 70%, with no individual subject at less than 60%.

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<tr>
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<td>60%</td>
</tr>
<tr>
<td>Maths Module 3</td>
<td>30%</td>
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</table>
STUDENT SUPPORT AND ADVICE

Student enquiries
You can come and speak to members of the ONCAMPUS Amsterdam team in relation to a range of issues, for example:
• Visa advice and guidance
• Accommodation advice and guidance
• Request for official documents
• Informing us of a change of address or any other changes to your personal details
• Requesting authorised absence
• Any questions/concerns you may have with regard to your programme of study
• Any questions you have about letters written in Dutch, for instance from ING or your mobile phone provider (don’t ignore them as there might be important information in there).

If you have a question or concerns not covered in the list above, please come and see us during office hours and we will be happy to provide any assistance we can.

If you have a confidential matter to discuss please see anyone in the office and ask to speak in private.

Please keep checking the noticeboards and your ONCAMPUS email. If we need to see you, we will contact you using these.

Student advice at UvA
The UvA Student Service Desk (SSD) assists undergraduate, graduate and PhD students at UvA needing information, advice or support regarding their registration as a student and other matters which concern studying at the University of Amsterdam.

The address of the Student Service Desk is:
Roetersstraat 11
1018 WB ZA Amsterdam

Personal tutors
Every ONCAMPUS student is allocated a Personal Tutor. Your tutor is a member of the academic staff and you will see them several times per term. It is your responsibility to make contact and keep in touch with your Personal Tutor during your studies at ONCAMPUS. They will act as a contact between you and the rest of the Centre should there be problems which need to be notified. They may also be someone you approach for a reference at a later stage of your academic career.

Changing personal tutor
If your tutor leaves, another member of staff will be appointed as your Personal Tutor, however, if you feel that the relationship is not developing and that, for whatever reason, you are unable to confide in your Personal Tutor, you should approach the Centre Head and request a change of Personal Tutor, explaining the reasons for the request.

ONCAMPUS will not hold this request against you. If, for any reason, you feel unable to approach the Centre Head on this matter you should seek the assistance of another member of staff.

Disability
For the purpose of this statement, disability is defined as: “A physical or mental impairment with substantial and long term adverse effect on normal day to day activities.”

The centre ethos is to provide a high-quality educational experience, designed to ensure that students excel both academically and personally. As such, we aim to ensure that all students are treated as individuals and that needs are met accordingly. Those students who are within the scope of the definition of disabled will be supported with regard to integration into both the pastoral and academic programmes following an appropriate assessment of their needs.

Staying safe
While at UvA, we want you to feel safe and secure at all times. There are things you can do to help yourself and those around you. You can call the ONCAMPUS Amsterdam office (020-525 7122) or call the reception of the College of Economics and Business (020 525 5220) to deal with any problems. Don’t be afraid to call the police on 0900-8844 or call 112, in case of an emergency.

• Be vigilant when you are out, particularly at night. Make sure you lock all windows and doors to your room/flat/house when you leave.
• Keep expensive items such as bags, jewellery, mobile phones and mp3 players out of sight when in public areas.
• Plan how you will get home before you go out.
• Keep an eye out for friends when you are out and about. Make sure you know where your drink has come from and that it is in your possession at all times.
• Try to walk with others, particularly at night.

We recommend you take out a comprehensive insurance plan to protect your belongings during your period of study at ONCAMPUS. It is your responsibility to make sure that your possessions are sufficiently insured.

Emergency numbers
ONCAMPUS Amsterdam
+31 (0)6 52027689
UvA Student Doctors’ office
020 525 2889 / 088 00 30 600
Police/Fire/Ambulance
EMERGENCY number
112
STUDENT SUPPORT AND ADVICE
...CONTINUED

Mobile phones
In the Netherlands, people use GSM mobile phones and SIM cards. There are many shops in Amsterdam where you can buy a mobile phone. Buy one locally at any Albert Heijn supermarket (usually at the service desk), or at one of the downtown phone stores. At Albert Heijn supermarket you can buy an inexpensive phone complete with a pre-paid calling plan. You can buy extra credit there too, as well as in tobacco stores or phone stores. If you want to bring a mobile phone from home, Albert Heijn also sells Dutch SIM cards. If you wish to have a contract for your mobile phone instead of a pre-paid phone, please go to one of the many downtown phone stores for more information and advice.

Making international calls
Keeping in touch with your family and friends at home is important. You should make sure that you have a way of communicating with them regularly. Today’s technology makes this very easy. Your options include using the internet, international dialling cards and mobile phones.

Culture shock
Leaving home and travelling to study in a new country can be a stressful experience. Even though it may be something you have planned and prepared for, the extent of the change and the effects it has on you may take you by surprise. If you find that you are surprised by the effects of the change, it might be helpful to realise that your experience is quite normal. This applies whatever country you come from, and wherever you are going to study, even though some cultures are more similar than others because of geographic, historic, demographic or other connections.

Culture shock is entirely normal, usually unavoidable and not a sign that you have made a mistake or that you won’t manage. In fact there are very positive aspects of culture shock. It can be a significant learning experience, making you more aware of aspects of your own culture as well as the new culture you have entered. It will give you valuable skills that will serve you in many ways now and in the future and which will be part of the benefit of an international education. If you would like to talk to someone then contact your personal tutor, office staff or any student support services at UvA.

Gifts for staff
Please do not embarrass your Tutor or any Centre staff member by offering expensive gifts as they cannot accept gifts of more than a modest nature.

CLUBS AND SOCIETIES

Activities and sports
The University of Amsterdam has many student associations catering to a variety of student needs including social clubs, career and study societies and cultural and sporting societies.

Student union
The ASVA is the student union for all UvA students and supports a range of study and student guilds, both social and academic. For more information see www.asva.nl

International Student Network (ISN)
ISN is an organisation run by Dutch students for international students studying in Amsterdam. Their goal is to optimize the social and cultural integration of international students into Dutch society. They organize weekly activities for students, provide information on housing and work, run a coaching and mentoring system and publish a magazine all about student life in Amsterdam. For more information see www.isn-amsterdam.nl

International Student Committee (ISC)
The ISC is run by current bachelor students and they organize social events for all students as well as a mentoring programme for first-year students. For more information see the University of Amsterdam website.

SEFA
There are a number of student clubs and organisations at UvA, Economics & Business, under the umbrella of SEFA. These organise international study trips, company visits, career weeks, conferences, seminars, skills training and internships. For more information see www.sefa.nl

CREA
CREA organises courses and workshops in music, theatre, dance, visual arts, photography, literature, new media and a lot more. CREA also organises a weekly Studium Generale programme on subjects related to art, science and society. For more information see www.crea.uva.nl
Students from each course are elected by their peers to represent the views of students at the Staff—Student representatives meetings. These meetings happen at least once a term and are designed to improve the management and enhancement of their programmes of study.

Staff and students consult each other on all aspects of their learning experience and future developments. Students will communicate with their peers on their courses and attend meetings to discuss this feedback in Centre and then with the other student representatives once a term. It is a chance to really make a difference and to improve your student experience. It’s a great thing to put on your CV and will impress prospective employers.
PAYING YOUR TUITION FEES

Before you start your studies with us, you will need to pay the rest of your tuition fees (if you haven’t already). The total tuition fee is €17,985. We encourage you to pay the total balance of your fees (€17,985 minus the €2,200 deposit) before the beginning of the study year. All fees are payable in euros.

### Paying before the study year

<table>
<thead>
<tr>
<th>MQP</th>
<th>UFP (September start)</th>
<th>UFP (January start)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 August 2018</td>
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<td>28 December 2018</td>
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Alternatively, you can pay the tuition fees in three instalments.

### Deadlines for paying in instalments

<table>
<thead>
<tr>
<th>Term 1 - €5,995</th>
<th>10 August 2018</th>
<th>9 September 2018</th>
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</tr>
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<tbody>
<tr>
<td>Term 2 - €5,995</td>
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<td>28 December 2018</td>
<td>15 March 2019</td>
</tr>
<tr>
<td>Term 3 - €3,765 (€5,995 minus deposit of €2,200)</td>
<td>29 March 2019</td>
<td>15 March 2019</td>
<td>31 May 2019</td>
</tr>
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Late payment may result in you being denied access to your classes which could have consequences for your academic career. Please make sure that your fees are settled immediately to stop the risk of any further action being taken. Non-payment of fees can result in you being suspended or withdrawn from the programme.

*This is a guide only, please contact amsterdam@oncampus.global for your full payment plan and account details and to request a statement.

### Ways to Pay

ONCAMPUS offers a wide range of options to make paying your fees as easy as possible! Tuition fees for each term of study at the Centre are due prior to the commencement of the term of study. All fees are payable in Euros. In order to accept your offer you are required to pay a deposit to the Centre, as outlined on your offer letter – this can be paid via the following methods:

#### International bank transfer

ONCAMPUS has partnered with Flywire as a fast and easy way to make international payments. This is the best way to send funds from overseas. By using peerTransfer you can be sure that your funds will arrive on time and that ONCAMPUS will always receive the correct amount.

#### Credit card (including Visa/Mastercard) or debit card

We do not accept American Express.

The following information is required:
- card number
- expiry date
- three-digit security code (from the signature strip on the back of the card).

To make a payment using this method, please call our Finance team on +44 (0)1223 447759 or contact the ONCAMPUS Amsterdam team.

#### Direct transfer of funds

Please see your pre-arrival information packs for bank account details.

An additional €12 must be transferred with the fees to cover bank charges.

Important: A payment reference must be provided so that the Centre can identify funds on safe arrival into our account. This must be the student reference number as stated on your offer document. This reference means that we can then allocate the funds against your invoice accordingly. Failure to include a reference may mean we have to contact you again to establish proof of payment.

#### Sponsors

If your fees are paid for by your Government then you must ensure a copy of your financial guarantee has been passed to our administration office.

If your employer or government sponsors your study, we will require a letter from them confirming the following details:
- your name and course
- the amount of fees they will be paying (for example, 100%)
- the contact name, company name, telephone number and address where we should send the invoice.

Please note: student sponsor invoices will be payable in full within 30 days of receipt of the invoice. If your sponsor does not make payment, you will be personally liable to pay the full amount of tuition fees.

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**PAYING YOUR TUITION FEES**

... CONTINUED

**Refunds**

Acceptance of an ONCAMPUS offer on payment of the minimum stated deposit constitutes a binding contract between the student and ONCAMPUS. Tuition fees are non-refundable except in the case of visa refusal. Should a student be refused a visa, evidence of refusal and a written application to withdraw must be made to ONCAMPUS before any refund can be given.

ONCAMPUS will verify the authenticity of the evidence of visa refusal and will charge an administration fee of €100 if a refund is given. Tuition fees are non-refundable after the course has begun. Any notice to withdraw or cancel must be made in writing and if the cancellation is received before the start of term we will charge the forthcoming term’s tuition fees. If the cancellation is made after the start of term then we will charge both the current term’s and the following term’s tuition fees.

Any students withdrawing from an ONCAMPUS programme of study will be reported to the IND and UvA Admissions. ONCAMPUS reserves the right to withdraw a previously available programme of study at its own discretion. Where a student is unable to enrol in a similar course at ONCAMPUS and the enrolment is cancelled then all fees will be refunded.

Please contact the ONCAMPUS office if you need to ask for a refund request form.

**Financial issues**

Always remember we’re here to help! If you are experiencing any financial difficulties then please contact us to discuss as we may be able to provide help or advice to assist you. Please be assured that any discussions will be held in the strictest confidence.

You are responsible for managing your own budgets and for some of you this may present a problem. If you encounter any problems please contact your Personal Tutor as soon as possible.

Please do not ignore us!

The worst thing you can do is nothing! If we do not receive payment and we have not heard from you by the due date then you may be excluded from classes or have further action taken against you. Please contact us, even if it is just to tell us that payment is on the way.

You can contact the ONCAMPUS Debt Collection team here:
Telephone: +44 (0)1223 447759
Email: FinanceFOC@ceg-uk.com

**TERM DATES**

**ACADEMIC YEAR 2018/19**

**Students on all courses at ONCAMPUS Amsterdam will follow the same term dates, as follows:**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>17 September 2018 – 14 December 2018</td>
</tr>
<tr>
<td>Term 2</td>
<td>07 January 2019 – 15 March 2019</td>
</tr>
<tr>
<td>Term 3</td>
<td>25 March 2019 – 09 June 2019</td>
</tr>
<tr>
<td>Term 4</td>
<td>10 June 2019 – 16 August 2019</td>
</tr>
</tbody>
</table>

Please note: term dates for MQP are 27 August 2018 – 28 June 2019

Your University of Amsterdam degree courses will begin on 2 September 2019. We strongly advise you to return to Amsterdam before 25 August 2019 so that you can take part in the University’s introduction programme.
The **ONCAMPUS** office is where your course is managed. This is where you will get information/documentation and can go to for other general enquiries. Our office is open Monday to Thursday from 10:00 - 12:00 and from 13:00 to 16:00.

**ONCAMPUS Amsterdam - UvA**  
Roeterseiland Campus  
Building E, Room 2.30  
Roetersstraat 11  
1018 WB Amsterdam

**STAFF**

**Sally Romary – Centre Head**  
Tel: +31 (0)20 525 4188 | sromary@oncampus.global

**Ali Brown/Esther Albers – Deputy Centre Head**  
Tel: +31 (0)20 525 4190 | abrown@oncampus.global / ealbers@oncampus.global

**Juriaan Beuk – Student Recruitment & Support Officer**  
Tel: +31 (0)20 525 7122 | jbeuk@oncampus.global

**Melissa Douglas – Curriculum Information Officer**  
Tel: +31 (0)20 525 4189 | mdouglas@oncampus.global

**Kayleigh Vedder – Student Support Officer**  
Tel: +31 (0)20 525 5196 | kvedder@oncampus.global

If you need to contact centre staff in an emergency outside of office hours please call: +31 (0)65 202 7689

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www.facebook.com/oncampusamsterdam  
www.facebook.com/oncampus