

ONCAMPUS
AMSTERDAM

 UNIVERSITY OF AMSTERDAM

STUDENT GUIDE 2018/19





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ONCAMPUS 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.

🚶 15 mins | 🚗 15 mins



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.

🚶 10 mins | 🚗 10 mins



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.

🚶 5 mins | 🚗 15 mins

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



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.

🚶 10 mins | 🚗 8 mins



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.

🚶 10 mins | 🚗 12 mins



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.

🚶 10 mins | 🚗 8 mins



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.

🚶 10 mins | 🚗 15 mins



AROUND CAMPUS... WHERE WILL I FIND... ?



Police station

Politiebureau'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)
Stationsplein 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
Binnengasthuisstraat 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 Amstelveen

TEACHING BUILDINGS

ONCAMPUS Amsterdam Office

Roeterseiland Campus
Building E, Room 2.30
Roetersstraat 11
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

Library Learning Centre

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.

MQP 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.

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 apotheek 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 but in most cases you should visit a normal doctor's office first. There is a 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.

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.

You can find more information on how to find appropriate emergency assistance on the I Amsterdam website, www.iamsterdam.com/en/visiting/plan-your-trip/practical-info/health-safety

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 a dentist on the I Amsterdam website, www.iamsterdam.com/en/living/everyday-essentials/medical-care-and-insurance/dentists

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

Dentist - 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
0031-343 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.

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.

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.

Planned absence from classes

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

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).

Visa

Depending on your nationality, you will have had to apply for an MVV-visa to enter the Netherlands. The MVV-visa is only a temporary visa (valid for three months) and will be replaced by a residence permit soon after your arrival in the Netherlands.

The University of Amsterdam applies for your residence permit on your behalf, and will inform you as soon as you can pick it up at the office of the Immigration and Naturalisation Department (IND) in Amsterdam.

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 re-sit 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:

Maths

Maths Module 1	10%
Maths Module 2	60%
Maths Module 3	30%

Economics, Finance & Accounting

Economics Exam	30%
Accounting & Finance Exam	30%
Presentation	15%
Coursework	25%

Business

Final Exam	60%
Presentation	15%
Coursework	25%

You need to have IELTS 6.5 with NO subscore less than 6.0

You need to have at least 60% for

Maths Module 2 (Economics & Business Economics only)

You need to score more than 240 points for Maths Module 1, 2, and 4 on your first attempt or score at least 75% for the Advanced Mathematics Test (Econometrics and Actuarial Sciences only).

It may be necessary for you to take part in further university-run selection procedures. We will give you details during your programme with us.



PPLE

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:

Maths

Maths Module 1	10%
Maths Module 2	60%
Maths Module 3	30%

Economics

Final Exam	60%
Presentation	10%
Coursework	30%

International Relations

Final Exam	60%
Presentation	10%
Coursework	30%

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 supermarket 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

WHAT'S GOING ON IN THE CITY

Sports centre and student sports

Students at the university are welcome to join the University Sports Centre (USC). The main facility, the Sportcentrum Universum, is located at the Amsterdam Science Park and is open seven days a week and offers more than 70 sporting activities at affordable rates. The USC also has a number of locations spread throughout the city of Amsterdam including:

- USC Tennis in Watergraafsmeer
- AMC Sport Centre located at the Academic Medical Centre
- Amstelcampus Sport & Fitness, the fitness centre near Wibautstraat
- PCH Fitness in the centre of Amsterdam in the P.C. Hoofthuis at Spuistraat
- ClubWest, in Amsterdam Nieuw-West

The USC is associated with 25 different sporting societies in Amsterdam and also runs a variety of sporting and dance courses. In total there are over 60 different activities to choose from. www.usc.uva.nl

We like to get our students involved in local events and run many on-campus and off-campus activities and trips. You can help choose and organise these as part of the Student Representative committee. Talk to us about your interests when you arrive. Examples from this year include: Laser tag, ice skating, and a boat tour through the canals of Amsterdam.

Things to see and do

Amsterdam is a world class city and it combines all of the benefits of a long history full of culture with state-of-the-art research and development.

Amsterdam has many beautiful parks and there are a number of nature reserves close by. The Gaasperpark and the Amsterdamse Bos are on the edges of Amsterdam itself and the Zuid-Kennemerland National Park is only 30 minutes from Amsterdam by public transport.

Within the Netherlands, the cities of Haarlem, The Hague, Leiden, Utrecht and Rotterdam are all less than an hour away. Amsterdam Centraal is a major railway station and you can get direct trains to Antwerp, Brussels, Paris, Cologne, Berlin, Copenhagen, and many other cities.

A lot of information about activities, museums and attractions in Amsterdam can be found at www.awesomeamsterdam.com and www.iamsterdam.com

Public transport in the Netherlands

The Netherlands has excellent public transport, with train services run by the Dutch national rail company, NS, linking almost all towns and cities, and local public transport networks of buses, trams and trains. All public transport throughout the country can be paid for by using a public transport smart card called an OV card.

Using this system you can put a balance on your card, touch in either at the train, tram, metro station or on the bus, and then touch out when you leave the bus or station. The cost of the trip will be automatically deducted from the balance on your card.

Information about train travel in the Netherlands can be found at the NS website www.ns.nl

More information about international trains can be found at www.nshispeed.nl

Public transport in Amsterdam

Travelling within Amsterdam is straightforward and convenient. There is an extensive transport network connecting city districts. Trams are common in Amsterdam, with routes heading out from the centre in all directions. Trams are ideal for short

journeys around the city centre, as well as for travelling to other districts. Amsterdam's metro runs underneath the centre, from Central Station to the outer districts. This can be a fast and efficient way to travel.

Amsterdam also operates a full bus network, which will take you anywhere you have to go. Behind Central Station, ferries hustle their way across the River IJ, transporting passengers to various locations in the north of Amsterdam such as the NDSM wharf. The ferries are free of charge.

More information about the OV-chipkaart and also route maps for tram, bus, metro and ferry can be found at en.gvb.nl

A useful journey-planner is '9292' Visit www.9292.nl/en or download from your app store.

STUDENT REPRESENTATIVES

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		
MQP	UFP (September start)	UFP (January start)
10 August 2018	9 September 2018	28 December 2018

Alternatively, you can pay the tuition fees in three instalments.

Deadlines for paying in instalments			
	MQP	UFP (September start)	UFP (January start)
Term 1 - €5,995	10 August 2018	9 September 2018	28 December 2018
Term 2 - €5,995	21 December 2018	28 December 2018	15 March 2019
Term 3 - €3,765 (€5,995 minus deposit of €2,200)	29 March 2019	15 March 2019	31 May 2019

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.

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:

Term 1	17 September 2018 – 14 December 2018
Term 2	07 January 2019 – 15 March 2019
Term 3	25 March 2019 – 09 June 2019
Term 4	10 June 2019 – 16 August 2019

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.

CONTACT DETAILS

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.

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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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