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Practical information for students of the Joint Master's programme in Sustainable Development, Utrecht University 2020-21

Universities: **GRAZ**, University of Graz, Austria/ **VENICE**, Ca' Foscari
University of Venice, Italy/ **LEIPZIG**, Leipzig University, Germany/
UTRECHT, Utrecht University, The Netherlands/ **BASEL**, Basel
University, Switzerland/ **HIROSHIMA**, Hiroshima University, Japan/
STELLENBOSCH, Stellenbosch University, South Africa/
NEW DELHI, Teri University, India.

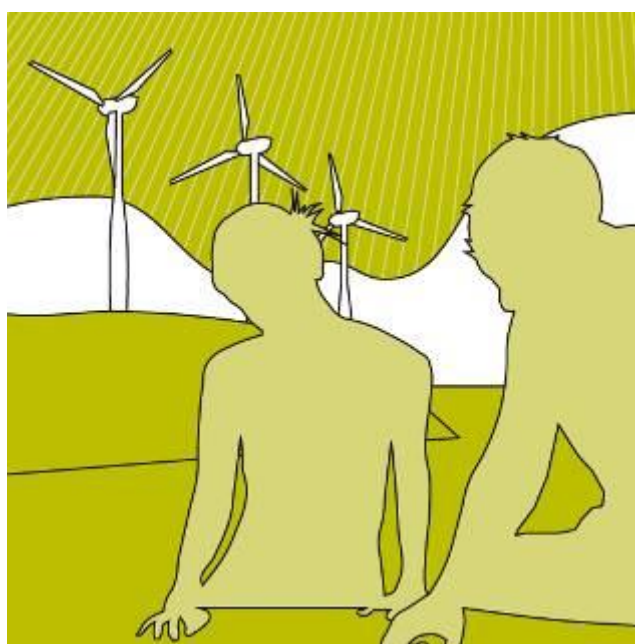




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1 Student facilities Utrecht University

1.1 *International Office*

The International Office can help you in two ways. It is the first place to go to

- if you have any questions during your stay in Utrecht regarding: housing, visa & permits, (letters for) scholarships and general explanations about 'The Dutch way'; how we work, react and what we expect of you.
- if you're planning to go abroad for a part of your MSc courses or your thesis research.

Information for international and exchange students can be found on the website for exchange and visiting students: <http://www.uu.nl/masters/en/general-information/information-international-students>.

This site includes for instance information concerning visa, registration with the city, residence permit, extension of the residence permit, work permit, and fees.

Address and information:

The International Office is located at the Student Affairs Office Geosciences, which can be found on the 1st floor of the Victor J. Koningsberger building at Budapestlaan 4a-b.

The office hours are every Monday, Tuesday, Thursday and Friday between 10.30-11.30 a.m. and 12.30-2.30 p.m. (or by appointment). Contact by email: international.geo@uu.nl.

1.2 *Student Affairs Office Geosciences and Student Services*

The *Student Affairs Office Geosciences* is the primary point of contact for students in the faculty of Geosciences. It provides students with general information and answers questions about enrolment for courses, course timetables, examinations, grades and credits, academic programme, academic progress review, exemptions, study abroad, your graduation etc.

Student Affairs Office Geosciences is situated at the Victor J. Koningsberger building, Budapestlaan 4a-b, Tel: +31-30-253 9559.

Opening hours: see website.

During academic holidays opening hours may be limited.

Internet: <http://students.uu.nl/en/geo>

E-mail: studentaffairs.geo@uu.nl

You can contact *Student Services* for information on a wide range of issues relating to studying and student life. This includes admission, application and enrolment, tuition fees, financial assistance, working alongside your studies, insurance, schemes and facilities for outstanding student athletes, student housing and student organisations and information about studying with a disability or chronic illness.



Contact details Student Services:

E-mail: studentservices@uu.nl (please mention your student number!)

Tel: + 31 30 253 7000 (Monday to Friday 10-12 am and 1-3 pm)

Visitors' address: Heidelberglaan 6, De Uithof (Monday to Friday 10 am - 4 pm)

Postal address:

Student Services

Postbus 80125

3508 TC Utrecht

The Netherlands

For questions about ICT you can send an email to servicedesk@uu.nl.

1.3 Study Advisor

During your entire programme, you can go to the Study Advisor, Jana Scheuer MSc, for neutral and confidential advice on everything that is related to your studies. This can be on issues that are directly study-related, for example study delay, electives, dissatisfaction with the programme, or a potential conflict with a teacher or supervisor. But you can also discuss more personal issues that might be of influence on your progress, such as illness, disability, pregnancy, family circumstances, top-class sports, motivation issues, et cetera. When necessary, the Study Advisor can refer you to a Student Counsellor, Student Psychologist, or for example a study skills class.

In the unfortunate situation that you expect to suffer study delay due to personal circumstances, it is important to contact the Study Advisor as early as possible. Together you can discuss how you could deal with these circumstances and perhaps the programme could offer you a concession (e.g. extra time for an exam or paper).

The Study Advisor is located in the Koningsberger building, room 1.20D and available on Wednesday till Friday. There is a walk-in hour every Wednesday between 13 and 14 'o'clock where students can ask short questions. Students also can make an appointment by phone via the secretary's office: +31 30 253 1625 or +31 30 253 2359 or via Studyadvisor.copernicus@uu.nl.

The Study Advisor is a member of the Dutch National Society of Study Advisors and works according to the code of conduct of this professional society, see www.lvsa.nl for details.

The Study Advisor is in regular contact with other Study Advisors of the Faculty and University, which makes peer feedback and cooperation possible. If the Study Advisor is not available due to illness or holiday and you urgently need a confidential consult, please feel free to contact any of the other Study Advisors of the Faculty of Geosciences. You can find their contact details here: <https://students.uu.nl/en/academics/study-abroad/faculty-information/geosciences>.

Address and information:

Study Advisor

Budapestlaan 4a-b, Victor J. Koningsberger building room 1.20D

Phone +31 30 2531625/ +31 30 2532359

E-mail: studyadvisor.copernicus@uu.nl



1.4 Accommodation

Utrecht is a city of higher education, and students make up a considerable part of its population. This has a very positive effect on the atmosphere in the city, but it also means that the demand for student housing usually exceeds the supply, and finding a place to stay in Utrecht can be a real challenge. Utrecht University wants to assist its international students and staff members as much as possible in finding suitable temporary accommodation.

Utrecht University does not own any housing or accommodation. Instead, the University has an agreement with SSH Short Stay Solutions, a local housing corporation that offers temporary furnished housing. They reserve a range of furnished accommodation especially for international students and staff of Utrecht University. The University covers the administrative fee if you make use of this offer. However, Utrecht University does not guarantee the availability of housing, and the number of reserved accommodations is limited.

Please note that the reserved accommodation for students is only available for exchange students and international students who enroll in an international degree programme, and who do not yet live in the Netherlands. It is not available for international students who enroll in a Dutch taught programme, nor for Dutch students who enroll in an international degree programme.



Student accommodation usually consists of a single or shared room in a house or flat, where kitchen and bathroom facilities are shared with the other occupants. All accommodation is situated within travelling distance from the various educational institutions: on the University campus Utrecht Science Park (previously 'De Uithof'), in the city of Utrecht or its suburbs. The accommodation is fully furnished and supplied with cooking utensils and cleaning material. Bed linen can be purchased from the rental office upon arrival.

The application consists of several steps, which are described on the website of SSH Short Stay Solutions. In brief this means you register online as a Guest of Utrecht University, and indicate at which Faculty you will study. The Faculty approves your registration, and after approval of your registration you get access to the SSH Short Stay Solutions housing database. You can then view the accommodation offerings and reserve accommodation. You will be asked to pay your first and last month's rent as a deposit to confirm the reservation. For more information such as step-by-step application instructions, rental terms and conditions, visit the SSH Short Stay Solutions website: <http://sshxl.nl/en>.



If you prefer, you can also try to find accommodation independently. The University cannot assist you with this, but here are a few websites and agencies for temporary and student housing:

- <https://kamernet.nl> (rooms)
Click on 'English explanation' at the bottom of the page for instructions in English.



- www.kamertje.nl (rooms)
Information in Dutch only.
- www.directwonen.nl (rooms, studios and apartments)
Information available in English and German.
- www.rotsvast.nl (rooms, studios and apartments)
Information available in English and German.
- www.bnsrentalservice.nl (mostly apartments)
Information available in English.
- <https://www.hospihousing.com/?lang=en> (esp. for international students)
Information available in English.
- <http://sshxl.nl/en>
SSH Short Stay Solutions also offers furnished accommodation that is not especially reserved for University guests under the heading “Regular rent offers” on their website. You do not have to meet any special criteria to apply. For more information, click the tab “I’m looking for regular accommodation” and then click the “Check regular rent offers” tab. Note that if you select accommodation from the Regular rent offers, you will be charged an administration fee, and different terms and conditions apply from when you reserve accommodation within the University offerings.

Please note that none of the accommodations let through these agencies or websites are reserved for or approved by Utrecht University. Agencies will usually charge an administrative fee of at least one month’s rent.

1.5 Course enrolment

Within Utrecht University you are obliged to enrol yourself for courses and examinations. It is not possible to follow a course without enrolment. Enrolment is possible at the following website: www.uu.nl/osirisstudent (click the UK flag for English).

Within this internet site (called Osiris) you can find your study results, change your address, and see your timetable as well.

The enrolment periods for the academic year 2020-2021 are as follows:

<i>Education period</i>	<i>Enrolment period</i>	<i>Late-enrolment period</i>
1 31-08-2020 till 06-11-2020	02-06 till 28-06-2020	17-08 + 18-08-2020
2 09-11-2020 till 05-02-2021	14-09 till 27-09-2020	26-10 + 27-10-2020
3 08-02-2021 till 23-04-2021	02-11 till 29-11-2020	25-01 + 26-01-2021
4 26-04-2021 till 16-07-2021	01-02 till 28-02-2021	06-04 + 07-04-2021

1.6 Blackboard

Blackboard is a virtual learning environment, which is used by the Faculty of Geosciences. It is used by lecturers as a useful tool to support their teaching online. Announcements, lecture sheets and other documents will be put on Blackboard by most of the lecturers. Approximately two weeks before the course starts, students will have



access to Blackboard and can use Blackboard for the particular course. Blackboard can be found at: www.uu.nl/blackboard.

Blackboard also offers a community dedicated to students in Sustainable Development and in the Joint Programme. In the community you can find information for Joint programme students that is not specifically targeted at a course. E.g. information about the Master's thesis.

1.7 Student website

The main site for information about your Master's degree in Sustainable Development can be found at: <http://students.uu.nl/en/geo/susd>.

This site contains news & events, information about enrolment, rules & regulations, graduation, etc. All communication from the University, Faculty, and Department will be posted on the website. Please set this website as your homepage and you will never have to miss any important pieces of news.

1.8 MyTimetable and MyUU app

Utrecht University has two main channels that allow you to look into the schedule of your course. The schedules are published on those channels four weeks before the start of the course. Along with viewing the complete schedule of your courses it is also possible to check the schedule of your own group, as soon as the lecturer informed you on the division of the groups. You can log in with your Solis-ID and password.

You can make use of **MyTimetable** (<https://mytimetable.uu.nl>) on your browser. Along with a more clear representation of the schedule, it is also possible to synchronise your own schedule with your diary.

On your smartphone you can use the **MyUU-app**. Download this application and always have your schedules and grades from Osiris at hand. The MyUU-app is available for Android and iOS.

1.9 Library

Several libraries are located in Utrecht (see below for a list). The most important library for the Master Sustainable Development is the University Library Utrecht Science Park (see picture). This library is situated at 'Utrecht Science Park' (previously 'De Uithof'). When you e.g. need a book from the Law Library, it is possible that the book is sent to the University Library Utrecht Science Park (for free). Besides books, several journals are available in the library. However, it is mostly possible to find articles of journals online.

It is possible to search for journals by using for instance 'Omega'. It is useful to check the site www.uu.nl/library, where you can find useful information about the possibilities within the library. In the University Library Utrecht Science Park several study work places and computers are available. Furthermore, it is possible to reserve a room in which you can perform group work.





Addresses and information:

University Library Utrecht Science Park (Uithof)

tel. 030 253 66 12

Address: Heidelberglaan 3, Utrecht

Regular opening hours: Mon-Fri: 8 a.m. to 10.30 p.m., Sat-Sun: 10 a.m. to 10.30 p.m.

- Geosciences Library , 2nd floor
- Medical Library , 5th floor

University Library City Centre

tel. 030 253 61 15

Address: Drift 27

Regular opening hours: Mon-Fri: 8 a.m. to 10.30 p.m., Sat-Sun: 10 a.m. to 10.30 p.m.

- Law Library
- Humanities Library

Mathematics Library

tel. 030 253 15 33

Address: Budapestlaan 6 (7th floor), Utrecht

Opening hours: Mon-Fri: 8.15 a.m. to 4.45 p.m.

University Museum Library (in Dutch) Visits by appointment only

tel. 030 253 87 15

Address: Lange Nieuwstraat 106, Utrecht

1.10 Computer Rooms

Within several buildings on Utrecht Science Park computer rooms are available for all students of the Faculty. Note that in some computer practical work may take place, during which time they are not accessible for other students.

Computer Rooms:

- Vening Meinezsbuiding A – 1st floor
- Ruppert Building – ground floor
- Koningsberger Building – 1st floor
- Bolognalaan 101 (HU building) – 2nd floor



Furthermore, computers can be found in the library. It is possible to log in on the computers with your Solis-ID and the corresponding password. Wireless internet is available in the passage (see photo) which is situated between the University Library Utrecht Science Park.

On the website <http://studyspot.uu.nl/> you can see where on campus there are study spots with computers available.

1.11 Books and readers

It is possible to buy books at a discount from the study society Storm (see below). Besides, books can be bought at the normal price online via the Study Store bookshop: <https://www.studystore.nl/en>. Readers are available by 'printing-on-demand' via <https://uu.xeroxwebwinkel.nl/>.



1.12 Grants and scholarships

Some international students may be eligible for student grants from the Dutch government, if they comply with certain conditions. More information can be found on the Utrecht University website: <http://www.uu.nl/masters/en/general-information/international-students/financial-matters/grants-and-scholarships>.

1.13 Olympos Sports Centre

Olympos Sports Centre is situated on 'Utrecht Science Park' university campus. The centre offers a range of sports facilities for (international) students. It is possible to participate in sporting activities in a class, individually, or as a member of a student sports organisation. The centre includes the following indoor sports: basketball, handball, futsal and volleyball. There are also squash courts and fitness facilities. Outdoor facilities include soccer fields,



a rugby pitch, hockey fields, a golf practising area, two beach volleyball courts and nine all-weather tennis courts. Additionally, it is possible to take part in classes (e.g. steps, spinning, and body-pump). For these courses, registration is needed. As a student you get a discount on the sport facilities.

Address and information:

Olympos Sports Centre

Uppsalalaan 3, Utrecht

3584 CT Utrecht

Phone: 030 253 4471

E-mail: info@olympos.nl

Website: <http://www.olympos.nl/en-us/home.aspx>.

1.14 Storm: SD's study association

Storm is the study association for Utrecht University students from the Bachelor's programme Global Sustainability Science and the Master's degree programmes Sustainable Development and Water Science and Management. Storm was found in 1991 by a few enthusiastic students who thought that the environmental sciences programme deserved its own association, with the goal to improve the contact between students as well as among students and staff. Many Master students become a member of Storm. This is not only because of the variety of activities Storm organises, but also because of



the discount on study materials which you can order via Storm, through the following website: <https://www.stormutrecht.nl/education/order-your-books>.

You can become a member of Storm for only €10,- per year. In return, next to all other benefits that will be explained below, you can always come by our own association's room in the Buys Ballot building on the Utrecht Science Park to enjoy some free coffee and tea. Also, on the Storm website, students can find all information related to events, education and career opportunities, such as vacancies. This is the place to check everything that's going on within Storm!

Storm has several different committees which provide a wide range of activities. At the start of each academic year, members can apply for joining one of these committees. There are great parties, drinks, weekends away and other leisure time activities. In addition, Storm organises excursions, career events, and other study-related activities. Special attention to Master students is paid by Storm's Master Committee, which organises activities aimed at the interests of Sustainable Development and Water Science and Management students, such as a Master drinks.

Since we are the study association for sustainability students, Storm is all about sustainability. To spread the word, the 'Sustainability Committee' organises activities and challenges to make Stormers even more aware and sustainable. To even have an impact outside of the association, we have a Sustainability Working Group and Storm also supports a charity every year. This charity draws attention to environmental development, which can be both natural or social.

Storm is the ideal place for students to combine study and leisure. Do you want to know more about environmental issues outside study hours, or do you want to get to know your fellow students and join in interesting activities? Then drop by the Storm Room, in the Buys Ballot building (room 2.79)!

Contact information:

Buys Ballotgebouw 2.79
Princetonplein 5
3584 CC Utrecht

Telephone: +31 30 253 21 64
E-mail: bestuur@stormutrecht.nl
www.stormutrecht.nl