

## Campus Life Rules and Guidelines 2015-2016

Students who abuse or ignore the rules and regulations as stated in the campus life rules and guidelines are – depending on the gravity of the situation – subject to a fine, social probation, or expulsion.

### Social Honor Code

University College Utrecht students are expected to live on campus for the duration of their studies at UCU<sup>1</sup>, as the residential setting is an integral part of all students' wider education. Students come from different backgrounds and the shared living environment provides unique opportunities for inter-cultural learning and sharing experiences. Good campus life requires that all students observe UCU's Social Honor Code:

As a member of this residential community, each University College Utrecht student is challenged to balance personal freedom of the individual with respect for others. Learning to respond maturely, to take responsibility, to cooperate with others and to overcome adversity are important elements of personal growth and of the UCU educational philosophy. All residents must strive to respect the natural and built environments, prevent wasteful use of resources (e.g. water or energy), safely dispose of waste, and make contributions to sustainability.

Each student is jointly responsible for the good order of his/her residence, the campus and its facilities. Students must refrain from any kind of behavior that might lead to the deterioration of the campus area.

The hours between 23:00 and 8:00 are considered quiet hours, and students are requested to respect these as such both inside campus buildings and on the campus itself.

Students are not to cause any kind of inconvenience to the neighborhood, nor to traffic in the area of the campus. On campus there is a 15 kph speed limit. Parking is only allowed in designated areas and not on the grass.

University College Utrecht has a substance abuse policy. Students are expected to be familiar with this policy and abide by it.

University College Utrecht has party guidelines. All students are expected to be familiar with these and abide by them.

All residents are bound to respect each other's individuality without discrimination or prejudice on social, religious, sexual or ethnic grounds.

In any shared living situation there may be occasions when individuals infringe on the rights of others (excessive noise is an example of this). It is expected that each resident assumes initial responsibility for communicating their concerns directly to the other individual(s) involved. S/he should communicate in a constructive and reasonable way, indicating willingness to compromise if appropriate.

If initial attempts do not resolve the matter, or if any individual(s) repeatedly disrespects the rights of others or fails to meet the College's expectations, the student should make a report to the Housemaster, who can then inform the Student Life Officer and discuss further action; the student may also approach his or her tutor for advice about coping with any given situation.

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<sup>1</sup> Students who are in their 5th and 6th semester may request to live off campus. Applications should be made via the Housing Officer and need final approval from the Director of Education.

## **Sanctions in Case of Infraction of the Social Honor Code**

Students wishing to report any violation of the Social Honor Code including harassment, discrimination or involuntary sexual contact, should consult with the Student Life Officer, Housemaster, and his/her tutor as soon as possible. Consultation does not commit a student to pursuing a complaint.

Infractions of the Social Honor Code can lead to the following sanctions, depending on the circumstances:

- A warning for a first offence
- Social probation
- Exclusion from Campus for all non-academic purposes
- Expulsion from the College
- Financial charges for the repair of damage caused.

First offences considered not serious enough for social probation will result in a warning; two infractions in the same semester will automatically lead to social probation for the semester or year, depending on the circumstances.

All serious offences such as violation of the law, endangering the safety of others, gross negligence or damage to UCU property, will lead to social probation.

Exclusion from campus will result from all cases where a student's further presence on campus is not warranted or because of continued anti-social behavior, while completion of his/her studies should remain possible.

Expulsion from the College will occur in extreme cases.

The Dean will decide on any of these measures based on recommendations by the Student Life Officer and in consultation with the Managing Director.

The Dean will inform student(s) in case of pending social probation/expulsion/exclusion; students who are not available within 24 hours of a request lose their right to be informed in advance.

In case urgent action is advised the Dean reserves the right to take immediate measures.

Social probation means that the student may not hold elected office or work for University College Utrecht, and the student may not participate in any exchange program. The student may also face additional measures such as bans from the UCU bar and/or UCSA activities, depending on the nature of the offence. The student may also be required to report periodically to the Student Life Officer and their tutor in particular cases.

A student who is expelled from campus will not be refunded fees paid for accommodation and catering and will have to repay any scholarships in full that s/he may have received.

## **Residence and Residence Facilities**

### **Student Rooms and Furniture**

As a member of a residential community, each University College Utrecht student accepts certain responsibilities. Each resident is responsible for appropriate use of the living room, bathroom, and all appliances, and reasonable care of college furniture and bedrooms is expected of every student. An inventory of the rooms, the furnishings and their condition is conducted prior to students' arrival. Within two weeks of their arrival students should report (by e-mail) any missing or damaged items to the Landlord. They will receive a Room Condition Report Form from the Landlord by e-mail, as well as instructions about the procedure that must be followed. A similar form must be completed jointly by all unit-mates for the shared areas. A closing inventory is made when each student moves out, and students are held accountable for any damage to the furniture or the rooms, or for any missing items. Under no circumstances should any furniture be removed from a room without authorization.

Charges for damaged inventory items, damage to the unit itself or for cleaning services due to neglected communal areas will be charged to the unit as a whole. Individual responsibility for payment must then be established among residents of that unit. Those responsible are strongly encouraged to admit accountability for their actions.

Students may not paint any part of their room or furniture. Nothing may be driven into or attached to the walls, furniture or woodwork, including nails, tacks, screws, pins or adhesives of any type. For this purpose a strip of wood has been put in place, to which items such as posters can be attached. Students should take care not to cover or block any openings such as sinks, drains, or air vents, or to disable in any way the smoke detectors in the unit.

Students are expected to clean their own rooms and the shared areas in their units. This includes hallways, bathrooms, living rooms and kitchens, as well as the washer and dryer facilities. Cleaning equipment (mop, bucket, wiper, broom, dustpan and brush) is provided in each unit. The elevators and staircases in the academic buildings and the indoor passage of the Kromhoutweg are cleaned by University College Utrecht. For reasons of hygiene, the use of a flannel under-sheet on the mattresses is highly recommended. These sheets are available from the Landlord.

### **Guests**

Students are allowed to have a guest to stay in their rooms provided the other students in their unit are informed, and the wishes and privacy of all other residents are respected. If any complaints are received the guest will be required to leave. Non-students will not be allowed to use a campus address as their own under any circumstances.

Students are personally responsible for ensuring their guests follow college regulations, and for escorting their guests on and off campus; ultimately, the student host is responsible for the behavior of his or her guests. Students may not give their keys or XS card to guest(s) or, for that matter, allow anyone else to use them.

### **Smoking**

Smoking is prohibited in all campus buildings apart from designated student rooms. Students who did not apply for a smoking room are not allowed to smoke in their room or unit. This includes non-tobacco products and the use of water pipes as well as tobacco products. Smoking can lead to fines or social probation.

### **Open Fire**

No open fire, including all candles and naked flames, is allowed in the residence units.

### **Animals**

Students are not permitted to keep animals inside college residences or on college grounds. Requests for exceptions to this rule will not be considered.

### **Appliance Manuals**

These are the short manuals for appliances in the units. For more detailed instructions, please consult the manual of the specific appliance in your unit. Students are responsible for any damage, and repair costs and will be charged accordingly. Additional appliances used in a residence may not exceed 1000 watts per appliance. All appliances must be in good repair, though deep fryers and ovens are not allowed for safety reasons. Students found using unapproved kitchen appliances may face disciplinary actions.

## **Inventory**

Students are not allowed to use any electric kitchen appliances other than those listed on this inventory.

### Individual room:

Table (120x80 cm)  
Desk chair  
Desk lamp  
Waste basket  
Bed  
Mattress (220X90 cm)  
Mattress cover  
Cupboard for clothing  
Bookcase  
Ceiling lamp  
Curtains  
Cable outlet for television

### Living room:

Couch(es)  
Comfortable Chairs  
Low table(s)  
High table(s)  
Chairs  
Lamps  
Vacuum cleaner  
Electric kettle  
Refrigerator  
Microwave oven  
Hot plate(s)  
Garbage can  
Blinds  
Cable outlet for television

### Other:

Washing machine  
Dryer  
Sanitary Articles (e.g. toilet paper holders, waste baskets)  
Cleaning equipment (bucket, mop, wiper, broom, dustpan and brush)

The Landlord strongly advises against washing the curtains as they may shrink considerably, in which case the student will have to pay for new curtains.

## **Personal Belongings**

### Liability

University College Utrecht assumes no liability for loss of or damage to personal possessions of students and their guests on college property, or for the loss by fire or theft of personal possessions. Students should exercise discretion and common sense in bringing valuable belongings to the college. Students are strongly advised to buy insurance to cover their

personal belongings while living on campus. This insurance will cover against theft or loss due to damage. Personal liability insurance is also highly recommended for students. This provides insurance against reparation claims if you are found to be at fault in an accident or through negligence, such as hitting a pedestrian or car while cycling.

### **Bicycles**

Students keeping bicycles on campus are encouraged to use effective security equipment. Bicycles are often stolen in Utrecht (and other parts of the Netherlands), and therefore it is common to have two locks to secure your bike. In the city it is wise to attach the bike to an immovable object (such as bike-racks or a lamp post) with one of the locks. On campus you must store your bike in the designated bicycle stands on the Kromhoutweg. If they are placed anywhere else they may be removed without warning. Bicycles (or any other means of transport) may not be stored inside residence halls or academic buildings.

Dutch law requires that any bicycle operating 15 minutes after sunset to 15 minutes before sunrise must display a light on the front and back, and a reflector on the back and on the sides of both wheels. Also, a bell and good brakes are required.

### **Garbage Disposal and Recycling**

Garbage from individual student rooms and living rooms must be disposed of regularly. Underground garbage containers are located in several areas on campus. There are separate containers for glass, paper and other waste. Each academic building and office on campus has blue bins to recycle paper in. Students can pick up one of these bins free of charge from the Housemaster. These bins should be emptied regularly in one of the blue containers located in the copy rooms of the academic buildings and elsewhere on campus. Please note that a bin that is left (too) full can be a fire hazard and attract vermin.

A battery-recycling bin is located inside Dining Hall.

### **Housemaster**

The housemaster is responsible for the academic buildings on campus. Students should report any damage to campus buildings or property to the Housemaster as soon as possible: [ucu.housemaster@uu.nl](mailto:ucu.housemaster@uu.nl). His office is in Dining Hall on the ground floor, entrance next to the gym. Office hours are Tuesday and Thursday 14:00 - 15:00.

### **Campus access**

#### **XS Card and Keys**

All students receive an XS card (electronic key). The XS cards are individually programmed for each student. They provide access to the campus, the academic buildings, the residences, and the Dining Hall and bar. The card remains property of UCU. Loss and/or damage of the card must be reported to the Landlord immediately, otherwise the student will be held responsible for any subsequent misuse of or abuse of the XS card. If a student loses the XS card, a € 25 fee will be deducted from their Housing deposit.

A 'normal' key is issued for the individual student rooms and the mailboxes. In case of loss, a fee of approximately € 6 will be deducted from their Housing deposit.

#### **Access to Campus**

You have 24-hour access to the campus through the pedestrian gate (pedestrians and bikes only!). Opening hours of the gates are as follows:

- The car entrance (Kromhoutweg) is open from approximately 06:00 until 01:00
- The bike gate (next to the tower building) is open 06:00 – 01:00 (and cannot be used 01:00 – 06:00)
- The pedestrian gate (Campusplein) is unlocked from 08:00 – 23:00, and can be opened with an XS card at all other times.

Please note that guests leaving between 01:00 and 06:00 must be escorted to the gate by their hosts! Guests arriving after 23:00 should be aware that there is no doorbell at the gate.

Anyone who wishes to leave the campus with a car after 01:00 must call security at 1300, and pay a € 28,- fee. Guests can park their cars in the Prins Hendriklaan free of charge after 21:00.

It is forbidden to prop any of the gates open, as this is considered endangering to the safety of campus buildings and residents, and will be dealt with accordingly.

## **Security and Safety**

### Unit Security

The safety and security of the units and their occupants are matters of serious concern, and all students share the responsibility for this. Exterior doors must always be kept locked and may not be held open by props or wedges. Students should close and lock all doors and windows when leaving their bedroom unattended. The students in each unit are liable for losses or damages from negligence in maintaining security. Students are not allowed on rooftops. Fire escapes may only be used in emergencies.

### Fire Safety

All students are responsible for keeping their units and residences safe. This means no items (including trash) may be stored in hallways, blocking doors or in any other location that hinders a safe and easy exit from any part of the building. No hazardous materials may be stored anywhere, and no extra kitchen appliances may be installed. Open fire is prohibited, including the use of candles. These regulations will be strictly enforced by both University College Utrecht and the local fire department, and regular inspections will be held.

Anyone found violating the fire safety regulations is in effect endangering other people's lives, and will therefore face serious consequences. These range from a fine to removal from your unit or expulsion from the college. A violation will include the use of unapproved appliances.

Students are encouraged to be diligent with fire safety measures. This includes the following:  
Being aware of escape routes and fire alarm locations in your building

Discussing a fire evacuation plan with your unit mates

Keeping common passageways clear and free of trash and debris. This allows for safe passage in case of fire, and also reduces fire risk

Not blocking smoke detector sensors

Not overloading electrical outlets

In smoking units, using proper ashtrays that are regularly emptied

Not smoking in bed or when drowsy or after drinking excessively.

## **Student Health**

### Health Insurance

All residents of the Netherlands are required by law to have health insurance. Students need proof of health insurance to make use of the health services in the Netherlands. EEA students can ask their insurance companies for the European Health Insurance Card.

UCU encourages international students to insure themselves through AON, a company offering a comprehensive insurance package including health, liability, household contents, and more. For more information about coverage, costs, and how to apply, visit [www.myaon.nl/students](http://www.myaon.nl/students) or get in touch with the Admissions Officer.

Personal liability insurance is also highly recommended for students. This provides insurance against reparation claims if you are found to be at fault in an accident or through negligence, such as hitting a pedestrian or car while cycling. AON provides a student insurance package that includes both property and liability insurances with health insurance.

## **Substance Abuse Policy**

The use of drugs can cause serious problems for students – it can endanger their health, their academic success, and their life. Although UCU has no legal responsibility over the students' lives, it feels a moral commitment to their wellbeing. This means education, prevention, care, and dealing with problems caused by and associated with drugs are very important.

According to Dutch law, the possession and dealing of hard drugs is illegal. Examples of these drugs are cocaine, heroin, and XTC. Students who bring such drugs onto campus violate the law and UCU will not tolerate criminal behavior. Students bringing hard drugs onto campus will face action from the Dean, ranging from social probation or expulsion to the referral for medical care. If deemed necessary, the student's parents/guardians will be informed. Students who are proven to sell or facilitate the selling of drugs on campus will face the harshest consequences possible, including legal action.

Dutch law allows restricted use of alcohol and cannabis. Nonetheless, abuse of alcohol or cannabis can result in serious problems for users including poor academic performance, diminished judgment skills, social withdrawal and isolation, and a variety of health complications. University College Utrecht is committed to raising awareness to convey the potential harm drugs can cause students.

Students also have a responsibility towards their peers. Those who are aware of drug abuse on campus, or concerned about the wellbeing of a fellow student, have a moral responsibility to report this to their tutor or the UCU Student Life Officer. The alternative may be to deny a fellow student the help that may save his or her life. All information will be kept in confidence and efforts will be made to provide the student with professional counseling. Many situations are handled jointly between students, their tutors and the Student Life Officer. A sudden drop in academic performance, frequent and unaccountable absences from class, repeated requests for extensions and withdrawals, general change of attitude and behavior; all are indicators of the student's wellbeing. Tutors will act upon concerns and troubles that are expressed by teachers and students. If deemed necessary, the student will be asked to speak to the Student Life Officer and the Dean.

The UCSA is responsible for running the college bar appropriately. It must ensure that bar volunteers meet the IVA (Instructie Verantwoord Alcohol Gebruik) requirements set by the city council and have an 'Alcohol en Drugs bestuursreglement'. There is close communication between the UCSA, the Managing Director, and the Student Life Officer who will help identify potential problems. The Managing Director reserves the right to intervene in the college bar operations if there are signs that the rules and regulations are not being carried out appropriately.

### Good Samaritan Policy

All drugs present a serious danger to the health of those using them. As the health and safety of UCU students is of primary concern, the College administration will observe a Good Samaritan Policy in situations where a student's health or life is at risk due to drug overdose. If a student succumbs to a drug overdose, those present must notify emergency services of the situation immediately to get the victim help as quickly as possible.

In such cases where students act responsibly and seek emergency help, the College will not pursue disciplinary action against them. However, the college will not have any influence over possible criminal investigation or charges brought by the Utrecht police as a result of such an incident.

If students are involved in such an incident and take no action to help the victim, all disciplinary means at the College's disposal will be brought against them.

In case of such an emergency, students are to use the UU security emergency telephone number: 030 253 4444.

### Responsible Alcohol Use

Students are free to enjoy alcohol responsibly and in moderation. Alcohol abuse can damage health, negatively affect academic performance and lead to addiction.

Moderate drinking is a term used to describe a lower risk pattern of drinking. Generally speaking, the World Health Organization considers moderate drinking to be two drinks (glass of beer or wine or a shot) per day five days a week and two days without drinking, spread over a week. Alcohol affects people differently, depending on sex, body weight and the metabolism of the individual as well as other factors, so this is intended to be a general guideline with some people being affected more strongly than others.

Tips for responsible drinking:

Choose not to drink alcohol

Eat food before drinking

Pace your drinking

Keep track of how many drinks you have had

Set a personal limit of how many drinks you will consume

Choose a drink containing a lower alcohol concentration

Avoid drinking games

Alternate alcoholic drinks with water or other non-alcoholic beverages

A good way to assess whether your drinking is getting out of control is to think about how drinking may be interfering with other aspects of your life. Do you miss classes regularly due to hangovers? Do you become argumentative and alienate friends or your boyfriend/girlfriend when drunk? Do you ever blackout and not remember things when you were drunk? Is money a problem due to buying alcohol, or do you sustain injuries from being drunk? If you're concerned about your consumption and would like further advice or counselling on how you can manage your drinking, contact BeOpen at the Centrum Maliebaan or the Alcohol Information Line at the numbers below.

### Useful Information

Information on drugs and alcohol:

[www.b-open.nu](http://www.b-open.nu) (Dutch)



[www.centrummaliebaan.nl](http://www.centrummaliebaan.nl) (Dutch)  
[www.jellinek.nl/english](http://www.jellinek.nl/english)

For specific information about drugs and alcohol, it is possible to contact:  
The Drugs Infoline: 0900-1995  
The Alcohol Infoline: 0900-5002021

If you have concerns about the use of drugs, and would like to talk to someone off campus, you can contact Centrum Maliebaan (see their website for more info; English speaking counsellors available) by sending them an e-mail: [preventie@centrummaliebaan.nl](mailto:preventie@centrummaliebaan.nl). The Student Life Officer is also available to provide assistance for those concerned about the drug or alcohol use of a friend or to provide assistance to those seeking help for their own substance abuse problems.

Remember, the psychologists at Utrecht University Student Services can also be contacted for drug related problems (tel. 7000).

## **Party Guidelines**

### Private Parties

#### Fewer than 30 people:

Students bear joint responsibility for parties and guests in their own units; other students living in the same unit or nearby units must be informed in advance; repeated partying, bad timing, loss of control, excessive disturbance etc., may be reasons to involve the Student Life Officer (see closing remark). Any mess from the party outside the unit must be cleaned up by 1 pm the next day, including hallways and stairways, or those responsible for the party may face consequences.

Students are expected to clean up after their parties immediately the next day out of consideration for their unit mates.

#### More than 30 people:

These are not permitted in units - they must be organised via the Bar Committee, must be for fewer than 250 people, and are to be held only in the Bar, (Bar rules and license regulations apply); UCSA responsibility and prior permission must be secured from UCSA BarCo and the Student Life Officer by those requesting the party; the Student Life Officer has discretionary power as to whether a party can take place; UCSA is responsible for following procedures, safety- and cleaning rules, and communication.

Parties held off campus are the sole responsibility of the individual organizers.

### UCSA Parties

#### Fewer than 250 people:

Must be in the Bar (Bar rules and license regulations apply); UCSA is responsible for following procedures: safety- and cleaning rules, and communication.

#### More than 250 people:

These must take place off campus

Exceptions, only with prior permission of the Housemaster and Student Life Officer, in the Beach Party Area.

UCU bears no responsibility for the conduct of off campus parties.

For graduation parties, lustrum events, social occasions accompanying an official UCSA event, etc, the UCSA contacts the Housemaster and the Facility Manager about numbers attending, including external guests, safety and cleaning, contingency plans, etc, all confirmed in a written

document. After making these appointments the party can be communicated to those who are involved. In any event, alcoholic beverages are served in compliance with bar license. The Dean can deny permission for any party on Campus of either type at any time if serious concerns are raised (e.g. by the Student Life Officer, Facility Manager, the Housemaster, or individual groups of students).

## **Financial Commitments**

### **1 Campus Fees (including campus deposits)**

- 1.1 The Campus Fees for the academic year are specified in the yearly invoice.
- 1.2 The Campus Fees cover accommodation during 10 months and board during the semesters as defined in the yearly calendar.
- 1.3 By signing the Campus Rules and Guidelines a student agrees that in the event of withdrawing from UCU after formal registration Campus Fees will be charged for the full semester.
- 1.4 A student who is expelled will not be refunded any Campus Fees and will have to repay any UCU scholarships in full that s/he may have received.

### **2 Methods of Payment**

- 2.1 Payment of the Campus Fees can be done in the following ways: by transferring the total amount into the University College Utrecht bank account before 1 September; by transferring the amount in two equal installments into the University College Utrecht bank account (1st installment before 1 September; 2nd installment before 1 February); by direct debit (deferred payment). The Campus Fees will then be withdrawn from the student's bank account/credit card in 5 or 10 installments by the 25th of each month.

Note: deferred payment from a bank account is only possible by means of direct debit from a Dutch bank account or from an bank account of one of the SEPA countries (Single Euro Payments Area).

### **3 Financial Administration**

- 3.1 Collection of the Campus Fees is administered by the ASC (Administratief Service Centrum) of Utrecht University.
- 3.2 In case of exceeding a term of payment (with payment in 1, 2, 5 or 10 installments) one reminder will be sent with the request to pay within one week after posting date.

#### **Remarks:**

If the reminder is based on a mistake the student involved must contact the Controller within one week;

If a student expects not to be able to meet a term of payment, he/she must inform the Controller at once. Furthermore, the student has to submit a written payment plan (stating dates and payments) on how to cover any back payment. This payment plan has to be handed in to the Controller one week before payment is due at the latest.

- 3.3 In case a student does not respond to the reminder, a second reminder will be sent. Payment has to be effected within one week after posting date of the second reminder.

- 3.4 In case a student does not respond to the 2nd reminder a final reminder will be sent and € 25 administrative costs will be charged. Payment has to be effected within one week after posting date of the final reminder.

- 3.5 As a last resort, a collecting agency will be called in. All additional costs incurred will be fully charged to the student. Furthermore, UCU is authorized to block the XS card for access to housing and facilities on campus.

#### 4 University College Student Association (UCSA)

University College Student Association is the students' association of University College Utrecht. Membership of UCSA offers access to all kinds of campus activities, such as entrance to the bar and fitness facilities, career activities, parties, and so forth. UCSA finances these activities with subscription fees from the members as well as a per-capita contribution granted by University College Utrecht.

4.1 A yearly campus activities fee will be charged to each student as a contribution to UCSA as indicated in Article 4.

4.2 For efficiency reasons, UCU collects this contribution together with the Campus Fees and passes it on to UCSA.