



Campus Life Rules and Guidelines 2021-2022

University College Utrecht

Liberal Arts and Sciences
Bachelor's Degree Programme



Contents

Overview of the Campus Life Rules and Guidelines 2021-2022.....	3
Reader Notice	3
COVID-19 Measures.....	3
UCU Social Honour Code	4
Resources and Practical Information	5
Alcohol and Drug Policy	7
General Rules and Guidelines.....	9
Article 1. Social conduct in housing.....	9
Article 2. General campus and building rules.....	9
Article 3. Hosting parties, gatherings, or dinners	11
Article 4. Private parties	11
Article 5. Disciplinary process for violation(s)	12
Article 6. Fees and financial commitments	13
Article 7. Complaints, objections and appeals.....	13
UCU Housing Rules and Guidelines	14
Article 1. Underlying principles of UCU housing.....	14
Article 2. Duration of residential accommodation term	15
Article 3. Delivery and acceptance of a residence with shared facilities.....	15
Article 4. Furniture and inventory	15
Article 5. Housing deposit and rent (campus fees)	16
Article 6. Obligations of students living in UCU accommodations	17
Article 7. Guests	17
Article 8. Leaving UCU housing.....	17



Overview of the Campus Life Rules and Guidelines 2021-2022

The *University College Utrecht Campus Life Rules and Guidelines* frame our community standards and provide a resource for creating an informed community accountable to ourselves and one another. The document includes the UCU Social Honour Code, resources and practical information, policies, and guidelines that establish a healthy, supportive residential community. The document consists of two primary sections: General Rules and Guidelines, and UCU Housing Rules and Guidelines.

The *Campus Life Rules and Guidelines* serve as a companion piece to the [Academic Rules and Regulations](#). Students are expected to read and adhere to policies, regulations, and guidelines in the *Campus Life Rules and Guidelines* and *Academic Rules and Regulations*. The policies apply during the entirety of a student's enrolment at University College Utrecht, whether on or off-campus.

Reader Notice

This document itself is not a contract. You will be required to sign a formal contract, the Campus Agreement, annually. By signing, you agree to follow all rules and guidelines stipulated in this document, including the terms on which housing is provided to you as an enrolled University College Utrecht student (see [UCU Housing Rules and Guidelines](#)).

The Campus Life Rules and Regulations have been established on the premise that students have responsibilities when living and partaking in the community – whether on campus or off campus. Therefore, as a student at University College Utrecht, any misconduct off campus, including travel abroad, that violates UCU policies or rules may also result in discipline or other sanctions on campus.

COVID-19 Measures

During the 2021-2022 academic year, measures taken to prevent the spread of COVID-19 will likely affect education and campus life at UCU. University College Utrecht's number one priority is the health and safety of the community. Discussion, debate and residential life are pillars of our Liberal Arts and Sciences education. Therefore, UCU aims to preserve our in-person learning experience and as much of students' residential and co-curricular experience as possible, while taking all the necessary measures to prevent the virus from spreading.

As the situation develops, COVID-19 measures set by the Dutch government, UU or UCU will be updated frequently. If any conflict arises between those measures and the rules and guidelines stipulated in this document under normal circumstances (e.g. party rules or guest rules), the COVID-19 measures overrule this document. The development of the virus in the Netherlands and UCU's compliance with the measures will determine what is permitted at the College.

UCU calls upon its students as responsible members of the community to help combat the virus. All students are expected to know and abide by the National Institute for Public Health and the Environment's (RIVM) guidelines and the government measures set to fight the spread of the COVID-19. If a student violates these guidelines and measures they can and may face disciplinary actions.



UCU Social Honour Code

University College Utrecht students are expected to live on campus for the duration of their studies at UCU, as the residential setting is an integral part of all students' education. Students come from different backgrounds, and the shared living environment provides unique opportunities for inter-cultural learning and sharing experiences. Learning to respond maturely, take responsibility, cooperate with others and overcome adversity are crucial elements of personal growth and the UCU educational philosophy.

The behaviour of individuals may often affect the rights and well-being of others; therefore, all members of the campus community are responsible for fostering an environment in which teaching, learning, research and living flourish. Maintaining a diverse and inclusive community with robust campus life requires that all students uphold University College Utrecht's Social Honour Code:

- Each University College Utrecht student is challenged to balance individual/personal freedom with respect for others. All students must respect each other's individuality without discrimination or prejudice on social, religious, sexual or ethnic grounds.
- Students must respect the natural and built environments, prevent wasteful use of resources (e.g. water or energy), safely dispose of waste, and contribute to living sustainably.
- Students are jointly responsible for keeping their residence, the campus and its facilities in good order and must refrain from any behaviour that might lead to the deterioration of the campus area.
- All students are expected to be familiar with and abide by the substance abuse policy and (housing) rules and guidelines included in this document.



Resources and Practical Information

Student Life and Practical Information

The most up-to-date information and resources are located on University College Utrecht's student website. For further information regarding the topics listed below, please use the links provided.

[Student Life:](#)

- Health and Wellbeing Student Life Office
- Equality, Diversity & Inclusion
- Futures Centre
- Career Services
- Special Support
- Student Organisations
- Student Social Activities

[Practical Information:](#)

- Corona Related Information
- Curriculum Requests
- Complaints and Procedures
- Dining Hall
- Document Requests
- Financial Matters
- Housing
- IT Services
- Leaving UCU
- New Students
- Rules and Regulations
- Safety and Security
- Study Areas
- UCU Council
- UU Services

UU Non-Emergency and Emergency Security

Students are encouraged to report suspicious behaviour or any *non-urgent* security matters to non-emergency security: 030 253 1300.

Any *urgent emergencies* should be reported to emergency security at 030 253 4444 or call 4444 from a campus phone. It's advisable to add this number to your mobile phone. This connects you immediately to the Utrecht University Security Meldkamer (emergency/incident room), which is available 24/7. Inform them of the nature of the emergency, and of its exact location. They will take the appropriate steps. Call this number instead of 112 for emergencies on campus grounds.

More information on emergencies and after-hours medical help can be found on the [student website](#).

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 Landlady 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. Please note that individual XS card activity is stored. This information can only be accessed for emergencies or personal safety, or to reference entrance to common buildings, not private dwellings.



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 the Housing deposit.

Access to campus

Students 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 clock tower building) is open from 06:00 until 01:00 (and cannot be used 01:00 – 06:00)
- The pedestrian gate (next to the bike gate) is unlocked from 08:00 until 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 by car after 01:00 must call security at 030 253 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 to endanger the safety of campus buildings and students, and will be dealt with accordingly.



Alcohol and Drug Policy

The UCU community is committed to maintaining an academic and residential environment that supports personal growth and learning; assures individual rights and the well-being and dignity of others; promotes health, understanding, and respect; and fosters the opportunity to make lasting friendships. As part of a healthy and respectful community, in consultation with those in our community, UCU has developed a set of policies and rules about alcohol and drugs. These policies recognise that UCU has an obligation to comply with applicable national laws and regulations concerning the use of alcohol and drugs. Beyond that obligation, these policies outline when and how alcohol and drug violations can result in disciplinary action, up to and including expulsion, as well as possible referral for substance misuse counselling and/or other measures.

The Dutch Opium Act

The use of drugs can be a problem for students and endanger their health and their academic success. Although UCU has no legal responsibility for students' lives, there is a moral obligation to educate the student body about the harmful effects of drugs and provide resources to deal with any drug-related problem that might occur.

The Dutch Opium Act states that the possession and dealing of hard drugs is illegal. Students who bring such drugs onto campus are violating Dutch legislation. Students caught in possession of such substances will face consequences that will depend on the context of the situation. The repercussions can range from social probation, expulsion, and referral to medical care. Students found distributing illicit substances will face severe consequences and possible legal action.

Additionally, according to this Act, the use of cannabis, hash, and alcohol is allowed in moderate amounts. Regardless, abuse of these substances can result in serious long last effects. University College Utrecht is determined to raise awareness regarding the dangerous effects of such substances.

Good Samaritan Policy

All drugs present a danger to the health of those using them. As the health and safety of UCU students are 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. In 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 investigations or charges brought by the relevant authorities as a result of such an incident. If students are involved in such an incident and take no action to help the victim, UCU reserves the right to enforce disciplinary actions against them.

In case of such an emergency, students should contact UU security emergency on 030 253 4444 (or dial 112 when off campus). Non-urgent calls should be made to 030 253 1300.

Responsible alcohol use

Students who choose to drink alcohol are expected to do so in a safe, responsible, and legal manner. Irresponsible use of alcohol leading to disruptive, abusive, or destructive behaviour is strictly prohibited, as is contributing to the intoxication of other students resulting in hospitalisation for intoxication, alcohol-related injuries, sexual



misconduct, or other conduct violations. Intoxication will never be accepted as a defence or an excuse for conduct violations. The furnishing, encouragement, or consumption of alcohol by students under the age of 18 is not only prohibited but illegal.

It is a student's own choice to consume alcohol. Nevertheless, alcohol abuse is a common phenomenon among college students, that may lead to devastating effects within their social and personal lives along with their health. The college administration has no legal authority over alcohol consumption, though they encourage individuals who consume alcohol to do so at moderate rates. It is important to remember there is no "safe way" to drink since we all face certain risks although there are ways to do it responsibly and minimise the risk.

Useful information

If you suspect your relationship with any substance is getting out of hand the following contact is a free, addiction specialist treatment centre which open to anyone and can direct you to appropriate support.

Brijder

Location: Havenstraat 37, 2871 DX Schoonhoven

Number: (0883583450)

Furthermore, the psychologists at Utrecht University Student Services can be contacted for drug-related problems (030 253 7000).



General Rules and Guidelines

Article 1. Social conduct in housing

- 1.1 As students of University College Utrecht, each student is expected to balance personal freedom with respect for others. Students living in housing provided by University College Utrecht are expected to behave maturely, take responsibility for their actions, and cooperate with others. They are expected to make a commitment in order to maintain a respectful, healthy, and harmonious environment.
- 1.2 Students are expected to respect the individuality of other students and members of staff of University College Utrecht. Under no circumstance will discrimination or prejudice on social, religious, sexual or ethnic grounds be tolerated.
- 1.3 The student will not display behaviour or actions that threaten the physical, psychological, or social well-being of others, including but not limited to harassment, discrimination, intimidation, violence, theft, and vandalism.
- 1.4 All students are jointly responsible for the good order in the building and its shared spaces as outlined in the UCU Housing Rules and Guidelines section of this document. Students must refrain from any kind of behaviour that might lead to the deterioration of the building.
- 1.5 The hours between 23:00 and 8:00 are considered quiet hours. Students should respect these as such both inside and outside of campus buildings.
- 1.6 In case a student infringes the rights of others (e.g. by causing noise nuisance), students may face disciplinary action.

Article 2. General campus and building rules

- 2.1 All students are expected to follow the guidelines of the National Institute for Public Health and the Environment (RIVM) and the government measures against the spread of the novel coronavirus COVID-19. If a student is found to be in violation of these guidelines and measures they may face an expedited disciplinary process.
- 2.2 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, and are encouraged to obtain a suitable insurance policy.
- 2.3 Students in each unit are responsible for any damage they or any outsider/guest they let into a building causes, both to the building and other students' property. In the Netherlands, most people have personal liability insurance, which UCU students are encouraged to obtain.
- 2.4 Keep noise to a minimum as much as possible. Be considerate and mindful of your fellow students.
 - 2.4.1 No noise between 23:00 and 08:00 on weeknights and Sunday; no noise between 00:00 and 08:00 on Friday and Saturday.
 - 2.4.2 Do not slam doors, and move conversations from corridors to (common) rooms in the evening or early morning.
 - 2.4.3 In any shared living situation there may be occasions when individuals infringe upon the rights of others (excessive noise is an example of this). It is expected that each student assumes initial responsibility for communicating their concerns directly to the other individual(s) involved. Students should communicate constructively and reasonably, indicating a willingness to compromise if appropriate.
 - 2.4.4 If initial attempts do not resolve the matter, or if any individual(s) repeatedly disrespect(s) the rights of others or fail(s) to meet the College's expectations, the student can report to the Housemaster, who can then inform the Student Life Officer and discuss further action.



- 2.5 Students are responsible for keeping their room and their shared residential halls in good order.
- 2.5.1 Waste from individual student rooms and living rooms must be disposed of regularly. A bin that is left (too) full can be a fire hazard and attract vermin.
 - 2.5.2 For buildings with shared bathrooms: keep the toilets and sinks clean. Wipe the sink, and use the toilet brush after flushing. Do not clog the sinks or toilets. Cleaners do not work in residential units.
 - 2.5.3 Do not let animals into the building.
 - 2.5.4 Students are not permitted to keep animals inside University College Utrecht residences or on college grounds. Requests for exceptions to this rule will only be considered in case of medical need. You should contact the Student Life Officer, if necessary.
 - 2.5.5 Smoking is not permitted in any of our buildings. It is also not allowed to smoke outside on the UCU/ICU campus. This includes non-tobacco products and the use of water pipes as well as tobacco products. Smoking can lead to fines or social probation. For further information on Utrecht University's smoke-free policy and enforcement please visit [the website](#).
- 2.6 Students are not to cause any inconvenience to the campus or the surrounding neighbourhood.
- 2.6.1 On campus you must place your bike in the designated bicycle stands around campus.
 - a. If bicycles are placed anywhere else, they may be removed without warning.
 - b. Bicycles (or any other means of transport) may not be stored inside residence halls or academic buildings.
 - c. Bicycles that are left unattended for prolonged periods of time, and are clearly unused, may be removed. Before this happens, a warning will be attached to the bike.
 - 2.6.2 Students are permitted to have a car on campus.
 - a. On campus, there is a 15 kph speed limit.
 - b. Parking is only allowed in designated areas and not on the grass.
 - c. Any illegally parked cars will receive a wheel clamp.
 - 2.6.3 Students must not prop any of the campus gates open, as it endangers the safety of students and campus buildings.
- 2.7 The safety and security of the units and their occupants are matters of serious concern, and all students share responsibility for this.
- 2.7.1 The following safety rules apply to students in all units:
 - a. Exterior entrance doors must always be kept locked and may not be held open by props or wedges.
 - b. Students should close and lock all doors and windows when leaving their bedroom unattended.
 - c. The students in each unit are liable for loss or damage from negligence in maintaining security.
 - d. Students are not allowed on rooftops.
 - e. Fire escapes may only be used in emergencies. Hallways are considered escape routes by the Dutch government and as such should be empty of items which could cause an obstruction or falling when fleeing.
 - f. Fire extinguishers and hoses should be reachable at all times. Tampering with them is not only dangerous but results in a fine when detected.
 - 2.7.2 Students are asked to be diligent with fire safety measures. These include the following:
 - a. Be aware of escape routes and fire alarm locations in your building and discuss a fire evacuation plan with your unit mates.
 - b. Do not block or tamper with smoke detector sensors.
 - c. Do not overload electrical outlets.
 - d. Open fire is prohibited, including the use of candles.
 - e. Keep common passageways clear and free of trash and debris. No items (including trash) may be stored in hallways, blocking doors or in any other location that may hinder a safe and easy exit



from any part of the building. This allows for safe passage in case of fire, and also reduces fire risk.

- f. Do not store hazardous materials, and do not install extra kitchen appliances.
- 2.7.3 All regulations will be strictly enforced by both University College Utrecht and the local fire department. Regular inspections are held.
- 2.7.4 Students must abide by all general and fire safety regulations. Violating the (fire) safety regulations is in effect endangering other people's lives, and will therefore result in disciplinary consequences as outlined in Article 5.

Article 3. Hosting parties, gatherings, or dinners

- 3.1 Any parties, gatherings, or dinners must be in compliance with the guidelines of the National Institute for Public Health and the Environment (RIVM) and the governmental measures against the spread of the novel coronavirus SARS-CoV-2. If a student organises an event that is found to be in violation of these guidelines and measures they can face disciplinary actions.
- 3.2 Students are responsible for anything that happens in the building as a consequence of a party / gathering / dinner that they have organised.
- 3.3 Announce your gathering to your neighbours or unit mates in a timely manner.

Article 4. Private parties

- 4.1 Private parties with up to 30 people are permitted, provided health and safety requirements can be adhered to.
 - 4.1.1 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.
 - 4.1.2 Students are expected to clean up after their parties immediately the next day out of consideration for their unit mates.
 - 4.1.3 Any mess from the party outside the unit must be cleaned up by 13:00 the next day, including hallways and stairways, or those responsible for the party may face disciplinary consequences.
 - 4.1.4 Repeated partying, bad timing, loss of control, excessive disturbance etc., may be reasons to involve the housemaster and UU security.
- 4.2 Parties with more than 30 people are not permitted in units.
- 4.3 Parties with up to 250 people must be organised via the Bar Committee and are to be held only in the Bar (Bar rules and license regulations apply);
 - 4.3.1 Responsibility and prior permission must be secured from UCSA BarCo and the Student Life Officer by those organising the party.
 - 4.3.2 UCSA is responsible for following procedures, safety and cleaning rules, and communication.
 - 4.3.3 Parties with more than 250 people must take place off campus.
 - 4.3.4 Exceptions apply only with prior permission of the Housemaster and Student Life Officer, in the Beach Party Area.
 - 4.3.5 University College Utrecht bears no responsibility for (the conduct of students on) off-campus parties.
 - 4.3.6 For graduation parties, Lustrum events, social occasions accompanying an official UCSA event, etc., UCSA contacts the Housemaster about numbers of people 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 involved.
 - 4.3.7 In any event, alcoholic beverages are served in compliance with the bar license and general applicable rules.



- 4.4 The Dean can deny permission for any party on Campus of any type at any time if serious concerns are raised (e.g. by the Student Life Officer, the Housemaster, or individual groups of students).
- 4.5 Parties held off campus are the sole responsibility of the individual organisers.

Article 5. Disciplinary process for violation(s)

- 5.1 Infractions of the Social Honour Code, General Rules and Guidelines or UCU Housing Rules and Guidelines can lead to the following sanctions, depending on the circumstances:
 - 5.1.1 A warning
 - 5.1.2 Social probation
 - a. The student may not hold elected office or work for University College Utrecht, and the student may not participate in any exchange programme.
 - b. The student may also face additional measures such a ban from the UCU bar and/or UCSA activities, depending on the nature of the offence.
 - c. The student may also be required to report periodically to the Student Life Officer and their tutor in particular cases.
 - 5.1.3 Exclusion from campus for all non-academic purposes
 - a. Exclusion from campus will result from all cases where a student's further presence on campus is not warranted and/or because of continued anti-social behaviour, while completion of their studies should remain possible.
 - 5.1.4 Expulsion from the degree programme
 - a. Expulsion from the degree programme (a ban from all courses and examinations) will occur in extreme cases.
 - b. The Dean will decide on any of these measures based on recommendations by the Student Life Officer and in consultation with the Managing Director.
 - c. A student who is expelled from campus will not be refunded fees paid for accommodation.
 - d. If a scholarship student is expelled, their impending scholarship award will be terminated alongside the discontinuation of their studies at University College Utrecht.
 - e. Should an expelled student not de-enrol in Studielink upon expulsion, University College Utrecht is not responsible for any costs (tuition fees, etc.) incurred by the student from the date the student was notified about their expulsion.
 - 5.1.5 Financial charges for the repair of any damage caused
- 5.2 Considerations as part of the disciplinary process for violating the Social Honour Code, General Housing Rules and Guidelines or UCU Housing Rules and Guidelines include:
 - 5.2.1 Sanctions generally depend on the severity of the situation and the circumstances. The situation and context will be discussed with involved parties before a decision or disciplinary measures are taken.
 - 5.2.2 First offences considered not serious enough for social probation will result in a warning.
 - 5.2.3 Repeated violations will result in more severe sanctions.
- 5.3 Students wishing to report any violation of the Social Honour Code, General Rules and Regulations, or UCU Housing Rules and Guidelines, including harassment, discrimination or involuntary sexual contact, should consult with the Student Life Officer, Housemaster, and their tutor as soon as possible. Consultation does not commit a student to pursuing a complaint. Refer to the UCU [complaints and procedure](#) webpage for more information.
- 5.4 The Dean will inform student(s) in case of pending social probation, exclusion, expulsion.
 - 5.4.1 Students who are not available within 24 hours of a request to meet lose their right to be informed in advance.



5.4.2 In cases that require urgent action, the Dean reserves the right to take immediate measures.

Article 6. Fees and financial commitments

- 6.1 Campus fees (including campus deposits) for the academic year are specified in a yearly invoice and payable before moving into campus accommodations. Please visit the [Financial Matters page](#) on the UCU website for more detailed information.
- 6.1.1 Campus fees cover accommodation and use of campus facilities during the academic year as defined in the annual calendar.
- 6.1.2 A yearly campus activities fee will be charged to each student as a compulsory contribution to University College Student Association (UCSA). UCU collects this fee together with the Campus Fees and passes it on to UCSA.
- a. UCSA membership offers students access to numerous campus activities, such as entrance to events, fitness facilities, career activities, parties, the bar 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.
- 6.1.3 Expelled students are subject to Articles 5.1.4c-e.

Article 7. Complaints, objections and appeals

- 7.1 If you feel you have not been treated properly by someone employed by Utrecht University, or if you disagree with a decision that affects you personally, you can respond in a number of ways. For more information and the procedure, please refer to the [University Utrecht webpage](#) on complaints, objections and appeals.



UCU Housing Rules and Guidelines

In line with University College Utrecht's residential liberal arts and science bachelor's programme, students are expected to live in UCU accommodations and guaranteed a room on campus up to and including their sixth semester. UCU's accommodations are temporary and directly linked to an enrolment at UCU. The residential buildings are owned by the [Lekstede Wonen](#) housing corporation, and rented to Utrecht University (UU). The UU makes these buildings (internally) available to UCU. UCU then makes the housing units available to its enrolled students on the basis of a mixed agreement whereby studying at UCU is predominant and receiving and living in the provided accommodations is ancillary. Therefore, students do not rent their accommodations directly from Lekstede Wonen and rental legislation does not apply.

Students receive and sign the Campus Agreement (a legally binding contract between the student and University College Utrecht) prior to or upon arrival to UCU. The Campus Agreement entitles students to use UCU's on-campus facilities, including their allocated accommodation in conjunction with the annual payment of the campus fees. By signing the Campus Agreement students agree to abide by the *Campus Life Rules and Guidelines* stipulated in this document including the terms on which housing is provided to them as an enrolled student. The Campus Agreement is valid for the duration of their enrolment at UCU with a maximum of six semesters (seven semesters if approved by the Exam Board. See the *Academic Rules and Regulations*). This means that students are aware and agree that after completion of the UCU degree programme or any other form of enrolment termination, they will no longer be entitled to UCU accommodations and their annual room allocation will not be renewed.

Providing accommodations in attachment to enrolment and the terms outlined in the UCU Housing Rules and Guidelines section of the *Campus Life Rules and Guidelines* is necessary because the residential component of our campus is integral to our educational philosophy and programme. Temporary housing ensures that all incoming cohorts of students will have a place to live on UCU's campus while studying. UCU is only able to provide and guarantee access to accommodation to admitted students if there is a consistent departure of graduated (or otherwise de-enrolled) students from on-campus housing each year.

Article 1. Underlying principles of UCU housing

- 1.1 UCU students are provided with an accommodation as part of the residential Liberal Arts and Sciences study programme for the duration of time as stipulated in the Campus Agreement contract.
 - 1.1.1 UCU accommodations are only intended for enrolled UCU students.
 - 1.1.2 UCU's educational concept requires all students to change units once per academic year.
 - 1.1.3 Students are allocated a new room upon arrival each academic year.
 - 1.1.4 Living on campus is an obligation that arises from following education at UCU.
 - 1.1.5 The purpose of providing housing is to form an international community that (as well as the other activities) supports the education of students in order to achieve a small-scale, intensive educational programme.
- 1.2 UCU students are guaranteed a room on campus at University College Utrecht up to and including their sixth semester.
 - 1.2.1 Students who are in their 5th and 6th semester may request to live off campus. Visit the [student website](#) for more information.
- 1.3 The rules and regulations outlined are in relation to living in UCU housing and part of the Campus Agreement between University College Utrecht University and each student.
- 1.4 Deviations from the text of the UCU Housing section of this document can only be agreed upon with the explicit written consent of UCU.



- 1.5 During the period specified in the Campus Agreement each student is enrolled at University College Utrecht.
- 1.6 UCU students do not have the intention to settle for a longer period in UCU accommodation.
- 1.7 After each academic year, or semester if the student attends an exchange programme, the student will vacate and leave the premises in the same condition as they were on arrival.

Article 2. Duration of residential accommodation term

- 2.1 Residential accommodations are allocated for the duration that students are enrolled at UCU (generally six semesters).
 - 2.1.1 Students who are not enrolled and attending courses at UCU or Utrecht University are not entitled to a room during that time.
 - a. Given the limited number of rooms that UCU can offer, students completing internships, apprenticeships or other programmes while not actively enrolled at UCU do not qualify to receive a room on campus.
- 2.2 Students who participate in an international exchange programme are not allocated a room on campus for the UCU semester in which they attend their exchange programme.
 - 2.2.1 If a student cancels their exchange programme enrolment after 1 April (Fall Exchange) or 1 September (Spring Exchange) requiring them to remain at UCU for that semester/year, they will receive housing from UCU based on availability.
 - 2.2.2 Students who otherwise would have been away on an exchange programme may be allocated a shared/double room.

Article 3. Delivery and acceptance of a residence with shared facilities

- 3.1 On the date the student arrives to campus for the academic year/semester, UCU will make the allocated room available to the student and deliver the room in good condition.
 - 3.1.1 If the room has not been vacated by the previous student or there are major defects that require repair, the student should inform the landlady and the Housemaster.
- 3.2 Students will receive the keys to their accommodation upon arrival to UCU. New students will receive their key from the arrival team while returning students can find their keys in their mailbox.

Article 4. Furniture and inventory

- 4.1 Each student is responsible for the appropriate use of accommodation including shared facilities and appliances.
- 4.2 Reasonable care of college furniture and bedrooms is expected of every student.
- 4.3 An inventory and inspection of the rooms, the furnishings and their condition is conducted prior to students' arrival.
 - 4.3.1 Within two weeks of their arrival students should report any missing or damaged items to the Landlady using the Room Condition Report Form distributed by the Landlady via email. A similar form must be completed jointly by all unit mates for the shared areas.
 - 4.3.2 Under no circumstances should any furniture be removed from a room without authorisation.
 - 4.3.3 Students may not paint any part of their room or furniture.
 - 4.3.4 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.



- 4.4 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.
- 4.5 The items on the list below should be present in your assigned room and residential unit. The presence of a shared item can differ per unit.

Individual Room:

Table (120x80 cm or smaller)
Desk chair
Desk lamp
Waste basket
Bed
Mattress (220X90 cm)
Mattress cover
Cupboard with shelves and hanging space
Bookcase
Ceiling lamp
Curtains

Kitchen:

Electric kettle
Refrigerator
Freezer
Cooking hood/extractor fan
Microwave oven
Hot plate(s)
Trash can
Blinds

Living Room:

Couch(es)
Comfortable Chairs
Low table(s)
High table(s)
Chairs
Lamps

Other:

Washing machine (only in some units, otherwise in the general laundry)
Dryer (only in some units, otherwise in the general laundry)
Sanitary articles (e.g. toilet paper holders, waste baskets)
Cleaning equipment (vacuum cleaner, mop, bucket, wiper, broom, dustpan and brush)
Fire extinguisher(s)
Fire alarm(s)

- 4.6 Students should consult appliance manuals provided in the units for detailed instructions on how to use the supplied appliances.
- 4.6.1 Students are responsible for any damage, and repair costs will be charged accordingly.
- 4.6.2 Additional appliances used in a residence may not exceed 1000 watts per appliance.
- 4.6.3 Students are not allowed to use any electric kitchen appliances other than those listed in the inventory.
- 4.6.4 All appliances must be in good repair.
- 4.6.5 Students found using kitchen appliances other than those listed in the inventory may face disciplinary actions.

Article 5. Housing deposit and rent (campus fees)

- 5.1 All University College Utrecht students (including exchange students) are required to pay a €100 deposit towards repair costs of any unreasonable damage which may occur to their room/unit or other property during their stay on campus. For more detailed information, please refer to [housing deposit](#).
- 5.2 Campus fees are collected each academic year to cover the general costs of living including rent, service costs, energy, water, electricity, and WiFi among other charges. A breakdown of the campus fees can be found [here](#).
- 5.3 If you live in a shared/double room on campus you are entitled to financial compensation, amounting to a reduction of €800 per semester.



Article 6. Obligations of students living in UCU accommodations

- 6.1 All students should use and maintain their accommodation, including all (communal) facilities and equipment as a good resident in accordance with their intended purpose and shall not make any changes to them.
- 6.2 Students must be the person residing in the allocated residential accommodation throughout each academic year, and this shall be their main residence in the Netherlands during this period.
- 6.3 Students must [register with Utrecht city council](#), for inclusion in the municipal personal records database. Students are responsible for this registration, and de-registration upon departure, themselves, and must submit their change of address each year, accordingly.
- 6.4 Only the students(s) assigned to the specific room shall reside in the premises, in person and alone.
- 6.5 Students are not allowed to sublet their accommodation.
- 6.6 Students are not allowed to use their UCU allocated room for commercial purposes, storage, trading or any other purpose than accommodation.
- 6.7 Each student has, together with the other students in the unit, the duty 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 (if applicable).
 - 6.7.1 Cleaning equipment (vacuum cleaner, mop, and bucket) is provided in each unit.
 - 6.7.2 The elevators and staircases in the academic buildings and the indoor passage of the Kromhoutweg are cleaned by university cleaning staff.
- 6.8 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.
- 6.9 Smoking is not permitted in any of our buildings. It is also not allowed to smoke outside on the UCU/ICU campus. For further information on Utrecht University's smoke-free policy and enforcement please refer to the [website](#).
- 6.10 University College Utrecht assumes no liability for loss of or damage to personal possessions of students and/or their guests on college property, or for the loss by fire or theft of personal possessions. Students are strongly advised to buy insurance to cover their personal belongings while living on campus.
 - 6.10.1 Theft, while uncommon at UCU, occurs primarily when doors and windows are left open. Students are advised to lock doors and close windows, even when away for very short periods of time.

Article 7. Guests

- 7.1 Students are allowed to have a guest stay in their room provided the other students in their unit are informed, and the wishes and privacy of all other students are respected.
- 7.2 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 behaviour of their guests.
- 7.3 If any complaints are received, the guest(s) will be required to leave.
- 7.4 Students may not give their keys or XS card to guests or allow anyone else to use them.
- 7.5 Non-UCU students will not be allowed to use a campus address as their own (i.e. sublet) under any circumstances.

Article 8. Leaving UCU housing

- 8.1 Room keys must be returned at the end of every academic year following the [check-out procedure](#).



- 8.2 All rooms should be vacated no later than midnight of the checkout date (which you can find in the [academic calendar](#)). After that date the Landlady, Housemaster or security has the right to enter the rooms and your XS-card will be blocked.
- 8.2.1 The room inspection will be done after your departure whereby:
- a. The room should be clean and all your personal belonging should be removed; belongings that are left behind will be thrown away.
 - b. The inventory is complete and in its original location (see Article 4. Furniture and inventory).
 - c. If you receive a notification for a missing key, the removal of personal belongings, missing/damaged inventory and/or cost of cleaning, a description of the damage will be included. Damages reported at the beginning of your stay will be taken into consideration. University College Utrecht will withdraw the amount to be paid by you from your housing deposit. To receive the housing deposit back, please following the [housing deposit instructions](#).