



# **Campus Life Rules and Guidelines 2022-2023**

## **University College Utrecht**

Liberal Arts and Sciences  
Bachelor's Degree Programme



# Contents

Overview of the Campus Life Rules and Guidelines 2022-2023 .....	3
Reader Notice .....	3
COVID-19 Measures .....	3
University College Utrecht Social Honour Code.....	4
General Rules and Guidelines.....	5
Article 1. Social conduct and its scope.....	5
Article 2. Social conduct in a residential setting .....	5
Article 3. Harassment and discrimination .....	5
Article 4. Violence and aggression.....	6
Article 5. Sexual consent and sexual (mis)conduct .....	6
Article 6. Party culture (hosting parties, gatherings, or dinners) .....	6
Article 7. Drug and alcohol consumption.....	7
Article 8. Sustainability .....	7
Article 9. Safety and security .....	8
Article 10. Damage to property, theft and vandalism.....	8
Article 11. Disciplinary process for violation(s) .....	8
Article 12. Fees and financial commitments .....	9
Article 13. Complaints, objections and appeals.....	10
Housing Rules and Guidelines.....	11
Article 1. Underlying principles of UCU housing.....	11
Article 2. Duration of residential accommodation term .....	12
Article 3. Delivery and acceptance of a residence with shared facilities.....	12
Article 4. Furniture and inventory .....	12
Article 5. Housing deposit and rent (campus fees).....	13
Article 6. Obligations of students living in UCU accommodations .....	13
Article 7. Guests .....	14
Article 8. Leaving UCU housing.....	14
Appendix: Support Resources and Practical Information.....	15



## Overview of the Campus Life Rules and Guidelines 2022-2023

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 resources and practical information, policies, and guidelines that establish a healthy, supportive residential community.

The document consists of three primary sections, the UCU Social Honour Code, General Rules and Guidelines, and UCU Housing Rules and Guidelines. The *Campus Life Rules and Guidelines* serves 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*. Each individual has a responsibility to the greater UCU community. 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. University College Utrecht (UCU) provides the information for the convenience of the reader. 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 with 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 2022-2023 academic year, it is not yet known if measures taken to prevent the spread of COVID-19 will 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 members of the community to help combat the virus. All community members 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 novel coronavirus SARS-CoV-2. If students violate these guidelines and measures they may face disciplinary actions.



## University College Utrecht Social Honour Code

University College Utrecht (UCU) is a residential college where all students live together for at least two years and often for the entire duration of their degree program. The intent of education at UCU is not only to enable personal growth and professional advancement, but also to prepare our students to fulfil their role as citizens, enabling them to serve others in a range of different roles. Living together as a community is an integral and necessary component of this education and requires mutual respect. Engaging with each other as a social community enables students to truly learn together, including through their sometimes significant personal and philosophical differences. Our residential social community is a cornerstone of our educational program, and its flourishing is essential to the learning and wellbeing of our students.

We share a commitment to ensuring that all members of the community feel safe and welcomed. We jointly commit to fostering and maintaining a respectful, healthy and harmonious living and learning environment, which extends to the spaces that we share and appreciate. We are considerate of each other as well as of our physical surroundings at all times, and we hold each other in high regard. We celebrate the diversity of backgrounds within our community, which is key to our learning. We therefore appreciate every individual's personal identity and are empathetic to the experiences of others. Members of the community take on an open and curious approach when engaging with perspectives that might differ from their own. We make an effort to actively listen to each other and always strive for understanding. Furthermore, we foster an atmosphere in which all members can assert their personal boundaries, and we respect the boundaries of others at all times. Above all, we are aware of our joint responsibility for the wellbeing of our community as a whole and hold one another accountable.

In short, UCU is an environment of mutual respect, responsibility, consideration and consent. All members of the UCU community, staff and students alike, are expected to embody these values. In the *Campus Life Rules and Guidelines*, these values are translated to explicit expectations in terms of behaviour and responsibilities. All members of our community constitute the atmosphere on campus, and we jointly create an environment where everyone feels safe and welcome.

All students at University College Utrecht are expected to adhere to the Social Honour Code throughout the duration of their studies. Violations of the Social Honour Code, General Rules and Guidelines and/or Housing Rules and Guidelines can lead to sanctions. The disciplinary process for violations is outlined in Article 11.



## General Rules and Guidelines

### Article 1. Social conduct and its scope

- 1.1 All members of the UCU community are expected to strive to create an environment where every individual feels safe and comfortable, to treat each other with respect and to be considerate of one another.
  - 1.1.1 Treating others with respect includes actively listening, seeking understanding, and maintaining an open and curious approach, especially when engaging with perspectives that differ from our own.
  - 1.1.2 Showing respect extends to our physical environment as well as our learning environment and should be shown to those who maintain and facilitate these spaces.

### Article 2. Social conduct in a residential setting

- 2.1 Students living in housing provided by University College Utrecht are expected to commit to fostering and maintaining a respectful, healthy and harmonious living environment for all.
  - 2.1.1 Maintaining a respectful environment includes being considerate of unit mates and neighbours, interacting with others on a basis of consent and cooperation and taking responsibility for one's actions.
  - 2.1.2 All students are jointly responsible for preserving a comfortable living environment for all, by keeping shared spaces clean, including not littering, and avoiding any damage as outlined in the UCU Housing Rules and Guidelines section of the document. Students must refrain from any kind of behaviour that might lead to the deterioration of the building.
  - 2.1.3 In case students infringe the rights of others (e.g. by causing noise nuisance), they may face disciplinary actions.
- 2.2 Students should refrain from making noise between 23:00 - 08:00 on weeknights and Sunday and between 00:00 - 08:00 on Friday and Saturday.
- 2.3 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.. For further information on Utrecht University's smoke-free policy and enforcement please visit [the website](#).
- 2.4 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 SARS-CoV-2.
- 2.5 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.
- 2.6 Animals should not be let into any building.
- 2.7 Students are not to cause any inconvenience to the surrounding neighbourhood of the campus.
- 2.8 On campus, bikes should be stored in the designated bicycle stands around campus.
  - 2.8.1 Bicycles placed elsewhere may be removed without warning. Bicycles (or any other means of transport) may not be stored inside residence halls or academic buildings. 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.
- 2.9 Students are permitted to have a car on campus.
  - 2.9.1 On campus, there is a 15 kph speed limit.
  - 2.9.2 Parking is only allowed in designated areas and not on the grass.

### Article 3. Harassment and discrimination

- 3.1 All members of UCU respect each other's individuality without discrimination or prejudice on the grounds of religion, belief, ability, political opinion, race, cultural or ethnic background, gender identity, sexual orientation, socio-economic class or any other grounds.



- 3.1.1 In order to create a safe, inclusive and diverse campus atmosphere members are expected to actively avoid microaggressions and encourage awareness of personal biases.
- 3.1.2 Members are expected to refrain from speech or actions that stereotype, inferentially identify, or harm individuals or groups of individuals.
- 3.2 Discrimination and harassment of any kind, including cyberbullying and all forms of online harassment, may result in disciplinary action.
- 3.3 Victims and witnesses of any form of harassment or discrimination are encouraged to consult the [UCU complaints page](#).
- 3.4 Discrimination and harassment can be criminal acts with legal repercussions. Victims and witnesses of any forms of harassment or discrimination are therefore also encouraged to contact the police or to consult the [municipality for advice](#).

#### **Article 4. Violence and aggression**

- 4.1 All members of the UCU community are expected to resolve disagreement without aggression or violence. Violent behaviour is not limited to physical violence, but also includes verbal and non-verbal aggression.
- 4.2 Physical intimidation, fighting or any other form of violence may result in disciplinary actions.
- 4.3 Victims and witnesses of criminal acts of violence are encouraged to report this immediately to the police.

#### **Article 5. Sexual consent and sexual (mis)conduct**

- 5.1 Sexual misconduct encompasses any form of sexual approach, requests for sexual favours or other sexually explicit verbal, non-verbal or physical behaviour that is experienced as undesirable and nonconsensual. It also includes behaviour such as catcalling, sexual harassment on social media or other behaviour that makes the recipient uncomfortable.
- 5.2 All members of the UCU community are encouraged to learn about consent and active bystander behaviour.
- 5.3 Sexual misconduct is not tolerated at UCU and will therefore result in disciplinary action.
- 5.4 Victims and witnesses of sexual misconduct are encouraged to contact the [UCU contact person for sexual misconduct](#).
- 5.5 Some forms of sexual misconduct are criminal acts and have legal repercussions. Victims and witnesses of sexual misconduct are encouraged to report this to the police.

#### **Article 6. Party culture (hosting parties, gatherings, or dinners)**

- 6.1 Those hosting or attending parties are expected to be considerate of the wellbeing of their unitmates, neighbours and any other members of the UCU community that might be affected by excessive noise, waste, or damage caused by the party activities.
- 6.2 Students are responsible for anything that happens in the building as a consequence of a party, gathering or dinner that they have organised.
- 6.3 Mutual spaces are to be treated with respect and all members of the UCU community are expected to take responsibility to keep these clean and avoid any damage to mutual spaces.
- 6.4 No members of the UCU community should at any time be pressured into participating in (party) activities or consumption of alcohol or drugs.
- 6.5 Private parties with up to 30 people are permitted in units, provided health and safety requirements can be adhered to.
  - 6.5.1 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.
  - 6.5.2 Students are expected to clean up after their parties immediately the next day out of consideration for their unit-mates.
  - 6.5.3 Repeated partying, bad timing, loss of control, excessive disturbance etc., may be reasons to involve the housemaster and UU security.



- 6.6 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);
  - 6.6.1 Responsibility and prior permission must be secured from UCSA BarCo.
  - 6.6.2 UCSA is responsible for following procedures, safety and cleaning rules, and communication.
  - 6.6.3 Parties with more than 250 people must take place off-campus.
    - a. Exceptions apply only with prior permission of the Housemaster and Student Life Officer, in the Beach Party Area.
  - 6.6.4 University College Utrecht bears no responsibility for (the conduct of students at) off-campus parties.
  - 6.6.5 For graduation parties, Lustrum events, social occasions accompanying an official UCSA event, etc., UCSA contacts the Housemaster about the number of people attending, including external guests, safety and cleaning, contingency plans, etc., all confirmed in a written document. After making these arrangements the party can be communicated to those involved.
  - 6.6.6 At any event, alcoholic beverages are served in compliance with the bar license and general applicable rules.
- 6.7 The Dean can deny permission for any type of party on campus of at any time if serious concerns are raised (e.g. by the Student Life Officer, the Housemaster, or individual groups of students).
- 6.8 Parties held off-campus are the sole responsibility of the individual organisers.

#### **Article 7. Drug and alcohol consumption**

- 7.1 All members of the UCU community are expected to comply with the Dutch Opium Act, which states that the dealing of hard and soft drugs, as well as the possession of any hard drugs and any large amount of soft drugs is illegal. The Act tolerates the personal use, in limited amounts, of hash and cannabis, as well as the use of alcohol.
  - 7.1.1 Anyone caught in any behaviour that is not accordance with the Dutch Opium Act will face consequences depending on the context of the situation. Possible repercussions include social probation, expulsion, and referral to medical care.
  - 7.1.2 Students found distributing illicit substances will face severe consequences and possible legal action.
- 7.2 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. In such situations, those present must notify emergency services of the situation immediately by contacting UU emergency security (030 253 4444) or dialling 112 when off campus.
  - 7.2.1 In cases where bystanders act responsibly and seek emergency aid, the College will not pursue any disciplinary action against them. However, the College will not have any influence over possible criminal investigations or charges brought by relevant authorities as a result of such an incident.
  - 7.2.2 In case bystanders take no action to help the victim, the College reserves the right to enforce disciplinary actions against these individuals.
- 7.3 UCU students who choose to drink alcohol are expected to do so in a safe, responsible and legal manner.
  - 7.3.1 Irresponsible use of alcohol leading to disruptive, abusive, or destructive behaviour is strictly prohibited.
  - 7.3.2 Intoxication will not be accepted as a defence or excuse for any conduct violations.
  - 7.3.3 The furnishing, encouragement, or consumption of alcohol by students and their guests under the age of 18 is illegal and therefore prohibited.

#### **Article 8. Sustainability**

- 8.1 Students must respect the natural and built environments, prevent wasteful use of resources (e.g. water or energy), and contribute to living sustainably. For additional information about living sustainably, please contact the UU Green Office or the UCU Green Team.



- 8.1.1 Students should avoid littering indoor and outdoor spaces at all times, and are responsible for the safe disposal of waste.

## **Article 9. Safety and security**

- 9.1 The safety and security of the units and their occupants are matters of serious concern, and all students share responsibility for this. The following safety rules apply to students in all units:
  - 9.1.1 Exterior doors must always be kept locked and may not be held open by props or wedges.
  - 9.1.2 None of the campus gates may be propped open.
  - 9.1.3 All doors and windows should be closed and locked when leaving a bedroom unattended.
  - 9.1.4 The students in each unit are liable for loss or damage from negligence in maintaining security.
  - 9.1.5 Students are not allowed on rooftops.
  - 9.1.6 Fire escapes may only be used in emergencies.
- 9.2 Students are asked to be diligent with fire safety measures. These include the following:
  - 9.2.1 Be aware of escape routes and fire alarm locations in your building and discuss a fire evacuation plan with your unit mates.
  - 9.2.2 Do not block or tamper with smoke detector sensors.
  - 9.2.3 Do not overload electrical outlets.
  - 9.2.4 Do not use open fires or candles.
  - 9.2.5 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 hinders 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.
  - 9.2.6 Do not store hazardous materials, and do not install extra kitchen appliances.
  - 9.2.7 All regulations will be enforced by both University College Utrecht and the local fire department, and regular inspections will be held.
  - 9.2.8 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 11.

## **Article 10. Damage to property, theft and vandalism**

- 10.1 Respect for private property (e.g. of individuals, the buildings and facilities of Lekstede Wonen and Utrecht University) is expected from all members of the UCU community.
- 10.2 Students in each unit are responsible for any damage they or any outsider/guest they let into a building cause, both to the building and other students' property.
- 10.3 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.
- 10.4 Intentional or reckless damaging, vandalizing, tampering, destroying or stealing of property can result in disciplinary action. For criminal acts, there may be legal repercussions.
- 10.5 Any member of the UCU community that witnesses such behaviour is encouraged to contact their tutor, the Student Life Office, the Housing Master, or the Landlady.

## **Article 11. Disciplinary process for violation(s)**

- 11.1 Infractions of the Social Honour Code, General Rules and Guidelines or UCU Housing Rules and Guidelines can lead to sanctions depending on the circumstances. 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. Considerations as part of the disciplinary process for violating the UCU Social Honour Code, General Housing Rules and Guidelines or UCU Housing Rules and Guidelines include:



- 11.1.1 First offences considered not serious enough for social probation will result in a warning.
- 11.1.2 Repeated violations will result in more severe sanctions.
- 11.2 Further sanctions can include the following (the list provided is not exhaustive):
  - 11.2.1 A warning
  - 11.2.2 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.
  - 11.2.3 Exclusion from campus for all non-academic purposes
    - a. Exclusion from campus in the context of non-academic and/or social activities 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.
  - 11.2.4 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.
  - 11.2.5 Financial charges for the repair of any damage caused
- 11.3 The Dean will inform student(s) in case of pending social probation, exclusion, expulsion.
  - 11.3.1 Students who are not available within 24 hours of a request to meet lose their right to be informed of the pending sanction in advance.
  - 11.3.2 In cases that require urgent action, the Dean reserves the right to take immediate measures.
- 11.4 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.

## Article 12. Fees and financial commitments

- 12.1 Campus fees (including campus deposits) for the academic year are specified in a yearly invoice and should be paid before moving into campus accommodations. Please visit the [Financial Matters page](#) on the UCU website for more detailed information.
  - 12.1.1 Campus fees cover accommodation and use of campus facilities during the academic year as defined in the annual calendar.
  - 12.1.2 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.



12.1.3 Expelled students are subject to Articles 11.2.4c-e.

**Article 13. Complaints, objections and appeals**

13.1 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.



## 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 provided accommodations and are 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. Thus, 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) upon arrival to UCU prior to starting their studies. The Campus Agreement entitles students to use UCU's on-campus facilities, including their allocated accommodation in conjunction with annual payment of the campus fee. 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. Applications should be submitted to the Housing Officer. 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 guaranteed 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 are conducted prior to students' arrival.
  - 4.3.1 Within two weeks of their arrival students should report (by email ) any missing or damaged items to the Landlady using the Room Condition Report Form distributed by the Landlady via email.
    - a. 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

### Living Room:

Couch(es)  
Comfortable Chairs  
Low table(s)



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

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 and 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 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 Students are encouraged to maintain a maximum temperature of 19°C in UCU study, work and living spaces for environmental and economic sustainability.
- 6.10 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](#).
- 6.11 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.
  - 6.11.1 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 on 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 follow the [housing deposit instructions](#).



## Appendix: Support 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
  - Counselling and Guidance
  - Personal Responsibility and Institutional Partnership
  - Doctors and Medical Practices
  - Emergencies and After-Hours Medical Help
  - Psychologists and Mental Health Specialists
  - Sexual Health
  - (Sexual) Misconduct
  - Wellbeing Team
  - Sports and Recreation
- Equality, Diversity & Inclusion
- Futures Centre
- Career Services
- Special Support
- Student Organisations
- Student Social Activities

#### Practical Information:

- Corona Related Information
- 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](#).

#### Substance abuse

If you suspect that you have an escalating relationship with any substance, please note that access to a free, addiction specialist treatment centre is available and they will direct you to an appropriate programme:

Brijder  
Havenstraat 37, 2871 DX Schoonhoven  
088 358 3450

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



## **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.