

**Hogeschool van Amsterdam
School of Computer Science and Information Technology**



International Student Guide 2011-2012

Information for international students



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Introduction

Welcome to Amsterdam!

Amsterdam is a great city with international flair. The city is known for its ancient canals, tolerant atmosphere and multi-cultural society. Night-life is great, pubs are numerous and the central position of the Netherlands makes it easy for both foreigners and Dutch to travel to other European countries. But most importantly, education in the Netherlands is known for its high quality. Therefore a choice for Amsterdam is a wise one! In this booklet you will find information for exchange students of the study programs in the building Duivendrechtsekade at the Hogeschool van Amsterdam. For an introduction of Amsterdam and the Netherlands please look at www.coolcapitals.com

1. Where to find what?

Venue Duivendrechtsekaade 36-38, 1096 AH Amsterdam



Since 2010 the Computer Science and Information Technology department of the Hogeschool van Amsterdam has been located here, This location consist of two buildings and houses the following schools:

- Computer science
- Information Technology

Building Kroonjuweel (rooms numbers starting with E)

Duivendrechtsekaade 36-38

1096 AH Amsterdam

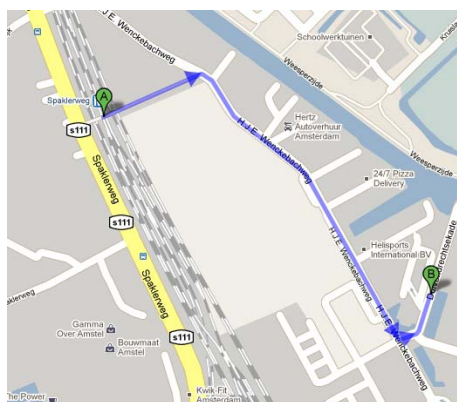
-Building Kroonhof (rooms numbers starting with F)

Duivendrechtsekaade 40-42

1096 AH Amsterdam

Travelling to the venue Duivendrechtsekaade

See map of Amsterdam or www.hva.nl. The only way to get to Spaklerweg is by metro. From the central station you can take all metro trains. From the Metro station Spaklerweg it's a 10 minute walk to the building. Make sure you take exit *Wenckebachweg*. The map below shows the walking route to the university.



International Office contact information:

If you have any questions regarding your stay at our institution, please contact the International Office. Also, if you have any comments or questions about this booklet or your stay in the Netherlands, please contact:

Ms M. Nijenhuis**International coordinator**

International Office

Room: E 1.22

Tel. +31 (0)20-5951652

Mob. Tel. +31 (0)6 128 63 356

Fax: +31 (0)20-5951620

E-mail: M.L.C.Nijenhuis-Stelder@hva.nl

Ms J.M. Hofstra**Erasmus administrative coordinator**

International Office

Room: E 1.22

Tel. +31 (0)20 -5954021

Fax: +31 (0)20 - 5951620

E-mail: j.m.hofstra@hva.nl

Reception Duivendrechtsekade

Telephone number: + 31 (0)20-595 1660

Opening hours:

Monday, Wednesday: 07:30 - 22:30 hours

Tuesday, Thursday, Friday: 07:30 -19:30 hours

School week 8: Monday, Wednesday, Friday: 07.30 - 19.30 hours

Tuesday, Thursday: 07.30 - 22.30 hours

Facilities at the location Duivendrechtsekade

Foreign (exchange) students can buy food and drinks, make copies at the location Duivendrechtsekade with a prepaid card. Prepaid cards can be bought in the bookshop Scheltema in the HvA building on the ground floor on the Wenckebachweg (across the road).

A few services offered at the Duivendrechtsekade are listed below.

- International Office E.1.22: Open Office Hours every Thursday 15.00 – 17.00 hours for all questions related to registration and student counselling.
- Service Desk ground floor: all questions related to facility cards, found/lost objects, renting lockers, information about phone numbers.
- Ground floor: On the ground floor, there is a restaurant where you can buy a sandwiches, drinks etc. and there is a study hall.

Intranet site

<https://intra.informatica.hva.nl/content/english/>

The screenshot shows a Windows Internet Explorer browser window displaying the Intra-informatica website. The browser's address bar shows the URL <https://intra.informatica.hva.nl/content/english/>. The website has a blue header with the text "Opleidingen: Informatica & Technische Informatica net" and navigation buttons for "Home", "Chamilo (ELO)", "Webmail", "Boom-online", and "BSCW". Below the header, there is a search bar and a "Home » English" breadcrumb. A left sidebar contains a menu with items: "Algemeen", "Propedeuse voltijd", "Verdiepingsfase voltijd", "Afstudeerfase voltijd", "Informatica deeltijd", "Informatie voor bedrijven", "English", "Students", and "Links". The main content area is titled "English" and contains the following text: "Information for incoming exchange students of Computer Science and Information Technology. In this section of our website you will find all necessary information like time table, services etc. Click on Students to find the information you are looking for". Below this, there is a section titled "Time table period 4 2010 2011" dated "12 april 2011" by "J.M. Hofstra", with the text "Under study programme you can find the time table period 4 2010 2011". On the right side, there is a "Mededelingen" (Announcements) section with a "Login" button, a globe image, and a "Roosterwijzigingen" (Timetable changes) section with the message "Er zijn op dit moment geen mededelingen!" (There are currently no announcements!). At the bottom of the page, there is a footer with "I&TI Intranet" and the date "A.V. Makra - vrijdag 17 december 2010, 11:45". The Windows taskbar at the bottom shows various open applications and the system clock at 16:03.

Information for exchange students about:

- timetable
- timetable about all periods and holidays
- projects
- enrollments for exams
- medical services for exchange students
- general information
- announcements

Study Results

To see the results of the courses: go to <http://oege.ie.hva.nl/~infosys/>

Log in with the log in code you received when applying.

2. The Academic Calendar

An academic year is divided into 4 periods (terms) of 10 weeks; each period ends with an examination period.

The Academic Calendar 2011-2012:

1-st period	29-08-2011	06-11-2011
2-nd period	07-11-2011	22-01-2012
3-rd period	23-01-2012	01-04-2012
4-th period	02-04-2012	01-07-2012

Holidays

Christmas leave	26-12-2011 - 06-01-2011
Early spring leave	27-02-2012 - 02-03-2012
Late Spring leave	30-04-2012 – 04-05-2012
Summer leave	01-07-2012

Time table		2011-2012					
Wk	Month	p/m	Monday	Tuesday	Wednesday	Thursday	Friday
1st period							
<u>35</u>	29-08/04-09	1					
<u>36</u>	05-09/11-09	2					
<u>37</u>	12-09/18-09	3					
<u>38</u>	19-09/25-09	4					
<u>39</u>	26-09/02-10	5					
<u>40</u>	03-10/09-10	6			Study / Work abroad fair		
<u>41</u>	10-10/16-10	7					
<u>42</u>	17-10-23-10	8	holiday	holiday	holiday	holiday	holiday
<u>43</u>	24-10/30-10	9					
<u>44</u>	31-10/06-11	10			exams	exams	exams
2nd period							
<u>45</u>	07-11/13-11	1					
<u>46</u>	14-11/20-11	2					
<u>47</u>	21-11/27-11	3					
<u>48</u>	28-11/04-12	4					
<u>49</u>	05-12/11-12	5					
<u>50</u>	12-12/18-12	6					
<u>51</u>	19-12/25-12	7					
<u>52</u>	26-12/01-01	8	holiday	holiday	holiday	holiday	holiday
<u>1</u>	02-01/08-01	8	holiday	holiday	holiday	holiday	holiday
<u>2</u>	09-01/15-01	9					
<u>3</u>	16-01/22-01	10	exams	exams	exams	exams	exams
3rd period							

4	23-01/29-01	1					
5	30-01/05-02	2					
6	06-02/12-02	3					
7	13-02/19-02	4					
8	20-02-26-02	5					
9	27-02/04-03	6	holiday	holiday	holiday	holiday	holiday
10	05-03/11-03	7					
11	12-03/18-03	8					
12	19-03/25-03	9					
13	26-03/01-04	10			exams	exams	exams

4th period

14	02-04/08-04	1					Good Friday
15	09-04/15-04	2	Easter				
16	16-04/22-04	3					
17	23-04/29-04	4					
18	30-04/06-05	5	holiday Queen's day	holiday	holiday	holiday	holiday
19	07-05/13-05	6					
20	14-05/20-05	7				Ascension day	
21	21-05/27-05	8					
22	28-05/03-06	9	whitsun				
23	04-06/10-06	10	exams	exams	exams	exams	exams
24	11-06/17-06	11	exams	exams	exams	exams	exams
25	18-06/24-06	12					
26	25-06/01-07						

33	13-08/19-08			exams	exams	exams	exams
34	20-08/26-08	1					

3. Health and Well-being

Emergency number for exchange students of Computer Science and Information Technology:

+31 6 12 86 33 56 (Marlies Nijenhuis)

Mentor students

All students will be appointed a mentor-student, a fellow student who will take care of you and introduce you to the Dutch way of living, show you the HvA and present you to the persons with whom you will be involved during your stay. The student-mentor will also help you with all kind of questions/problems concerning your stay and with the access to different facilities like the library, restaurant and computers.

Student counsellors

Studying abroad presents challenges which can be both exciting and difficult. Besides problems related to a different education system international students can be faced with problems due to cultural differences; they think it is difficult to adapt, they are not sure how to interact with others, and they feel not understood, perhaps feel homesick and lonely or have language problems. Some students have a clear picture of their concerns, others simply feel things are not as well as they hoped for.

Student counsellors are trained professionals providing students with an opportunity to discuss their problems in a strict private and confidential way by listening attentively and finding solutions to assess the student's problems.

Student counsellor	Jarno Gerritsen Telephone 020 5951540, Room E5.08
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Medical Services

Student Doctor services

Students of the University of Amsterdam (UvA), the Educatieve Hogeschool van Amsterdam (EHvA), the Hogeschool van Amsterdam (HvA) and the Hogeschool voor Economische Studies (HES) are all entitled to make use of the services of the Student Doctors, who have specific knowledge of student life. The Student Doctors provide these services in collaboration with the Oude Turfmarkt GPs. There is no 'district limit' in place for students: you can use the services of the Student Doctors regardless of where you live in Amsterdam.

Address and contact information

Oude Turfmarkt General Practitioners/Student Doctors' Office

Oude Turfmarkt 151

1012 GC Amsterdam

T: 020 525 2878 / 4772

Emergencies during office hours: 020 525 2889

Emergencies outside of office hours and on the weekend: 088 00 30 600

If you call this number for emergencies outside of office hours, ask for the student doctor (studentenarts) on duty.

More info is to be found at: <http://www.student.uva.nl/bmed/object.cfm/objectid=00876208-BE38-4511-AB1F12DF2F5DF4F0/>

4. Student life

International Student Network (ISN)

The International Student network organizes an introduction period (August 24 - August 27) for all international students studying at the University van Amsterdam and the Hogeschool van Amsterdam

<http://isn-amsterdam.nl/content/introduction-week>

Finances

Beneath you will find an estimate of the costs of living in Amsterdam:

Costs, per month:

Housing	€ 450
Food	€ 220
Other costs	€60
Personal	€60 to € 140
Total	€ 720 to € 800

The list below will give you an impression of some prices in the Netherlands.

Museum ticket	€ 5
Beer	€ 2
Movie	€ 8
Train	€ 10 for a return ticket to Utrecht, 30 minutes.

Opening an Bank account

This is nearly impossible if you only stay here for one or two semesters.

Language

The Dutch language is very difficult to learn. Although many Dutch people speak English very well, it would be of great help to know the basics of our language before your arrival. Your stay will be more interesting when you know some Dutch. Most lessons at the institutes are taught in Dutch. Foreign students who would like to participate in a complete study program or would like to follow some Dutch courses should have a good knowledge (passive as well as active) of the Dutch language. There is a possibility to follow a Survival Dutch language course. The exchange programs are taught in English.

Accommodation

Finding an apartment in Amsterdam is quite a difficult job. Like all big cities housing shortage is a common problem. Most students therefore apply for a room through the guest-university. Each year the HvA reserves a number of rooms in flats at different locations in and around Amsterdam in order to house foreign students. Rooms are fully furnished –bed, mattress, blanket, pillow, duvet and covers, desk with chair and lamp, cupboard bookcase. Toilet, shower, kitchen are shared with other students. Around €450 per month including costs like electricity and gas. Student Housing is responsible for placing foreign (exchange) students in the rooms. You can apply for a room 3 months in advance after receiving the log in code for a digital application.

Sports at the HvA: The USC

For 30 years, the USC has been the sports centre for students and staff of UvA en HvA. Of course, other people can also take part in the activities of the USC. The main building, sportcentrum Universum offers 9,500 m2 in many halls with a number of activities.

(http://www.usc.uva.nl/algemeen/index_en.php)

The screenshot shows the USC website homepage in a Mozilla Firefox browser window. The browser's address bar displays http://www.usc.uva.nl/algemeen/index_en.php. The website features a prominent banner at the top with the USC logo and the word "Sport" in a large font. Below the banner is a navigation menu with links for Home, USC, Sports, Locations, Schedules, Calendar, Associations, and Contact. A sidebar on the right contains social media icons for Nederlands, Mobile, RSS, Facebook, and Twitter, along with a "Speciale Actie" badge. The main content area is titled "USC Sport – super advantageous" and includes several colorful tiles: "USC Aanbod Al onze sporten", "USC Sport Adviescentrum", "USC Opleidingen", "USC Competities", "Eetcafé Oerknal", and "Schrijf je nu in". Below these tiles, there is a "Summer time-table" section with a sub-header "During July and August 2011 you can continue working out at the USC. Check here the summer time-table." and a "Sports calendar" section for July 2011, which lists "Cursussen Windsurfen" on 08/07 at the Surfcenter IJburg. The browser's taskbar at the bottom shows various open applications and the system clock at 15:55.

5. Insurance, passport, permit, bank account etc

Insurances

Everybody staying in the Netherlands must be insured for medical expenses meeting up Dutch standards. Make sure your insurance covers dental costs, glasses as well, because they often do not belong to a standard insurance policy.

Liability

Not compulsory but strongly recommended is to take out a liability insurance! A liability insurance will cover you against costs as a result from injuries to someone or damages to another person's property. If you do already have a liability insurance in your own country make sure it covers the expenses abroad as well.

Valid passport

All foreign students need a valid passport or a National Identity card if you are coming from one of the EU countries, which must be valid during the whole period of your stay.

Visa

Students from certain countries need a visa.

Check: Visa regulations: <http://www.nuffic.nl/international-students/how-to-prepare/checklist/visas-and-permits/student-visa-wizard>

Formalities upon arrival

Upon arrival there are some formalities you will have to deal with. The amount of paperwork to take care of may vary depending on your nationality and the duration of your stay.

For a stay of up to three months

Unless you are an EU/EEA or Swiss citizen you are required to report to the Aliens Police within three days of your arrival.

For a stay of over three months

1. Non-EU/EEA or Swiss citizens:

You are required to report to the Aliens Police within three days of your arrival.

You are required to obtain a residence permit.

If you intend to stay for over four months, you are required to register at your local municipality.

2. All EU/EEA and Swiss citizens (except Bulgarians and Romanians):

If you intend to stay for over four months, you are required to register at your local municipality.

If you intend to stay for over four months, you may also register with the immigration authorities. This is not compulsory, but advisable nevertheless.

3. Bulgarian and Romanian citizens:

You may apply for a residence permit ('verification against EU community law'). This is not compulsory, but advisable nevertheless.

If you intend to stay for over four months, you are required to register at your local municipality.

A lot of information can be found on the Nuffic website at:

<http://www.nuffic.nl/international-students>

6. Public transport

“OV-Chipcard for underground, tram and train

Please read the flyer in your welcome package!!

Please ask also for the brochure “Public transport Amsterdam Tourist Guide” at the information office opposite the Central Station. In this brochure you will find an explanation of the zone-system and offers to travel economically when you use public transport frequently.

The chipcard is also valid in trains.

Most students buy a second-hand bike. There are several shops to do this. There is a special secondhand bike shop for students on the route between the metro station Spaklerweg and the school.



7. Higher Education in the Netherlands

There are two types of higher education institutions in the Netherlands; Universities and Universities of Professional Education. The Universities of Professional Education (Hogescholen) prepare students for specific professions and tend to be more practically-oriented than general Universities, where the focus is on theory and the generating of knowledge through research. Most first year students in both types of higher education are recent secondary school graduates.

In an international context, the programs of a Hogeschool are comparable to those of the 'new universities' in Britain and the Fachhochschulen in Germany.

There are about 60 Hogescholen in the Netherlands and they vary from large institutions, offering programs in most sectors of higher education, to smaller institutions which offer courses in a single specific field. Together they offer over 200 courses **Hogeschool van Amsterdam**

The Hogeschool van Amsterdam is the largest institution of its kind in the greater Amsterdam region. It has over 40.000 students, 18.000 staff members and 70 study programs clustered in 7 Schools. The 70 study programs cover the fields of technology, maritime sciences, business and administration, information, health care, education, fashion management & design and social welfare. All students of the Hogeschool van Amsterdam have a practical work period. These traineeships, usually from 6 to 10 months, give students on-the-job experience in the field of their study. In addition to the four-year initial study programs, the Hogeschool van Amsterdam offers also courses for advanced professional training, refresher courses and Master's degree programs. The Hogeschool van Amsterdam maintains excellent relations with other educational institutions in the region, including a number of joint ventures. Of particular significance is the strategic partnership between the University of Amsterdam and the Hogeschool van Amsterdam. These two partners will, in the near future, establish a joint institute: UHA (University and Hogeschool van Amsterdam). UHA will bring together, where appropriate, related courses of the partner-institutes and will optimize student facilities like study counseling, libraries and housing. UHA will also develop courses for

Learning to learn

Our students should be prepared to meet the challenges of a changing work environment. This is the idea behind our new student centered didactical work model, in which the students assume responsibility for their own learning process. This learning process mirrors the key requirement that students will face in actual professional practice: the ability to keep on learning by using their cognitive, social and affective skills. Learn to learn is realized in various ways as, for instance, project-oriented education, problem-based learning and by the use of new interactive media.

Major/Minor System

All HvA programs have a major/minor structure. The major is the heart of the program and comprises 210 credits. In addition to this, students choose a minor, which represents 30 credits..

Quality assurance

Our students are regularly asked to rate the quality of the educational organization and the study programs by means of quantitative and qualitative research. These student satisfaction ratings are an important management tool for quality control.

ECTS (European Credit Transfer System)

ECTS, the European Credit Transfer System, was developed by the Commission of the European Communities in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one institution to another. The ECTS is based on the principle of mutual trust and confidence between the participating higher education institutions. The rules of ECTS, concerning Information, Agreement, and the Use of Credit Points are set out to reinforce this mutual trust and confidence. Each Department will describe the courses it offers not only in terms of content but also adding credits to each course.

The ECTS credits

ECTS credits are a value allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution. That is, lectures, practical work, seminars, private work – in the library or at home - and examinations or other assessment activities. ECTS credits express a relative value.

In ECTS, 60 credits represent the workload of a year of study; normally 30 credits are given for a semester. It is important that no special courses are set up for ECTS purposes, but that all ECTS courses are mainstream courses of the participating institutions, as followed by home students under normal regulations.

Our regular study programs usually take 4 years and make use of a variety of examination methods. There is an intermediate examination (known as the propaedeuse) at the end of the first year, and there are final examinations at the end of the program. Our qualifications are equivalent to bachelor level degrees.

All students who are involved in a four-year study program are regularly informed of their study progress by means of the "Volg+ overzichten"; regular reviews of their study results. They have a number of interviews with their study mentor each year to discuss their progress and further study plans. International exchange students receive a certificate upon successful completion of one or more program components.

Study scores

At the Hogeschool van Amsterdam we use two types of qualification systems for test results; the first qualifies a test as sufficient or insufficient. The second system qualifies a test in grades:

Score ECTS-grade description

9 – 10 A Excellent

8 B/C Very good /Above average

7 C/D Satisfactory

6 E Fulfils the minimum requirements

5 FX Some work needed to fulfill the minimum requirements

1 – 4 F Insufficient: a lot of work needed to fulfill the minimum requirements