## Gerrit Rietveld Academie

The Rietveld Academie is a small university of applied sciences specialising in Fine Arts and Design. Around 850 students study at the Academie, divided over the Bachelor's and Master's programmes. Most of the lecturers have their own professional practices in fine art and design and work part-time at the Academie as well. The departments are led by heads of department. The Rietveld is governed by a one-person Executive Board and three directors who jointly form the management team. The Master's degree programmes offered by the Gerrit Rietveld Academie are provided by the Sandberg Instituut.

#### Student Affairs

Student Affairs is the place to go for the following: enrolments, address changes, the issuing of certificates and statements, terminating enrolment, visa and residence permits (international office), (temporary) accommodation for new international students (hous ing team) & exchanges (exchange office)

International office 0205711652 international@rietveldacademie.nl Exchange office 0205711653 international@rietveldacademie.n Housing Team 0205711651 housing@rietveldacademie.nl

#### **Proof of Enrolment**

The Student office issues your proof of enrolment on a once-only basis. Be sure to make a copy of it.

### Student Service Points

ground floor of the B&C building Mon-Thu 12.30—14.30 studentoffice@rietveldacademie.nl 020 5711600 Mon-Thu 10.00—12.00 & 14.00—15.00

3rd floor of the B&C building Mon-Fri 13.00—16.00 nancy@sandberg.nl 020 5882400

### Sandberg Instituut

As the postgraduate programme of Gerrit Rietveld Academie Amsterdam, the Sandberg Instituut offers Master Programmes in Fine Arts, Interior Architecture and Design. The five main departments aim to deepen the practices of artists, designers and critics. In addition, the temporary programmes reflect on specific urgencies in society and the arts, and the hosted programmes focus on collaboration with other institutes. Each year, around 160 students study at the institute.

## Opening hours Academie

Students are entitled to access the buildings and premises of the Gerrit Rietveld Academie on the set days and within the set hours. The buildings are open on:

Mon-Thu 08:00—21:45 Fri 08:00—18:00 Sat 10:00-17:30

Bachelor lesson times are: 09:00-12:30 / 13:30-17:00 / 18:45—21:45 (except Fridays).

Exceptions can be made for openings, events and assessments. Requests for this should be submitted n advance to the Head of Facility Services, Aad Kwak kelstein facilities@rietveldacademie.nl. It is not possi ble to work outside these opening hours. In exceptional cases, it is possible to work in the workshops within the general opening hours but outside the opening hours of the workshops. This is only possible with the written consent of the workshop manager.

Temporary expansions of the opening hours will be announced on the intranet.

#### Student ID Card

The student ID card is issued after receipt of your tumust be linked to your student account.

> Making payments with the Student ID Card: In order to use your card to make payments, you will need to charge it at the Paypoint terminal. The balance on the ID card can be topped up by using a debit card or online via MyNetPay. Student ID cards are linked to the payment system at the beginning of the academic year Any credit left on the old student ID card is automatically transferred to the new student ID card.

Rietveld building: ground floor BC building: ground floor

-23 October 2 2022-8 Jan 2 5 Mar 2 10 April 2 27 April 2

ition fee payment or the first direct debit. The card is strictly personal: you can use it to pay within the Academie and to access rooms indicated in advance. It may also entitle you to discounts on art items in shops. In order to use your card for payments in the Academie, it

Locations:

## Financial administration & tuition fee

Tuit	tion fee	€1.602 + €24	€2.706 +€24	€ 6.552 + € 24	€5.244 +€24
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			Instalments plan		
26-	08-21	€558,00	€ 926,00	€2208,00	€1772,00
27-	09-21	€ 133,50	€225,50	€546,00	€ 437,00
27-	10-21	€ 133,50	€225,50	€546,00	€ 437,00
27-	11-21	€ 133,50	€ 225,50	€546,00	€ 437,00
27-	12-21	€ 133,50	€ 225,50	€546,00	€ 437,00
27-	01-22	€133,50	€ 225,50	€546,00	€ 437,00
27-	02-22	€ 133,50	€225,50	€546,00	€ 437,00
27-	03-22	€133,50	€225,50	€546,00	€ 437,00
28-	04-22	€133,50	€ 225,50	€546,00	€ 437,00
If you are having problems paying the instalments, please contact the financial					

If you are having problems paying the instalments, please contact the financia administration immediately: nicole.avans@rietveldacademie.nl

If you fall behind with payments, your enrolment may be terminated!

## Rietveld Public & Projecten

Rietveld Public & Projecten is the Rietveld's communications and projects department. It provides internal communications, including the newsletter and the TV screens in the hall and cross-departmental projects It is also in charge of the website, newsletters and it supports many campaigns by graphic design students It also initiates collaboration with internal and externa partners and works to showcase the activities of Rietveld students and lecturers to the outside world. Public Rietveld is active on Facebook, Twitter, Instagram LinkedIn and Vimeo. Public Rietveld shares and reposts content from students. Use #rietveldacademie to make sure you can be found easily

Rietveld Public & Projects facilitates collaborations

between the various specialisations within the Rietveld

Buro Rietveld: buro@rietveldacademie.nl

Any questions may be directed to:

web@rietveldacademie.nl

bachelor departments and organises and supports

Rietveld Public & Projects posts the latest news from

and about the Rietveld on the Gerrit Rietveld Acade

mie site. Students can use their own login to person-

ally publish information on the site and they may even

curate the front page. Here you can find more infor-

mation about how to add your project to your personal

https://rietveldacademie.nl/nl/page/2948/upload-faq.

page, the calendar or the front page

projects and exhibitions for with external parties.

Projects

Website

### **Public Sandberg**

All e-mail correspondence to students from Rietveld Academie and Sandberg Instituut will be via your Ri-

etveld/Sandberg account. Make sure you check this

regularly or link it to your private account. If you have

problems logging in, please contact the helpdesk:

E-mail address

020-5711606

Public Sandberg (PS) is an archival organization within Sandberg Instituut whose focus is on documenting and sharing the work of the Sandberg community, internally and to a wider audience. It develops publications, events, and archives based on the phenomena, topics people, and activities of the Sandberg Instituut. In collaboration with students, alumni, staff, directors, and the various departments and programs, PS aims to manifest, portray, and respond to the evolving landscape of the Sandberg Instituut. Ongoing PS projects include: the development of the annual Open Sandberg event, which welcomes the broader public into the school; the Graduation Publication Series which documents the work of the graduating students; Public Sewer, a lecture series about the side-interests that indirectly inform artistic and research practices; and the editing of the sandberg.nl Library with news, agenda, documentation, and writings.

aidan.wall@sandberg.nl artun.arasli@sandberg.nl

### Intranet

With your Rietveld or Sandberg account you can login on the Intranet (intranet.rietveldacademie.nl). Here you can find the your webmail, the latest news, information about the workshops, the credit balance of your Rietveld card, frequently asked questions, your online storage space and more. If you have questions, please contact: ws.vanvliet@rietveldacademie.nl.

### Materials & Workshops

The Gerrit Rietveld Academie has a range of workshops. Students may use tools, machines and materials in the work- shops - either with or without supervision - in order to complete their assignments. There are general workshops (e.g. the Wood workshop and Metal workshop) and department-specific workshops (e.g. the Ceramics, Glass and Fashion workshops and the Weaving and Jewellery workshops). The department-specific workshops give priority to students from their own department(s).

For using the workshops or borrowing tools, liability insurance is mandatory. For all workshops, there is a maximum number of students who are allowed to work in the workshop at any time. These maximum numbers vary per workshop and are dependent on safety, existing super vision and available machines. In order to use a workshop, it is necessary to book a time slot via Intranet.

### Booking project spaces

If available, general teaching rooms and project spaces can be booked for projects or meetings. In your booking request, please indicate the room involved, the purpose, date and time for which you would like to book the room. Bookings for Rietveld teaching rooms and general project spaces can be made via reserveringen@rietveldacademie.nl. Bookings for Sandberg teaching rooms and general project spaces can be made via: spaces@sandberg.nl

# Medialab (Sandberg only)

The Medialab offers students of the Sandberg a place to work, experiment with digital media, and gather knowledge. A dedicated video editing room can be booked for more concentrated or complex projects. The Medialab and Lending system are available for Sandberg students exclusively. Its staff facilitates and organizes workshops, lectures and events. At the start of the year, there is an obligatory short introduction for the first year students. For using the workshops or borrowing tools, liability insurance is mandatory. Next to this a photo/film recording studio is available, as well as a studio for recording sound/music and working on interactive pieces. Both studios are shared with the little level of the studios are shared with the Academie. If Sandberg students want to work in those dio's they book a timeslot at Medialab.

Fri Sat

**Tool** 

Booking a timeslot: medialab.sandberg.nl/schedule medialab@sandberg.nl 020-5882441

Sandberg students can contact Niels Albers niels.albers@ rietveldacademie.nl for information about materials and workshops within and outside the Academie

#### Canteen

Mon. Tue. Thu 08:50-20:30 Wed 8:50-19:30 Fri 08:50-17:30 Sat 11:30-16:00

The canteen is located in the Rietveld building. It provides coffee, soft drinks and lunch and, from 17:00 onwards, also serves evening meals. All meals are freshly prepared and, where possible, are made using fair-trade products, without the addition of ready-made meal elements. In the canteen, payment is only possible with your student ID card. The canteen is staffed by students of the Rietveld Academie supervised by the canteen manager and assistant manager. Opening hours may vary during holidays and examination periods.

Student Psychologist

studentpsychologist@rietveldacademie.nl Students of Rietveld and Sandberg can contact the student psychologist for the following: psychological

problems; advice about referrals to other bodies in the case of psychosocial problems. The services of the student psychologist are free of charge. Appointments can be made via

https://reservations.rietveldacademie.nl

with a limitation

Studying

sibilities as students without a handica. Sibilities as students without a handicap. By thandicaps is meant: physical limitation, chr. Ilnesses, mental problems, dyslexia, ADHD, ASS; combination of these. If you expect to be hindered our studies by this limitation, please contact the stent counsellor. Together you can look at what y sed in order to follow your studies. By the specifiture of its education, the Gerrit Rietveld Academ es not offer standard facilities as are offerning and in mainstream particular.

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# Driver's licences and travel documents

police within two days of receipt.

When you study at the Rietveld and Sandberg you have rights, but also obligations. You have a right to attend classes and make use of the facilities. You are also, however, obliged to study your programme in the way organised by the Academie and to follow the rules set for that purpose. You can find details of students' rights and obligations and those of the Academie in the Student Charter. Students can find

#### Student Council

The Student Council wants to engage and encourage students to play a more active role in shaping the school. It sees itself as a bridge connecting students staff and teachers with information and resources. The student council wants to lend a hand, share knowledge, and listen carefully. One important part of this role is organizing a process for distributing funding from the school to projects and initiatives of students. Through their activities they want to cultivate an even ground for all students and work for greater transparency within the administrative structures of the institution

#### Social Safety

Confidential advisors

S E E

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Nur Ozgenalp: nur.ozgenalp@rietveldacademie.nl Matthijs Hattink: matthijs.hattink@rietveldacademie.nl  $Mirjam\,Mazurel: mirjam.mazurel@rietveldacademie.nl$ Heleen van Bruggen: heleen.vanbruggen@humanresolutions.nl (external)

Every student has a right to study in safety. Whilst Rietveld and Sandberg make every effort to ensure affairs run smoothly within the organisations, situations may arise in which a student feels they have been treated inappropriately. Should such a situation arise, it is advisable for the student to discuss this with the person(s) directly involved. The student counsellor may be able to play an advisory or mediating role. If it is not possible - or, in certain situations, desirable - to reach an informal agreement, then a more official approach may be chosen. The confidential advisors has been appointed for those situations in which this does not occur. If you want to make an (anonymous) report of a situation, you can also do so via the report form on Intranet - confidential advisors.

If you want to make an official complaint about a situation there are several possibilities. The Academie has committees and procedures for a variety of matters. These are the following:

Intimidation and sexual harassment Complaints about undesirable behaviour,

bullying and aggression can be submitted to the Undesirable Behaviour Complaints Committee. The complaints procedure is set out in the procedure on Undesirable behaviour, sexual and verbal harassment, aggression and violence, which you can find on Intranet.

#### Complaints and disputes procedure

Complaints about matters not covered by the above commissions and procedures can be submitted to the Complaints and Disputes Committee. The Committee members include one lecturer, one student and the student counsellor. The Committee is appointed ad hoc.

#### Complaints concerning assessments and examinations

Situations sometimes occur where a student disagrees with a judgement or feels that the lecturers or coordinator have not observed the rules. If you are unable to reach an agreement and wish to state your point, you may apply to the Examination Appeals Board (COBEX). The Board consists of two Academie lecturers and an independent legal counsel.

ings are open to all members of the academic community Sign up for the MR mailinglist for receiving insight in the agenda of the coming meeting. mr@rietveldacademie.nl Check the MR webpage on the Intranet for information

The Course Committee is not a complaints committee but may be addressed on any misunderstandings with regard to the education. It has the task of advising the Executive Board, upon request or otherwise, on matters relating to education. It also influences the content of the Education and Examination Regulations. The bachelor program and the master programs both have a Course Committee. Each Course Committee consists of three lecturers and three students. The members of the Committees are members of or nominated by the Participation Council. The Course Committee does not handle individual complaints.

NB: The various complaints procedures are set out in detail in the Students' Charter. You can find the Students' Charter on the Intranet. Please observe the time limits within which complaints should be submitted.

#### Examination Committee

If you have a complaint about assess ments or examinations, for example, about the timing of examinations or because of the long wait for the results of a written assessment, you can address your complaint to the Examination Committee. The Examination Committee is made up of lecturers from the Academie and one lecturer from another educational institution.

er and is bound by a code of confidentiality. Students may contact the student counsellor with questions concerning issues such as: academic counselling, motivation and concentration problems ... studying with a disability ... student grants and loans ... legislation and regulations: the Student Charter, Teaching and Examination Regulations, negative binding recommendation on the continuation of studies ... terminating or suspending the study programme ... financial support ... general complaints ... complaints and/or comments pertaining to bullying, discrimination, harassment and sexual harassment. In addition, the student counsellor acts as a point of contact for all possible practical questions Study Support In the event of (study) problems the mentor/coordinator is the first person the student should contact. The mentor/coordinator can refer the student to the student counsellor, a coach or a group programme. Students who are having personal and/or study problems can contact the student counsellor. The student counsellor can offer support and advice in relation to study skills such as planning, learning to communicate and to adopt a reflective approach. She can also refer a student to other people or bodies who could help the student more specifically. Students who feel they have come to a dead end in terms of their development and whose lecturer or mentor/coordinator cannot provide adequate help, can receive personal coaching. The personal coach of the Rietveld Academie is Giene Steenman: giene steenman@rietveldacademie.nl.

Students who struggle with problems involving the work process, motivation and attention span can get help to tackle these problems is a group programme, called StudySkillsProgram.

Student Counsellor

Mon 12:00 - 14:00 & Wed 12:00 - 14:00 / Room 203 RV building

/ 3rd floor of the BC-building

Wed 10.00 - 11.00

Drop-in consultation hours for brief questions:

An appointment can be made to discuss lengthier matters.

Students of Rietveld and Sandberg may use the services provided by the student counsellor, Mirjam Mazurel. She is also a confidential advis-

The group programme is about exchange, talking about the moments where you get stuck, comparing work methods and getting strategies to cope. The programme is offered 3 times during the study year and exists of 5 weekly meetings. The start of the programme will be announced at the Intranet. you ha.
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mirjam.mazurel@rietveldacademie.n

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## By law, we are obliged to hand over any found driver's licences

or travel documents (such as passports, identity documents etc.) to the police or the Municipality. If we have not been able to track down the rightful owner we send the document to the

## Receiving mail at the Academie

If you have no fixed address for a temporary period, it is possible to receive your mail at the Academie. Rietveld students can collect their mail at the reception. Sandberg students car collect their mail at the desk on the 3rd floor

> 등 Unsettling eig of of

> > Student Unions

There are various student unions are active at the Rietveld Academie and the Sandberg Instituu These are: / Student Circle

/ Black Student Union

/ Asian Student Union Participatory Council (MR) The participatory council consists of elected representa-

tives of the school's community. It is involved on the level of management and policy making. The participatory council is referred to as MR (Medezeggenschapsraad). The Executive Board needs the agreement of the MR upon a number of decisions for which it is legally required. This concerns for example policy on the quality of education, employment, Diversity equity and inclusion and the yearly budget. The MR gives advice to the Executive Board and Supervisory Board, both by request and unsolicited. The MR can at all times request information. The aim of the MR is to participate in and contrib ute to the improvement of the quality of the education and the organization in general. The assembly of (seven) students and (seven) staff are elected from and by the Rietveld Academie and Sandberg Instituut. Every spring the MR announces what the vacancies are to be filled per September. The MR meet-

about the members, the dates, agendas and minutes of the meetings.

Course committee

housing you can find on the Intranet. You will most likely have to move several times during your studies. You can get a housing contract for your entire study period at www.stu-dentenwoningweb.nl or room.nl. Register with them as soon as possible, because they have a waiting list.

As soon as you have a rental contract, you must register your details in the BRP (Personal Records Database). You must do this in person at the municipality: www.amsterdam.nl. If you are doing this for the first time, you will

Registration

also be issued a BSN (citizen service number). You need that number to be able to work and to do other things, like apply for housing benefit Every time you move, you must register you new address in the BRP: www.amsterdam.in Do not forget to also inform the student office your new address:

studentoffice@rietveldacademie.nl.



Rent allowance is a government subsidy for people who rent social housing. You may qualify for this if you meet certain conditions: You live in an independent dwelling. This means that you do not share your front door, toilet and kitchen with other people; The rent is under € 442,46 month if you are between 18 and 23 years of age, or: The rent is under € 736,47, if you are older than 23. Students who rent furnished housing (e.g. Jacques Veltmanstraat) pay higher than normal service costs. In such a case, the calculated rent is the 'basic rent' (amount of rent paid minus service costs). You can apply for rent allowance at www.belastingdienst.nl/toeslagen (Dutch). You need a DigiD to do so. On the Intranet you can find a manual on how to apply for rent allowance.

If you still need help, you can ask housing@rietveldacademie.nl.

#### Municipal taxes

Registered residents of Amsterdam receive annual bills for municipal taxes and water taxes A single bill for each type of tax is sent to each address. If more than one person lives at that address, one person will receive the bills. That person is responsible for paying the tax or apply ing for an exemption. If you have a low income, you can apply for an exemption from paying these taxes. Call +31 20 2554800 to request ar exemption form or apply via the website: www. amsterdam.nl.

Please note: use the information at the Intranet to complete the request at the Intranet. Students from abroad have to provide different information than students from the Netherlands

#### Energy

If you live in an independent dwelling, you will also have to arrange your own energy connection. You do so by signing up with a power company. You then give them the meter reading for electricity and gas (you can find the meter in the meter cupboard). Based on the size of your household (fellow tenants), the power company will make an estimate of your use. You will be asked to provide a new meter reading every year. You will receive an annual bill based upon that level. If you have used more than was estimated, you pay the difference. If you have used less, you get the difference back.

Well-known power companies include: Nuon www.vattenfall (Dutch) Eneco www.eneco.nl (Dutch) Greenchoice www.greenchoice.nl (Dutch)

#### Not registered?

If you are not registered at the address where you are living, you may receive a  $\in$ 240 fine. This also applies to the person at whose address you are fraudulently registered and to people who are not registered at all.

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### Requesting a DigiD

A DigiD is a digital ID that you use to communicate with public bodies, such as the municipal authorities and the Dutch Tax and Customs Administration. You can request a DigiD at www.digid. nl. (English/Dutch). You need your BSN to do so. The DigiD consists of a username and a password. Create them yourself! You will be sent an activation code through the post. You can then use it to activate your DigiD. It takes about five working days to receive your activation code.

#### Health insurance

If you are a student from abroad and you do not work in the Netherlands, you are not entitled to the Dutch Basic Health Insurance. If you come from another EU country, you can use your European Health Insurance Card (EHIC). You are then insured based on the Dutch reimbursement system. If you have another health insurance, you are covered under the conditions of this nsurance. Keep in mind that you will often have to pay a bill for a doctor yourself and then send a claim to the insurance company in your home country for reimbursement. This also applies if you have another health insurance policy, inside or outside the EU. If you do not have an EHIC or another health insurance policy that covers the cost of care while you are abroad, you will have to take out a student travel insurance policy. Keep in mind that such a policy does not cover costs related to an existing condition or illness! Student travel insurance (among others): AON www.aonstudentinsurance.com (English)

Are you going to work? Then you are required to

### **COVID-19 Test**

To make an appointment for a COVID-19 test: go to coronotest.nl and log in with your DIGID. You can also call 0800-1202 (daily between 8.00 am and 8.00 pm). When you call, have your BSN ready.

#### Mental health care

The student psychologist can have a number of conversations with you and, if necessary, refer you to an external psychologist or psychiatrist. However, you must always get a referral from your GP, otherwise the costs will not be reimbursed. Your general practitioner can start by referring you to the practice psychologist. That person can also have a number of conversations with you and, if necessary, refer you to an external psychologist or psychiatrist.

If you want to look for a psychologist yourself: https://www.psynip.nl/vind-een-psycholoog/ https://lvvp.info/ (Dutch)

If you want direct contact with a psychologist via chat or telephone: https://ipractice.nl/en/contact-en/ (English/Dutch)

#### Do you need acute mental help? Do you have acute health mental problems that

are making you very confused or very anxious? Then contact your psychologist or psychiatrist if you have one. If you do not, you can call your general practitioner or - in the evening or on the weekend – the out-of-hours general practitioner service. That is the quickest way to get care. Ask a friend to stay with you while you wait.

Huisartsenpost Amsterdam 088 00 30 600 In case of an emergency situation: call 112 and ask for the police!

#### Healthcare

The Netherlands offers excellent healthcare. There are, however, a number of rules you must follow to be reimbursed for the cost of your care. The general practitioner plays an important role in the healthcare system. If you need to see a specialist, you must first always ask for a referral letter from your general practitioner.

Basic health insurance

If you are Dutch or are going to work in the Netherlands, you are required to take out a Dutch basic health insurance policy. Students in higher education receive a discount on insurance from

> Zilveren Kruis www.zilverenkruis.nl (English/Dutch)

General Practitioner (GP)

A general practitioner's practice is tied to a postal code, so you must look for one in the neighbourhood where you live. Ask a fellow student or a neighbour if they can recommend someone. If you do not have Dutch basic health insurance, the doctor probably will charge you €25-30 for a visit.

University general practitioners

The Rietveld Academie has an agreement with the General practitioners of the University of Amsterdam, which allows our students to make use of their services regardless of the postal code in which they live. If you have a European Health Insurance Card (EHIC) or are insured with AON, you will not be charged for a visit. The Student GP is located in the center.

Student general practitioner practice: www.huisartsenamsterdam.nl (English/Dutch)

#### Healthcare allowance

Health care allowance is a government subsidy to help people pay the cost of basic health insurance. You can apply for health care allowance from the Dutch Tax and Customs Administration. You need a DigiD to do so.

www.belastingdienst.nl/toeslagen (Dutch)

#### **Urgent care**

Do you want to consult a doctor outside working hours or on the weekend? If you can't wait until the next day or Monday, please contact the outof-hours general practitioner service. They will ensure that you receive the care you need.

If you do not have basic health insurance (Zilveren Kruis), you will be sent a bill for your visit. This also applies to a telephone consultation. Costs:

Visit House call €232 Telephone consult € 35

Huisartsenpost Amsterdam 088 00 30 600

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Gerrit Rietveld Academie Fred. Roeskestraat 96 1076 ED Amsterdam 020-5711600

nfo@rietveldacademie.nl fb: gerritrietveldacademie ig: @rietveldacademie twitter: @followrietveld

www.rietveldacademie.nl

Dutch students can take out a study loan from the Dutch government, including a public transport card. EU students can also take out this loan under certain conditions. EU students who do not meet these conditions can in any case take out a loan for tuition fees.

More information can be found at: www.duo.nl

Students who unexpectedly have a budget deficit despite good financial preparation of their study can apply for support at one of the private funds. In principle, this is only possible in the final year of study. You can get more information about this from the student counsellor and via Intranet.

insurances Bank Account

Do you want to open a bank account but not yet have a BSN? As a student at the Rietveld Academie, you can open an account at the ING Bank. However, you must provide them with your BSN within six months or your account will be

**ING Bank** Ceintuurbaan 95 AJ Ernststraat 551 Rijnstraat 93 Beethovenstraat 8 www.ing.nl (English/Dutch)

As a first-year student, you will have little time for a job. However, this is often possible in later years. Students from the EU may work an unlimited number of hours. Students from outside the EU may only work up to 16 hours per week (and unlimited hours in June, July and August) Employers must have a work permit for non-EU employees. Students from outside the EU who work as freelancers (registered with the Chamber of Commerce) may work unlimited hours, so long as their work does not affect their studies.

Please note: if you are going to work in the Netherlands, you are required to take out a Dutch basic health insurance policy. If you do not, you can receive a €360 fine.

#### Insurance

In some cases, it is good to be insured; in others, it is mandatory. An insurance policy can protect you from high unexpected costs.

#### Liability insurance

Before you can use the workshops at the Academie, you must take out a liability insurance policy. You can do so through the ING Bank which offers a combined home contents, liability and personal accident insurance policy. Liability insurance is also part of the student travel insurance offered by AON.

www.ing.nl (insurance is only valid in NL)

#### Freelancing

Are you unexpectedly pregnant? Then you face a difficult decision: do you want to continue the pregnancy or not? You can talk to the father or other people around you to come to an informed decision about this matter. Support is also offered by FIOM, an organisation that provides neutral information about your options in the case of unplanned pregnancy.

Pregnancy

In the cultural sector, it is common to not work as a salaried employee but to send an invoice for your work. In such cases, it is assumed that you are registered as a freelancer, known in Dutch as a ZZP-er (self-employed without staff). Being a freelancer comes with certain obligations, such as maintaining your administration and declaring your income. If you want to avoid these administrative tasks, you can have your invoices processed by a payroll service, which will take care of them for you. They will charge a small fee for

> Payroll service: Tentoo / www.tentoo.nl (English/Dutch)

hen you work, you pay taxes. Sometimes you ay find that you have paid more tax than you are quired to. You can ask the Dutch Tax and Cusms Administration for arefund of that amount. The Academie organises several meetings which students jointly apply for income tax funds. You need a DigiD to do so. The meetings e amounced on the intranet and/or via your

John John Selegalin.

Aby the Dutch basich.

Jugo to an abortion clinic,

from your general practitione.

five-day waiting period, which be,
receive the referral from the general p.

Are you 16 days or less late? Then you have an obligatory reflection period.

Ye cost of an abortion is between €500 an.

Yif you have the EHIC or foreign her

S, you must pay the bill yourself

You have the insurance company in foreign her

Son reimbursement.

want to

Although smoking is legal, the government

strongly discourages it because it is unhealthy.

Smoking is now prohibited in public places, and smokers are no longer welcome on terraces and

sports fields and schools. Smoking is also pro-

The use of soft drugs, such as weed and hash,

is tolerated in the Netherlands. That means that their sale is limited, and you may have a limited amount in your possession (max. 5 grams). The THC content (the active ingredient in weed and

hash) in Dutch weed and hash is higher than in other countries. That creates risks. If you still want to use these drugs, you can get good

advice from coffee shop employees.

hibited at the Academie's campus

Soft drugs

**Smoking** 

icidal thoughts? you are having suicidal thoughts, it is important to talk about them! You can do so, 24/7 and anonymously, with the people at the suicide hotline 113. They offer a sympathetic ear and can give you advice. You can call or chat with them.

0900 0113 www.113.nl (English/Dutch) In case of an emergency situation: call 112 and ask for the police!

Sexually transmitted infections/HIV

Help

Whenever you have sexual contact (with one or multiple partners), it is important to always use a condom. Yet something could still go wrong. If it does, it is important that you immediately get tested so you can treat any resulting STD or HIV. You can ask your general practitioner for a test or take one anonymously at the GGD (public health service). If the result is positive and you have indeed contracted an STD or HIV, inform your most recent sex partner(s) to prevent others from being infected. Tests at the GGD are free up to the age of 25.

GGD Amsterdam Nieuwe Achtergracht 100 +31205555822 www.ggd.amsterdam.nl (English/Dutch) www.ggd.amsterdam.nl/english/sti-hiv-sense

#### Legal help

A problem with your landlord, a subpoena for an unpaid bill, a deposit that is not returned: when situations like these arise, you may need legal help. You can go to the Juridisch Loket (legal aid) for free legal advice. They can advise you about the actions you can take, any further steps and the consequences of them.

sense/(English/Dutch)

Vijzelgracht 21-25 0900 8020 on working days from 09:00 to 18:00 www.juridischloket.nl Open consultation hours: Mon-Thu 09:00-11:00.

Asva Student Union https://asva.nl/en/services/legal-aid/

More information about stimulants: www.trimbos.nl (English/Dutch) www.talktofrank.com (English) Drug testing:

www.drugs-test.nl/ (Dutch)

strongly advised that you avoid using drugs. All stimulants are addictive. If you have a problem with the use of a stimulant, you can contact the Jellinek Clinic.

088 505 1220 (09:00-17:00) immediate assistance www.jellinek.nl (English/Dutch)

Sandberg Instituut Fred. Roeskestraat 98 1076 ED Amsterdam 020-588 24 00

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Hard drugs and/or have them tested. Please note: If you are prone to depression or psychosis, it is

Hard drugs, such as cocaine, ketamine, XTC, GHB, 4-FMP and psilocybin mushrooms, are forbidden. Nevertheless they are frequently used, especially at festivals. The police regularly conduct inspections there. If you are caught in possession of hard drugs for your own use, the drugs will be confiscated and your name will be recorded. If you still want to use hard drugs, make sure you buy them from a reliable dealer