



## Welcome to Roosevelt Academy

Information for Students 2010-2011\*\*

Dear new student,

We look forward to welcoming you on campus in August 2010. However, before we can do so, there are several things that need to be arranged. A few of these are listed below. Please read the information carefully and determine which sections apply to you. We ask you to regularly check our website: [www.roac.nl](http://www.roac.nl) for new admissions information. Please feel free to contact us if you have any questions.

Student Office

P.O. Box 94

4330 AB Middelburg

The Netherlands

**\*\* Please save this document and take it with you when to travel to the Roosevelt Academy!**

### Introduction week

The Fall semester starts on August 30<sup>th</sup>, 2010. In order to give you a chance to settle-in and feel at home before the semester starts, we would like to welcome you to campus in the week of August 23<sup>rd</sup>, 2010. You will receive an appointment time from Woongoe Middelburg to collect your keys and finalize your housing contract; this is the day you can arrive to campus. During the introduction week starting on August 23<sup>rd</sup>, 2010, preceding the start of the semester you will have new student introduction. There will be a few mandatory meetings at which you will get important information about the academy, so it is **very important** that you attend! The introduction week is organized to familiarize you with Middelburg and your fellow students; you will be shown around the campus, city, and other interesting spots. We expect all students to make their way to Middelburg on their own. Directions from Amsterdam Schiphol Airport will be provided further down in this document. International non-EEA/EU students are asked to please let us know when you plan to arrive in Middelburg. Should you have any difficulties planning your journey please do contact us immediately.

## I What to do prior to and upon arrival?

Before you can study at Roosevelt Academy you are required to arrange several formalities. We hope the following information will be of help to you to prepare yourself as you settle down at Roosevelt Academy and for some of you also in the Netherlands.

### 1.1 Arrange all university formalities

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Registration with the University is arranged through the Student Office must be completed on the first day of Introduction week. If you have not yet done so, please provide the Student Office with a certified copy of your diploma and a copy of your final grades list during the new student registration session on the first day of Introduction week. Be sure to bring your passport or EU Identification card to the new student registration session!

The faculty advisor, your Tutor, will inform you in detail about course registration. You will meet your Tutor during the introduction week to discuss all course related matters. Your course assignments will be made prior to your arrival and will include some mandatory first year courses such as ACC 160/260 'English for Academic Purposes' and/or ACC 110 'Methods and Statistics' or a language course. For international students the language course is likely to be ACC 099 'Beginner Dutch' to help you familiarize with the Dutch language to help you get around in the Netherlands. Although English is spoken by many people in the Netherlands.

If you require proof of registration once you are at RA, please visit the RA Reception and request this document in person. Please include all the information you require. If you need a proof prior to your arrival, please send an e-mail to the RA Reception: [studesk@roac.nl](mailto:studesk@roac.nl). They will forward your request to an available person.

### 1.2 Arrange all legal formalities – International Students

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In order to apply for a residence permit all Non-EU international students are required to have:

- A valid passport which must be valid for at least 1 year and 1 month after the arrival date;
- A certified copy of the birth certificate;
- Adequate insurance (see 1.3)

Additionally students in category C and D (see below) are required to prove they have sufficient funds available each year they study at Roosevelt Academy. For the next academic year, the Dutch government currently estimates that an international student needs approximately €9500 for one year of study in the Netherlands. You need to prove that you have €790 euro for each month you are in the country, which is always 12 months for a full academic year. This is proven when applying for an entry visa, or, if you do not require an entry visa, this must be proven when you apply for the residence permit.

All students are required to register as a citizen of Middelburg, regardless of their nationality. If you also need to apply for a residence permit, you must attend the special meeting during the Introduction week. Please check your Introduction Week schedule - you will receive at the start of the Introduction Week - to see when and where this meeting will be held. During the meeting you will have the opportunity to arrange all paperwork required by the immigration department for residence permit applications. The International Officer will be there to assist you. You need to bring all necessary forms and documents to this meeting, as listed above. The application forms will be distributed during the meeting.

For pre-arrival procedural information regarding the visa and residence permit procedure please refer to the supplement 'IND information for new students'.

## Student Visa Categories:

These categories are defined by the Dutch Immigration & Naturalisation Service, the IND:

Category A\*: You are from an EU/EEA country and you are staying in the Netherlands *less* than 3 months. You are not obliged to register at the Town hall nor do you have to report to the police. You do not need to come to the residence permit session.

Category B: You are from an EU/EEA country and you are staying in the Netherlands *longer* than 4 months. You do not need to come to the residence permit session. You are required to register as a citizen of Middelburg at the Town hall, Kanaalweg 3. Opening hours: weekdays between 08.00 and 15.30 and Thursday 18.00 – 20.00.

Category C\*: You are from a Non-EU/EEA country and you are staying in the Netherlands *less* than 3 months. You have to report to the police within 3 days of arrival in The Netherlands to receive a sticker in your passport as proof of registration. You do not need to register as citizen of the City of Middelburg. You do not need to come to the registration day.

Category D: You are from a Non-EU/EEA country and you are staying *longer* than 4 months in the Netherlands. You must register as citizen of Middelburg and arrange for your residence permit at the Town hall. More information will be provided at the information session during the Introduction week.

### 1.3 Arrange adequate insurance

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In the Netherlands you are obliged to have a good medical insurance provider (EU citizens' health insurance card) which covers at least hospitalisation in the Netherlands and repatriation to your home country. Personal liability insurance is strongly recommended. It covers costs incurred if you injure another person or their possessions. There are reasonably priced student insurances which cover both medical and personal liability. For more information please check [www.myaon.nl](http://www.myaon.nl) or <http://www.acepolis.com/>. If you do not wish to have Dutch health insurance, please check with your health insurance provider to make sure you are covered. Make sure to bring a document from your insurance provider stating that you are covered while you reside in the Netherlands. If you are a Dutch student you may choose to remain insured as you have been, please check with your parents or guardians to ensure everything is arranged correctly.

### 1.4 Other

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#### Email:

All students will receive a Roosevelt Academy e-mail account. It is highly recommended that you use it after your arrival to Middelburg since all RA communication will be sent via that email address.

#### Embassy/consulate:

As an International Student, you might want to report and register with your embassy or consulate in the Netherlands. Addresses are available online. Please note that it is not mandatory to do so.

#### Housing:

All Roosevelt Academy housing is arranged by Woongoed Middelburg. For all your pre-arrival housing questions you can contact Woongoed Middelburg directly.

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\* The categories A & C do not apply to RA students as a semester is longer than 3 months.

At Woongoed Middelburg Mr Lion de Nooijer and Mrs Sonja Krant are the RA contact persons for student housing.

**Campus address<sup>†</sup>**

Eleanor  
Stadhuisstraat 2  
4331 PK Middelburg

**Permanent address**

Woongoed Middelburg  
Buitenruststraat 235  
4337 ER Middelburg  
Tel. 0118 – 691700 or, for technical problems, 0118 –691711  
[studenten@woongoed.nl](mailto:studenten@woongoed.nl)  
[www.woongoed.nl](http://www.woongoed.nl) (select 'Student housing')

In addition to Woongoed Middelburg the RA campus also has the Housing Affairs Council, or HAC as it is commonly referred to. This student-run council offers advice and service for all RA campus residents. Information about HAC can be found via the RASA student association home page [www.rastudents.nl](http://www.rastudents.nl).

**Money:**

Opening hours banks: Monday-Friday: 10.00-18.00 (often closed on Monday morning).

Cash machines (ATM's) are available throughout Middelburg. Bring an international card with a 4-digit PIN-number to access your home account. You may use a credit card but this is often very expensive. Credit cards: use a Visa or Euro/MasterCard especially in restaurants, hotels and/or while travelling through Europe, please do note that Credit Cards are not widely accepted in Middelburg. Travellers checks are not recommended as they cannot be cashed in Middelburg.

In our experience the Rabobank (Lange Geere 3 in Middelburg) accepts Roosevelt Academy (inter)national students as clients and we highly recommend that you open a bank account there. There are several services, such as on campus printing, which require a Dutch bank card. In general we feel it makes your time in the Netherlands easier.

**Health services:**

If you need a doctor you can pay a visit to a General Practitioner (GP) in your neighbourhood, the doctor for the students of Roosevelt Academy.

[www.stadshart-middelburg.nl](http://www.stadshart-middelburg.nl)

Simpelhuisstraat 1  
4331 PH Middelburg  
Tel: 0118-638008

Doctor Angkotta speaks English, has consultation hours, can prescribe medicine that you can get at a pharmacy and, if necessary, will send you to a consulting physician / hospital. If you are too ill to visit a GP, he/she will come to you. In the weekends your GP will not be available. The 'weekend doctor' for this area is available in Vlissingen at the 'Huisartsenpost'. If you need a doctor in the weekend you should go there. The Huisartsenpost is located by the Hospital in Vlissingen and you must always call ahead if you want to go there. The number is 0900-1985.

Please note that in the Netherlands it is required that you go to the GP with any of your physical or mental health problems, your GP can then refer you to a hospital or psychiatrist or any other service you may require. Only in case of a life threatening situation may you go directly to hospital.

Sometimes doctors send the bill to your insurance. Otherwise you have to pay cash on the spot or get billed at home.

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<sup>†</sup> Only during the summer July, August September on Mondays and Tuesdays form 8.30 – 16.00 hrs and on Thursday s and Fridays from 8.30 – 12.30 hrs

### Other useful links

- Erasmus Student Network (for all exchange students): [www.esn-utrecht.nl](http://www.esn-utrecht.nl)
- Dutch Higher Education: [www.nuffic.nl](http://www.nuffic.nl) / [www.nuffic.nl/international-students](http://www.nuffic.nl/international-students)
- Information about the city of Middelburg: [www.middelburg.nl](http://www.middelburg.nl)
- Information about the Netherlands: [www.studyin.nl/](http://www.studyin.nl/) or [www.holland.com/global](http://www.holland.com/global)
- Website for the Immigration and Naturalization Services: [www.ind.nl](http://www.ind.nl)

## II University education in the Netherlands

Dutch universities introduced the new Bachelor-Master system in 2002, consisting of a Bachelor phase of 3 years and a Master phase of 1-2 years.

### 2.1 Credit system

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Utrecht University, and as such Roosevelt Academy, uses ECTS credits (ECTS: European Credit Transfer System). One academic year consists of 60 ECTS credits. We translate these to RA CREDITS; one course is 4 RA credits, which are 7.5 ECTS credits. One ECTS credit is equal to 28 hours; one RA course is therefore equal to 210 hours.

A standard academic year at the Roosevelt Academy then is:

Academic year 60 ECTS / 32 RA							
Semester 1 30 ECTS / 16 RA				Semester 2 30 ECTS / 16 RA			
Course 1 7,5 ECTS/ 4 RA	Course 2 7,5 ECTS/ 4 RA	Course 3 7,5 ECTS/ 4 RA	Course 4 7,5 ECTS/ 4 RA	Course 5 7,5 ECTS/ 4 RA	Course 6 7,5 ECTS 4 RA	Course 7 7,5 ECTS 4 RA	Course 8 7,5 ECTS/ 4 RA

### 2.2 Grading system

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The grading system at Roosevelt Academy is based on the American letter grading system (A-F). These grades are connected to a 4.0 scale, the grade point average (GPA) is calculated through this.

Letter grade	GPA	Dutch scale
A+	4.0	8.6 - 10
A	4.0	8.0 - 8.5
A-	3.7	7.7 - 7.9
B+	3.3	7.4 - 7.6
B	3.0	7.0 - 7.3
B-	2.7	6.7 - 6.9
C+	2.3	6.4 - 6.6
C	2.0	6.0 - 6.3
C-	1.7	5.6 - 5.9
D+	1.3	5.4 - 5.5
D	1.0	5.0 - 5.3
D-	0.7	4.5 - 4.9
F	0.0	0.0 - 4.4

### III Addresses and telephone numbers

#### 3.1 Student Office

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For questions and problems relating to Admissions and continued registration at the Roosevelt Academy, please do not hesitate to e-mail or visit us during office hours. Together with your Tutor, we will try to make your experience at Roosevelt Academy as pleasant as possible. We hope you will enjoy your stay during the coming months. Additionally Student Exchanges are arranged through the Student Office, although initially your contact person for will be your Tutor.

Roosevelt Academy  
Student Office  
Franklin Building Room 1.07  
Lange Noordstraat 1  
4331 CB Middelburg  
Tel. +31 (0)118 – 655.500  
Fax +31(0)118 – 655.508

Admissions Officer:  
Ms. Heleen Bommeljé [h.bommelje@roac.nl](mailto:h.bommelje@roac.nl)

Registrar & Admissions Coordinator:  
Ms. Jeanette Gels [j.gels@roac.nl](mailto:j.gels@roac.nl)

Immigration & Exchange Coordinator:  
Ms. Manon van Gijtenbeek [m.vangijtenbeek@roac.nl](mailto:m.vangijtenbeek@roac.nl)

#### 3.2 Tutors and the Board of Studies

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##### Tutors

Upon arrival at Roosevelt Academy, each student has been assigned a personal Tutor. Your tutor will inform you on all matters relating to your academic program. Your Tutor will provide you with your course schedule and guide you in choosing your courses. During Introduction week you will meet your Tutor and discuss your first semester courses.

##### Board of Studies

The Board of Studies consists of the Director of Education and the Department Heads and the Managing Directors. The Board of Studies oversees the academic program as well as the rules and regulations governing the program.

##### Board of Studies (BoS)

Dr. Leo de Wit	Director of Education (Chair person)
Dr. Herman Tak	Social Science Department
Prof.dr. Henk Meijer	Science Department
Prof.dr. Albert Clement	Arts & Humanities Department
Dr. Michael Burke	Academic Core Department

Prof.dr. Hans Adriaansens	Dean of the Roosevelt Academy (advisor to the BoS)
Mr. Jorrit Snijder	Managing Director (advisor to the BoS)
Dr. Diederik van Werven	Senior Tutor (advisor to the BoS)

Requests to the Board of Studies must be discussed and signed by your Tutor and submitted to the Registrar at the RA Reception.

##### Academic Affairs Council (AAC)

The AAC is the academic student body of RASA. The council consists of five enthusiastic students who represent the students on all academic matters. In fact the AAC is the intermediary between students and faculty at the Roosevelt Academy. One of the most important tasks of the AAC is the representation of students in the Board of Studies. In the BoS academic policies are discussed and decisions concerning academic matters are made. Information about the AAC can be found through the RASA student association website [www.rastudents.nl](http://www.rastudents.nl).

### 3.4 Important telephone numbers

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Emergency number / ambulance	112
General police number	0900-8844
Roosevelt Academy	+31 118 – 655. 500 (from outside the Netherlands) 0118 – 655.500 (from within the Netherlands)

Address information for the General Practitioners and Dentists can be found in the Student Handbook which you will receive upon arrival. It is highly advisable to register as a patient at a GP and Dentist office early, this way if you are ill you will know who to call.

## IV The trip to RA

### 4.1 Transportation

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Public transport is organized fairly efficiently in the Netherlands and most parts of Europe. A nation-wide system of public busses and trains are available for use. Most students own a bike to get around on in the city.

#### Train

Train tickets should be purchased at the train station, for instance upon arrival at the train station at Amsterdam Schiphol Airport. The National Railways are indicated with the logo: **NS**. All questions can be answered at the ticket office and train times can further travel details can also be found there. Additionally the NS website has travel information: [www.ns.nl](http://www.ns.nl). For the website in English you can click on the link 'English' in the upper-right hand corner of the NS home page.

#### Bus

Bus cards, or a *Strippenkaart*, can be purchased throughout the Netherlands at the Post Offices, most train stations and several other locations including on the bus.

### 4.2 Directions to RA

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Directions to RA, including a map of the Middelburg City Center, can be found on our website: <http://www.roac.nl/roac/directions.phtml>

#### To Middelburg

From the Amsterdam Schiphol Airport an hourly train runs to Middelburg. At the NS airport information booth train tickets and times can be provided. Although Schiphol is a large airport all exits and directions to the on-site train station are clearly indicated. A wide variety of information booths and staff is available to direct all visitors to their destination. The direct train runs once an hour from Schiphol to Vlissingen, which is the last stop on the track. Middelburg is the second to last stop on the train and is the first stop after the city called Goes. Ordinarily each stop is announced as it arrives. The journey from the airport to Middelburg should take approximately 2.15hr by direct train.

At Roosevelt Academy we assume all students are independent travellers, who are very much capable of finding their own way to Middelburg, their new home and RA. We do advise the arrival to be within office hours and around the appointment time with Woongoed, so you can receive your keys from them in person.

Non-EU/EER students can be picked-up from Middelburg train station at their request, specifically when the arrival is after regular office hours, and shown to their house. If you need to make use of this service please send an e-mail, including your arrival date and time, in addition to your contact information, to [RASA@roac.nl](mailto:RASA@roac.nl). Only in highly exceptional cases can we arrange an airport pick-up. This is only offered to students who have very limited travel experience or another reason why they would need assistance from the airport. If this is the case please send an e-mail including the reason you need assistance and the above mentioned information to RASA; each request will be reviewed on an individual bases and can only be honoured if a student is available to make the trip to the airport.