



Utrecht University

Faculty of Humanities

Programme book 2022-23

Gender Studies

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1. Welcome

Welcome to the Master Gender Studies!

By choosing Utrecht University to pursue your graduate studies, you are becoming part of a world-class research environment. It is our great pleasure to welcome you into this dynamic international community we hope will be both intellectually and socially rewarding to you.

As a MA student, you are part of Utrecht University's Graduate Gender Programme, a rich network of Masters and Ph.D. students and faculty from all over the Netherlands and the world. The Graduate Gender Programme consists of various components, including the two-year Research Master in Gender Studies and the one-year Master in Gender Studies. We also take part in the EU Erasmus Mundus Master in Women's and Gender Studies (GEMMA). In addition, we host the Netherlands Research School of Gender Studies (NOG), which is the national platform for gender research and teaching by faculty members from various Dutch universities, offering a highly successful training programme and environment for postgraduate and Ph.D. students.

Throughout our one-year Master's programme, we hope you will be both inspired and challenged in your engagement with a diverse range of topics related to gender and postcolonial studies. Given the wealth of courses, lectures, events, and activities offered by the Graduate Gender Programme, we are confident that our multidisciplinary approach will be stimulating and engaging to you as you embark upon your MA studies. It is also our hope that you make this programme your own, forging a path ahead that builds upon your experiences and interests and opens you up to future academic and professional possibilities.

We hope that any general questions about the programme can be answered using this guide. If you cannot find your answer here and have any further questions, please do not hesitate to contact the programme coordinators, Dr. Jamila Mascot and Dr. Magdalena Górska.

In case you come across information you think would be useful to other (prospective) students during your year(s) here, please let us know, so we can include it in next year's edition!

We wish you luck in beginning the programme, and we very much look forward to sharing and creating this space with you!

Please enjoy your stay in Utrecht!

2. Introduction to the programme

"Thinking is an action. For all aspiring intellectuals, thoughts are the laboratory, where one goes to pose questions and find answers, and the place where visitors of theory and praxis come together. The heartbeat of critical thinking is the longing to know - to understand how life works." (bell hooks, Teaching Critical Thinking: Practical Wisdom, 2010, p. 169).

The Master Gender Studies is an interdisciplinary master programme in the fields of Gender, Race, Class and Sexuality Studies. The programme trains you to become an analytically skilled and professionally successful "agent of change", able to develop sustainable perspectives for future research and action and equipped to implement them in diversity policies, social and cultural initiatives, and political activism. We critically examine the ways in which gender, ethnicity, sexuality, religion and class intersect and are constructed within culture, art and media. You will be provided with the tools, the mentoring and the skills to translate the key works of gender research on social inequalities, cultural differences and political hierarchies into the professional field.

How do gender, race, class, sexuality and age contribute to the formation of social identities? How do academic, cultural, artistic, journalistic, and policy-making institutions respond to societal challenges? What role do ensuing power differences between these factors play in our globalized and mediatized world? How can we recognize and change mechanisms of discrimination and exclusion? Together, these questions form the core of our programme.

The purpose of the one-year Master in Gender Studies is to educate students with the knowledge and insights produced in the field of interdisciplinary and intersectional Gender Studies, in order to recognize how power relations and differences are created and reestablished in society, to become aware of the intersections of gender with other factors of identity, and to contribute to the analysis, implementation and establishment of social justice globally. When you have completed the programme, you will have acquired profound knowledge of the field and experience in applying its frameworks, skills and insights (through the course-work, internship and thesis). Furthermore, in this MA you will develop the academic skills to independently identify, formulate, analyse and suggest practicable solutions to problems in the areas of gender and postcolonial studies as well as about issues of diversity, migration, sexual identities, queer communities, social discriminations, and cultural differences in a manner that meets both the academic standards of the discipline and the professional context. As a student in the MA Gender Studies Programme, you become part of an internationally diverse learning environment of students and academic staff, which gives you the opportunity to start building an international network. With its focus on "doing gender" and its international character, the programme trains you to become a professionally successful gender expert. By joining the Master, you will also become part of a broader, socially engaged community of students, alumni, staff and activists from a large diversity of backgrounds.

This guide provides you with information about the Master, the courses, and the requirements for the internship and the thesis. The first part of this guide contains useful information about Gender Studies at the Faculty of Humanities (the Department of Media and Culture Studies), such as the academic calendar, a list of teaching staff and the different committees they belong to, as well as information about the student advisers. Here, you will also find important information regarding the requirements and steps involved into successfully completing the internship and the thesis and getting your degree. The second part lists some practical information such as libraries, book stores and Internet facilities. The third part is meant to help you have fun and lists our recommendations for bars, restaurants and cinemas, as well as useful information about student life.

On the student website you will find more information about your programme, ranging from an overview of courses to policies and procedures (<http://students.uu.nl/en/hum/gender-studies>).

3. Who is who?

Coordination of the programme

Scientific Director Graduate Gender Programme

Prof. Rosemarie Buikema (R.L.Buikema@uu.nl)

General Coordinator Graduate Gender Programme

Drs. Trude Oorschot (genderstudies@uu.nl)

MA Gender Studies Programme Coordinators

Dr. Jamila Mascot (j.mascot@uu.nl)

Dr. Magdalena Górska (m.a.gorska@uu.nl)

Teaching staff

For a full list of all current teaching staff of the Graduate Gender Studies Programme see:

<https://genderstudies.nl/staff/>

Curriculum Committee

Curriculum committees are representative bodies comprised of both students and teachers. They are responsible for advising on the Education and Examination Regulations and its annual evaluation, monitoring the quality of education and addressing problems that might arise. They advise the Board of the study programme and the dean on all teaching-related matters.

Student opinion plays a key role in the tasks of the curriculum committees. Through programme evaluations and course evaluations, curriculum committees review academic matters. Half of the committee is comprised of students. Do not hesitate to contact the student representative of your programme if you have an issue that you think should be addressed. **At the start of each academic year, a new student representative will be appointed – a position for which you can apply if you are interested!**

More information about Curriculum Committee can be found here: <https://students.uu.nl/en/hum/gender-studies/contact/curriculum-committee>

Board of Examiners

The Board of Examiners is responsible for ensuring the quality of interim and final examinations and objectively determining whether a student has passed the final exam. The board gives out diplomas, deals with possible cases of fraud or plagiarism, and evaluates requests for delaying graduation, exemption or approval of non-standard units. In case you want to submit a request for approval of courses taken outside this MA programme or for an exemption from certain parts of the programme, please contact this board.

More information about the Board of Examiners: <https://students.uu.nl/en/hum/gender-studies/contact/board-of-examiners>

More information on approval and exemption can be found on the student website: <https://students.uu.nl/en/practical-information/academic-policies-and-procedures>.

Contact information Board of Examiners Concerning: Gender Studies Drift 10
3512 BS UTRECHT
Email: studentdesk.hum@uu.nl

Partner organisations

Netherlands Research School of Gender Studies

The Netherlands Research School of Gender Studies (NOG), established in 1995, provides a national platform for gender research and teaching by faculty members from various Dutch universities and offers a highly successful training programme and environment for postgraduate and PhD students. The NOG teaching and research staff consists of an international team of professors and senior lecturers. The MA Gender Studies is not itself part of the NOG but is a partner organisation.

Coordinator: Trude Oorschot
Address: Muntstraat 2a, room 0.07
Tel: 030 - 253 8319
Email: genderstudies@uu.nl
Website: www.genderstudies.nl

The Postcolonial Studies Initiative

The Postcolonial Studies Initiative (PCI) at Utrecht University is intended as a platform for research into postcolonial issues, specifically focused on its application within Europe. The PCI organises activities such as lectures, film series, masterclasses and seminars, striving for greater interaction with society at large. As such it brings together a number of researchers from diverse areas and disciplines, both from Utrecht University and from other universities.

Director: Prof. dr. Sandra Ponzanesi
Email: S.Ponzanesi@uu.nl
Website: www.postcolonialstudies.nl

GEMMA

GEMMA is the first Erasmus Mundus Master's Degree in Women's and gender Studies in Europe. It is a programme of excellence supported by the European Commission, which first selected it as an Erasmus Mundus Master Course in 2006. In July 2011, GEMMA was once again selected for funding under the prestigious Erasmus Mundus brand and distinguished from amongst 177 submitted project proposals as "a pilot project and model in the field of Women's Studies and Gender Studies in a European and global perspective".

Central coordination: Rector López Argüeta Instituto Universitario de Estudios de la Mujer Centro de Documentación Científica
University of Granada Spain
Email: gemma@ugr.es Tel: +34 958 244 349
Local coordination at Utrecht University: Trude Oorschot
Email: genderstudies@uu.nl / gemma.gw@uu.nl Website: <http://masteres.ugr.es/gemma/>

ATGENDER

The European Association for Gender Research, Education and Documentation is a broad association for academics, practitioners, activists and institutions in the field of Women's and Gender Studies, Feminist Research, women's rights, gender equality and diversity. The association constitutes a permanent structure for the growing field of knowledge and practice in Europe.

Email: info@atgender.eu Website: www.atgender.eu

Atria

Atria is the Institute on Gender Equality and Women's History in Amsterdam. Atria houses one of the oldest collections on women and gender world-wide, and documents and preserves women's history. Apart from lending books, Atria has an impressive international archive that covers many topics, countries, time periods and objects. You will probably find a lot of useful material for your research here. It also provides spaces to study and organizes multiple events throughout the year that are worth visiting. A must for all Gender and Women's Studies students!

Address: Vijzelstraat 20, 1017 HK Amsterdam

Library opening hours: Tuesday to Friday 10.00 -17.00

Tel: +31 (0)20 30 31 500

E-Mail: info@atria.nl

Website: <https://institute-genderequality.org/>

NOISE

NOISE is the annual Summer School, organized by the Netherlands Research School of Gender Studies. This advanced training course offers a diverse yet coherent programme of study from an interdisciplinary perspective. The Summer School is meant for PhD and MA students.

WOMEN:Inc.

WOMEN:Inc. is a women's network that aims to enlarge the opportunities of Dutch women.

E-mail: info@womeninc.nl

Website: <https://www.womeninc.nl/>

Kosmopolis

Kosmopolis Utrecht is a multimedia platform for art and culture that aims to develop and reinforce intercultural connections in neighborhoods, cities and the country.

E-mail: n.jouwe@kosmopolisutrecht.nl Website: <https://kosmopolisutrecht.nl>

Study association

Study association **Gen K**, established in 2021, offers an academic, interactive, and safe(r) platform to students of all Gender Studies programs at Utrecht University, including the Gender Studies Minor, the Pre-Master program, the Master program, the Research Master program, the international GEMMA program, and Gender Studies alumni. The main objective of the study association is to allow students to come together and organize activities, enable cross-program networking and exchange ideas, and provide academic depth to the experience of becoming a Gender Studies professional.

Each year, new students have the opportunity to join the board, so keep an eye out for Gen K board position vacancies!

Who are we?

We are study association Gen K, an association by and for Gender Studies students at Utrecht University. Our name is derived from the shortening of the word "generation" to "gen", which can be read ambiguously to also be an abbreviation for "gender". The "K" in the name points to "killjoy", referring to queer theorist Sara Ahmed's concept of the "feminist killjoy". Read together, Gen K is a slight nod to the terminology used to refer for different generations (Gen X, Gen Z, etc.), while simultaneously being a way to reflect the different study programs that are represented in the association.

Mission

At the moment, for most Gender Studies students at Utrecht University, contact largely takes place between students from the same work group or study program, and little or no relationship is visible across the programs.

As a study association, we seek to promote contact between students from various Gender Studies programs, aiming to strengthen contacts within the Graduate Gender Programme. We stimulate these relationships by offering informative curriculum activities and social activities which allow for more possibilities to connect cross-program.

Vision

Study association Gen K offers an informal place to connect Gender Studies students. Community, knowledge, and visions are enriched by providing monthly drinks, academic events and lectures, and various social activities. There is room for members to bring new ideas and activities that seek to maintain and strengthen our "by and for students" principle.

Skills lab

The Skills Lab is an accessible service desk where you can get a clear idea of what extracurricular courses, workshops, individual tutoring, electronic tools, etc. are available within this University. Much is available, but this wealth of resources can be hard to find and access for students with specific questions. We can show students where to go to improve any skill, be it writing, presenting, studying, or job-hunting. There is a physical desk at the second floor of the University Library Uithof.

For more information, see <https://students.uu.nl/en/student-life-and-career-orientation/workshops>

Career Services

In the MA programme, there will be a focus on career orientation. The programme and the department work together with study associations and Career Services to make career orientation an integrated part of your studies. The Faculty of Humanities has its own Career Officer whom you can contact for questions regarding your future, practicing a job interview, or go over your CV together.

More information about Career Services: <https://students.uu.nl/en/hum/personal-development/career-services>
Career nights: <https://carrierenachtgw.nl/en/>

International Office

If you are considering going abroad during your Master, you can find more information regarding exchange programmes, regulations and preparation at the International Office. It is important to start the process of orientation at the start of the academic year, as the application deadlines are early on and a lot of paperwork is needed to complete your application.

More information about International Office: <https://students.uu.nl/en/hum/contact/international-office-humanities>

Find more information about studying abroad here: <http://students.uu.nl/en/academics/study-abroad>.

Student Information Desk

At the Student Information Desk (studentdesk.hum@uu.nl) you can address all kinds of study-related issues, such as course enrolment, time schedules, the registration of course results, and matters regarding graduation. You can also make appointments with your student advisor and the Career Officer, authenticate your diploma and study results, and apply for exemptions.

More information about Student Desk: <https://students.uu.nl/en/hum/contact>

Student Services

You can contact Student Services for information and advice. This includes issues regarding admission, application and enrolment, tuition fees, financial assistance, having a paid job during your programme, insurance, facilities for outstanding student athletes, student housing, student organisations and information about studying with a disability or chronic illness.

More information about Student Services: <https://students.uu.nl/en/contact/student-services>

Student psychologist

Utrecht University has two student psychologists. If you are a Dutch student, you can schedule an appointment yourself (<https://students.uu.nl/en/schedule-an-appointment-with-student-psychologist>). If you are an international student, please contact Student Services either by phone or by coming to the desk – not by e-mail - to schedule an introductory meeting.

During the introductory meeting, the student psychologist will discuss your problem(s) with you (this will involve focusing on your personal background). Sometimes this initial meeting will be sufficient to assist you with your problem(s), and sometimes more meetings will be required. Either way, the student psychologists will be happy to help you.

Wellbeing trainers

Good health and wellbeing are not only crucial ingredients for a good and effective student life, they contribute to a rewarding professional life after your studies as well. Your daily life and the challenges that come with it influence this. It may all go well for you, but sometimes a helping hand can't hurt. That is why we offer you the opportunity to focus on the personal side of professional development in addition to the academic development you are going through. In that context, we offer various (group) activities to support your well-being.

More information: <https://students.uu.nl/en/hum/personal-development/wellbeing-trainers-humanities>

For more practical information see: <https://students.uu.nl/en/hum/gender-studies/new-student/useful-links-and-tools>

4. Important dates and deadlines

Course Registration

You register for courses by logging into OSIRIS Student with your Solis-id during the courses enrolment days. There are specific enrolment days for the different blocks, and you will get an e-mail in advance that these days are coming up. In OSIRIS Student, you can choose 'enroll' and search the course you want to enroll in. Once you have correctly enrolled, you will receive a confirmation from Osiris through your Solismail. If you have not received this email, please contact the Student Information Desk for help (studentdesk.hum@uu.nl). Before enrolling, make sure to check the enrolment requirements and the schedule of the courses to avoid overlap.

Make sure to check the website for the important deadlines: <https://students.uu.nl/en/practical-information/enrolment/course-registration>

Thesis and internship deadlines

	Deadline	Subject
Thesis	Week 1 of Block 3	Thesis Proposal
	Last Friday of Block 3	Thesis deadline
Internship	Before start of Block 4	Submission of internship documents
	June 15th	First Draft of Internship Report
	August 15th	Final Deadline for Internship Report
Graduation	August 31st	To graduate in the current academic year all your grades need to be competed

Programme meetings

Block	Meetings	
Block 1	Introduction days & drinks	
Block 2	Cohort meeting & drinks (week 5)	
Block 3	Thesis event & cohort drinks (week 1)	
	Thesis support meetings	Wellbeing (week 2)
		Thesis writing (week 4)
		Thesis writing (week 6)
Block 4	Cohort meeting with alumni/ae & drinks (week 1)	
	Onderwijsgesprek (Educational Conversation) (end of block 4)	

5. Programme information

Programme outline

Please note that due to Covid-19, the programme might be slightly different in the academic year 2022-2023.

Usually, our programme starts with the NOISE Summer School, an interactive week of lectures, work groups, and social activities that takes place in the last week of August. **However, due to the protracted pandemic uncertainties and difficulties in planning ahead with an international cohort, the (usually mandatory) NOISE Summer School will not take place this year.**

From September onwards, the year is divided into two semesters, running from September until January and from February until June. A semester is divided into two study periods or “blocks”.

The first semester is dedicated to course work. In the first block (Block 1) you will take 15 ECTS of compulsory courses to familiarise yourself with the theoretical and methodological frameworks of Gender Studies. In the second block (Block 2), alongside one compulsory course (Research Lab II, 5 ECTS), you will have to choose two elective courses (10 ECTS), during which you will focus on themes and topics such as art and affect, postcoloniality, or bodies and technologies. In the second semester you will write a thesis and do an internship.

MA Gender Studies Programme structure

Block 1	Block 2	Block 3	Block 4
Research Lab I.	Research Lab II.	Thesis (15 ECTS)	Internship (15 ECTS)
Feminist Toolbox	Feminist Approaches to Art and Affect*		
Feminist Research Practice	Somatechnics*		
	Postcolonial Transitions and Transitional Justice*		
* This course is an elective. You need to choose two elective courses in Block 2			

There is also the possibility of choosing a course outside the programme as an elective. If this is something you are interested in, please contact the programme coordinators about this.

Courses

Compulsory courses

1. Research Lab I: Doing Gender

In this course the students will gain hands-on interdisciplinary research skills. Furthermore, this course gives students the opportunity to map their fields of interests and develop their academic skills.

2. Research Lab II: Designing Gender Research

Research Lab II is a continuation of Research Lab I and prepares students to build a foundation for the two main tasks they will have to complete in following semester – the MA thesis and the Internship Report – while continuing to polish their academic skills in writing course papers. Central issues in the sessions will be methodology and the design of a research question, research plan and work plan. The students will explore their research interests further. Students will be asked to prepare an assignment for each session, individually and collectively as a group.

3. Feminist Toolbox: Theories and Methodologies

This course is part of the “core theory” and provides students with an analytical “toolbox” for their studies in the MA Gender Studies. It addresses the established canon of feminist theories up to its most contemporary perspectives. The course teaches students that any societal relevant phenomenon can be analyzed with concepts and approaches derived from the large body of Gender Studies scholarship. The course consists of both seminars and lectures. Students are required to give a presentation in class and write an academic paper at the end of the course.

4. Feminist Research Practice

Feminist Research Practice is an “applied research” course, in which students work in concrete ways with the variety of research methods in Gender Studies. The underlying approach to this course is the idea that in order to become producers of knowledge, not just consumers, we must be fully aware of the skills and orientations that go into conceiving, implementing, and composing a text or a study. The aim of the course is not to become an instant expert but rather to gain familiarity and experience with a range of methods and methodologies that may then be taken up in more depth in future research projects. The course is composed of both lectures and discussions. Students are expected to serve as a discussion leader in one of the sessions, and write 3 to 4 short assignments.

Electives within the programme

5. Feminist Approaches to Art and Affect

This course zooms in on specific Gender Studies expertise in art. Students acquire a thematical foundation in Gender Studies. The course presents different feminist approaches to the complex interplay of affect, emotion, and feeling, focusing on the emergence of a new and empowered female subject. It does so through reflecting on what prejudices and stereotypes surround femininity, sexuality and creativity. The course consists of lectures and workgroups. Each workgroup session, a group of students will present an example of epistemological problem/representational issue concerning the themes discussed in the previous lecture, followed by their own presentation of the (primarily compulsory) literature assigned for this week. This course concludes with a final performance in a group setting.

6. Somatechnics: Bodies and Power in a Digital Age

This course focuses on specific Gender Studies expertise in media. Somatechnics - combining the constitutive interaction of bodies (soma) and technologies (techne) - explores how ever-changing technologies affect our daily experience and our understanding of questions of subjectivity and identity, bodies and power in a globalized context. Students engage with interdisciplinary approaches (Gender Studies, Media Studies, Cultural Studies, STS, Critical Disability Studies) and issues of representation and agency in the contemporary digital era. The course is composed of both lectures and discussions. Students are required to write a paper and give a presentation.

7. Postcolonial Transitions and Transnational Justice

This course concentrates on specific Gender Studies expertise in culture. It addresses the historical, cultural, political and ethical questions that societies face during political transitions. We will study these questions through

analyses of historical events, legal entanglements and political and ethical problems through the close reading of novels, films, art, music and other cultural forms that convey transitions and innovation. The course consists of lectures and workgroups. Students will give a presentation, lead a discussion, and write blog entries.

Thesis and internship

8. Thesis

Each student writes a thesis where they engage a clear research question based on the knowledge gained throughout their studies. For the process of writing the thesis, students will be supervised by a staff member (their assigned university supervisor).

9. Internship

The internship combines “core theory” and “applied research”. Each student is required to find their own internship by approaching, under supervision of a staff member (university supervisor), organisations and companies of their interest. The internship allows the student to experience a professional engagement of ten weeks within the MA study period of Block 4. It is a central part within the curriculum of the MA Gender Studies and prepares students for the research of the final thesis.

Course evaluations

Good quality education is important to you and also to the Faculty of Humanities. In order to guarantee the quality of education, the faculty and programme would like to know your opinion on the courses you have attended. At the end of each block, you will receive an invitation via email to fill in a questionnaire and to provide feedback for each course.

The digital evaluation system Caracal (caracal.science.uu.nl) is used for the course evaluations. You can log in to Caracal using your Solis-id and password. You will then see the course evaluations that apply to you. By answering a couple of open and closed questions you evaluate the courses you have attended. All of the answers will be processed anonymously.

After the deadline you will be able to see the results for evaluated courses in Caracal. All the answers to the open and closed questions are visible for students who attended the course and the lecturer(s) of the course. The lecturer(s) can also post a reaction to the course evaluation. Students who did not attend the course only see the answers to the closed questions and not the reaction of the lecturer(s).

The Curriculum Committee will carefully review the results of the course evaluations and address potential problems or compliment good initiatives. They will publish their advice as a result of the course evaluations in Caracal for all students to see. This will occur twice each year, prior to the course registration period. It is therefore advisable to log in now and again to see if the Curriculum Committee has already posted their advice, or the lecturer has responded to your course evaluations.

Career orientation

During our programme you will not only gain more academic knowledge, but you will also work on academic and professional skills. It is advisable to prepare yourself for your future career during your master by going through – as research shows – the following phases: reflecting on your motivation and work values; researching your opportunities on the job market; creating ties with potential employers; and practicing skills as needed for your job application and the job interview. In this way, you will learn how to establish yourself as a Gender Studies professional. The following outline shows the career orientation events per block.

Block 1	Block 2	Block 3	Block 4
<p>Introduction Days: your classmates are part of your future network</p>	<p>Research Lab: The course supports you in entering the internship and job market</p>	<p>Course (in Dutch): Career Services offers a course on entrepreneurship, which teaches you about creating and managing your own business***</p>	<p>Meeting: with alumni/ae in Gender Studies event where you can talk with alumni/ae about their experience with the transition from the university to the job market</p>
	<p>Workshop: Career Services offers workshops on networking and job interviews*</p>		<p>Join: Become a member of the alumni/ae community of your programme and of an alumni LinkedIn group and keep in touch with your teachers****</p>
	<p>Workshop: Career services offers workshops to create a LinkedIn profile*</p>		<p>Internship: Your internship will help you to put your skills and knowledge into practice</p>
	<p>Events: On the Careers Day and the Careers Night Humanities you can meet company representatives and relevant alumni and increase your network**</p>		
<p>Lectures: The Doing Gender Lectures, organized throughout the whole year, are an opportunity to meet international scholars and expand your professional network</p>			
<p>Join: Joining the student association Gen K or attending their events gives you further networking opportunities</p>			
<p>* Registration for workshops: uu.nl/careerservices</p>			
<p>** See: https://carrieredaguu.nl/en/ and: www.carrierenachtgw.nl</p>			
<p>*** Course info: TLMV16019 Ondernemerschap voor Geesteswetenschappers</p>			
<p>**** Alumni have a right to the services of Career Services up to half a year after graduation</p>			

Career Services workshops might be incorporated in your master programme (ask your coordinators), but you are also welcome to join (other) workshops as an individual, for which you can register at www.uu.nl/careerservices, on the following topics: LinkedIn, writing a curriculum and cover letter, transferable skills, and working consciously & effectively.

Career Services also offers several online tests: the career check, work values test, career choice test, personality test, and competence test (<https://uucareercheck.nl/site>); hosts an online vacancy site (uu.jobteaser.com); and organizes events such as the Humanities Career Night (<https://carrierenachtgw.nl/en/>), which takes place on, the

UU CareersDay (www.careersdayuu.com) monthly evenings on Your Perspective: Career Opportunities for Humanities Graduates and twice a year a Curriculum checks and LinkedIn photo shoots.

Visit www.uu.nl/careerservices for more information and check your email, blackboard or Facebook- and LinkedIn-groups for announcements.

Thesis

Trajectory

Your thesis trajectory starts in Research Lab where you begin to think about your potential thesis and start working on the Thesis Proposal and on your presentation at the Thesis Event. But it is block 3 that is fully devoted to your research and writing. You start in week 1 of block 3 with two important milestones: 1). Thesis Event where you present your thesis idea to the teachers of the programme; 2). approval of your Thesis Proposal by your supervisor and second reader. After that you start working on your thesis under the guidance of your supervisor. Your thesis writing process is also supported by three thesis-focused meetings that are organized for you during block 3. At the end of block 3 you submit your thesis for grading by your supervisor and second reader.

Thesis Event

In the first week of block 3 you have an opportunity to present your thesis idea to the teachers of the programme. Thesis Event is a friendly occasion that is meant to help you brainstorm your thesis idea before you finalize it in your Thesis Proposal. You are asked to prepare one slide that delineates your thesis idea (the what, why, and how of the project) and you will present it to a small group of teachers who will then give you feedback and food for thought regarding your project.

Thesis Proposal

Writing a thesis starts with a Thesis Proposal. The purpose of this Thesis Proposal is to give yourself, as well as your supervisor (and second reader), an understanding of the content and structure of your thesis.

Preparing the Thesis Proposal is compulsory and this document needs to be approved by your supervisor and second reader. You start working on your Thesis Proposal in Research Lab. In week 1 of block 3 you should submit your Thesis Proposal to your supervisor who will read the proposal and may have some feedback for you that you then have to incorporate. If the supervisor is content with the Thesis Proposal as it is, then the supervisor contacts the second reader and discusses the approval of the Thesis Proposal. In case your supervisor gives you feedback that needs incorporating, you do so and then submit a revised Thesis Proposal to your supervisor. The supervisor contacts the 2nd reader and discusses the approval of the Thesis Proposal. It may be the case that the 2nd reader has some feedback on the Thesis Proposal. In such a case the supervisor informs you about the feedback and you incorporate it in the thesis itself.

Guidelines on how to write a thesis proposal

Your Thesis Proposal (max. 4 pages, bibliography excluded) should give a clear idea of what your project is about, how it is going to be developed, and why it is important. You should, hence, consider addressing following issues:

- What is the project about:
 - A clear formulated research question and a few additional sub questions
 - A brief introduction of the topic, including a justification of its relevance
 - A substantiated indication of the envisioned research material and the considerations that play a role in determining and demarcating it (how much, how long, what and why, and what not).

- How is the project going to be researched and analyzed:
 - A description of the proposed theoretical framework, adjusted to the research question, in which you discuss the core concepts, central arguments, key authors and relevant theoretical traditions
 - A description of the methodologies, adjusted to the research question, including methodological literature and a reflection of its strengths and weaknesses
- Why is the project relevant
 - A discussion of the relevance of the topic for the field of Gender Studies
 - A discussion of the relevance of the approach proposed for the thesis (the relevance of the research question, the relevance of the chosen methodology and theoretical framework)
- Preliminary chapter structure
- Preliminary bibliography
- A work schedule that indicates what specific steps will be taken and when, and what the proposed date is for completing the definite version of the thesis

Thesis

The Master's thesis in Gender Studies is an individual, academic written piece of work that is written and intended for an academic context. Importantly, the thesis should reveal knowledge and in-depth interest in how, for example, gender, ethnicity, sexuality, class and age function and intersect as social, symbolical categories within the field of study. Thesis is also where you apply the skills, knowledge and insights that you have acquired during the master. You will, hence, do an independent research and write a longer academic text. **The thesis should be between 12.000 and 15.000 words in length** (excluding the bibliography and possible appendices) and will yield 15 EC.

Aim:

With the Master thesis you demonstrate you have the academic skills to:

- Design, under guidance of a thesis supervisor, a research project by:
 - formulating, analyzing and evaluating issues and problems within your academic field
 - setting up a research concept that includes a clearly formulated research question
- Carry out independent research on a topic pertaining to your study program
- Report about this research at a level that complies to generally accepted disciplinary norms

Content

A Master thesis contains the following elements:

- A research question or formulation of a problem
- A critical description of the current state of academic knowledge relating to the chosen topic, based on relevant literature and other sources
- A critical accountability of the particular sources and the theoretical framework
- A description and motivation of the used methodologies
- An extended argumentation through which the material is analyzed and presented in a clear, logical and convincing manner in relation to the research question
- A conclusion which offers an analytical and summarizing discussion of the research

question/problem and the used methodologies, and which includes suggestions for further research

- Abstract
- Table of contents
- Notes
- Bibliography
- A list of images/audio visual sources used in the thesis (if used).

Supervision

You will write the Master thesis under the supervision of a member of the academic staff of the programme who has the relevant expertise to supervise you, to give productive comments on the thesis, and to grade your thesis. Your supervisor will be assigned to you by the programme coordinators. In addition, the programme coordinators will assign a second reader, who will (together with your supervisor) approve your Thesis Proposal and grade your thesis. During the supervision process you are responsible for the progress of the thesis at all times. If for any reason the supervision does not meet the right expectations, you can contact the programme coordinators. Please note that supervision is not unlimited! You are expected to do your utmost to finish your Master in Gender Studies in twelve months.

When starting the process of writing you will make concrete appointments with the supervisor. It is up to you and your supervisor to decide how you will proceed with the supervision. It is recommended that your supervisor gets to read one draft of each chapter and the full draft of your thesis.

Please note that you receive thesis supervision only in block 3.

Ethics

In case you are doing research that involves interviewing people, submitting questionnaires or involving people in any other way, you are probably doing human-subject related research. If so, please review the checklist provided by our Faculty Ethics Assessment Committee (FETC) and discuss it with your supervisor. The checklist contains information on privacy, ethics and data management. See: <https://students.uu.nl/sites/default/files/HUM-curriculum-human-subject%20related%20research-checklist.pdf>

Thesis submission

Thesis submission deadline: last Friday of block 3.

For a step-by-step guidance of how to submit your thesis please go to: <https://students.uu.nl/en/hum/gender-studies/curriculum/graduation-trajectory>

The master's thesis should be uploaded in the digital theses archive of the University Library. It is also possible to view the work of other students here: <https://studenttheses.uu.nl/>

Assessment and resits

Assessment

At the end of the trajectory the thesis will be graded. It is your own responsibility to submit your thesis in a required manner. The second reader will be first to complete a thesis assessment form within ten workdays and propose a final grade. Within these same ten days, the supervisor will supplement the assessment form and give a final grade in agreement with the second reader.

When your grade is below 5.5

In case the thesis is insufficient, you are entitled to a resit and take four weeks to improve your thesis, only in case the final grade is not lower than 4.0 and the required effort has been put into accomplishing a research proposal in week 1-2 of the thesis block.

The procedure for the assessment of the rewritten thesis follows the same protocols as those for the original thesis (as described below). If after the rewriting process the thesis is still considered of insufficient quality (i.e., the supervisor and/or the second reader again give it a failing grade, or a full professor does not approve of a 6.0 or a 6.5), a failing grade will be registered in Osiris. In consultation with the MA coordinators the student can then start anew with the thesis process, possibly under the guidance of another supervisor.

Assessment criteria

A thesis is graded insufficient in case it does not meet one of the criteria as described on the thesis assessment form. Below you find the preconditions of each specific criterion in order to pass:

1. Content

The *research question* is clearly formulated and reflects *originality* and *creativity* of the research. The topic of the thesis is clearly delineated and positioned within a recognized academic field. The research is scientifically and (preferably) socially *relevant* and is based on a solidly constructed *theoretical framework* and *analysis*.

2. Structure and methodology

The thesis has a logical *structure* and has a clear and explicit described *methodological approach*. This explication is being elaborated upon in the theoretical-methodological chapter and suffice the following points:

- Name the methodologies that are being used
- Give a short description of the working of the methodologies
- Refer to literature in which these methodologies are being explained or used
- Give a short reflection upon the methodologies; what will and will not become known through this method/methodology
- Explain how the methodologies structure your thesis (this has to become visible throughout your thesis)
- In your conclusion return to the choice of your methodologies by elaborating on how they affected the execution and processing of the results of your inquiry
- Additionally, the thesis will make use of effective descriptions, has a verifiable argumentation and its conclusion relates directly to the findings of the research.

3. Academic skills

Within the thesis *primary* and *secondary sources*, as well as *citations* and *paraphrasing*, are described correctly and used in the correct manner in relation to the *argumentation*. *Authors* and *terminology* are being introduced clearly and *references* and *bibliography* are consistent and without errors.

4. Style and form

The thesis is *readable* and *coherent* in terms of content and writing style. The *spelling* and *grammar* are correct, and the *structure* and *presentation* are conducive to communicating clearly the outcomes of the research.

- The MA thesis equals 15 EC. This means 420 hours of work
- This research is to be translated into a thesis with a length of between 12.000 and 15.000 words – excluding the bibliography and possible appendices. This means approximately 35-40 pages in a reader-friendly layout. (Note: the faculty guidelines are 10.000 to 15.000 words, though this Master programme strongly advises at least 12.000 words)
- Use a font not smaller, or larger than the equivalent of Times New Roman, 12 pts, 1,5 spaced, and add

page numbers at the bottom of the page

- The thesis should have a title page with the title and subtitle of the thesis, name of the program, supervisor and second reader, and of course your name and student number
- The thesis should also have a short abstract of about 300 words
- At the end of the process of writing it is a nice practice to insert a brief foreword/acknowledgments in which you thank those who have been meaningful in your trajectory

Evaluation form

The assessment of the thesis will be done by two evaluators by filling out a standard evaluation form in OSIRIS Case. This form used in OSIRIS Case corresponds with the form that can be found here: <https://students.uu.nl/en/hum/gender-studies/study-programme/graduation-trajectory>

Procedures and grading

Your thesis will be graded by two evaluators, who will fill out the evaluation form separately and come to a final grade after joint consultation.

Once the student has submitted the final version of the thesis, the evaluators have ten working days to evaluate the thesis and inform the student of the final grade.

If the first and second evaluator request assistance, and in cases in which the first and second evaluator cannot agree on the final grade for a thesis, a third evaluator will be approached and consulted by the first evaluator. The student will be given notice by the first evaluator that a third evaluator has been employed and that the grading period of ten working days will be extended by another ten working days. The third evaluator evaluates the grade of the first and second evaluator by examining their provisional grades and argumentation. The judgement of the third evaluator is binding. If the third evaluator agrees with the other two evaluators on the proposed grade (if all evaluators agree), no further argumentation is needed. A brief explanation will otherwise suffice.

Plagiarism

Utrecht University considers any form of academic dishonesty to be a very serious offense. Utrecht University expects each student to be familiar with and to observe the norms and values that ensure academic integrity.

For information about plagiarism, please see:

- <https://students.uu.nl/en/practical-information/policies-and-procedures/fraud-and-plagiarism>
- <https://students.uu.nl/en/hum/academic-policies-and-procedures>

Internship

This section provides you with information on the official procedures and requirements for your internship. It also includes information of a more practical nature. Of course, every internship is different and a new experience. Nevertheless, there are some practicalities that you might come across and wonder about, which are outlined in this programme book.

All information, documents, and contracts for the internships are available here:

<https://students.uu.nl/en/hum/gender-studies/study-programme/internships>

A List of possible and recent internships will be made available at the beginning of the year.

Finding an internship

You are responsible for finding an internship, a process that starts already in Block 1 and 2. Internships can be found either via the internship database for existing internships activated within Utrecht University (<https://uu.jobteaser.com/>), or at your own initiative. Your internship will last 10 full-time weeks, 40 hours per week (duration of block 4). After consulting with the university supervisor (your assigned supervisor in the programme) you can contact a company or organisation of choice, and try to arrange an internship. More information about requirements of the organisation can be found below.

Aims of the internship

- Orientation and preparation for possible participation in the labor market
- Possibility to bring theoretical knowledge acquired during the MA programme into practice
- Possibility to start forming your own professional identity and network

Internship requirements

- The internship has to be completed on an MA level. This means you have to be regarded as a junior co-worker, fully taking part in the work process at the internship-providing organisation.
- The internship has to include a **research component** with a well-formulated research question. Throughout the internship you must devote at least one day per week to your research, which has to be clearly arranged with the internship-providing organisation. The nature of the assignment can be very diverse. For example, you can analyze literature to write a policy paper. Or the internship-providing organisation may ask you to write blogs for their website, the research that you do for the blog posts counts as a research part of your internship.
- The internship has to provide the possibility for you to bring your acquired MA-knowledge and skills of the first semester into practice
- Preferably the internship-providing organisation connects to Gender Studies-related issues or perspectives. If this is not the case, you have to justify how the internship is relevant within the context of the MA- programme
- The internship-providing organisation has to offer supervision and preferably a working space at the company
- During the internship you are required to reflect on issues such as gender, ethnicity, power-relations etc., using an intersectional perspective
- Apart from the internship product, you also have to write an Internship Report according to the general format (see below)
- Your internship-providing organisation needs to allow you to attend programme related events that take place during the duration of your internship

Internship Supervisors

- During the internship you will receive guidance from **two supervisors**: someone from within the internship-providing organisation (**the internship supervisor**) and a teacher from the Gender Studies programme who was your thesis supervisor (**the university supervisor**)
- Before starting an internship, you need to make clear written agreements with both supervisors, in which you agree on the form and frequency of supervision. The agreements have to be inserted in the Internship Work Plan

- The main part of the supervision will be coming from the internship-providing organisation (the internship supervisor), where you work on a daily basis
- The internship supervisor will be the first person for you to address during your internship
- Contact with the university supervisor can take different forms, varying from written reports, email contact or meetings. To avoid surprises and stress, it is important to keep your university supervisor informed about your proceedings. This is ensured by writing and sending **regular logbooks** to your supervisor. Keep communicating with both supervisors, especially in case you are not fully satisfied or you are insecure about your internship

Tasks of the university supervisor

- University supervisor is your supervisor in the Graduate Gender Studies programme
- The university supervisor reads the Internship Work Plan and discusses this with you. Your supervisor needs to approve the Internship Work Plan before the internship begins
- The university supervisor is the contact person for the internship supervisor
- The university supervisor reads and provides feedback on the first draft of the Internship Report and then grades the internship on the basis of the final Internship Report while also taking into account (maximal 0.5 bettering or lowering the grade) the assessment by the internship supervisor

Tasks of the internship supervisor

- The supervisor at the internship-providing organisation will be a person who has direct contact with you in the daily work-routine
- The internship supervisor first discusses with you the content of the internship which then becomes the basis for your Internship Work Plan. The internship supervisor reads the Internship Work Plan and finalizes with you how the aims of the internship can be reached
- The internship supervisor facilitates office space and other needed materials, and explains the responsibilities you have
- The internship supervisor gives you feedback at least once a month
- The internship supervisor reads the internship assignment and evaluates the internship period

Administrative tasks for registering your internship

When you have found an internship, you have to prepare 3 documents to officially start your internship:

- **Internship Work Plan** – this document should outline what will be the content of your internship. You should discuss with your internship supervisor what will be the content of your internship (what will be the work you will do for the organisation, what will be the research component of the internship, what are your learning goals, etc.) and based on this discussion you should prepare the Internship Work Plan. You should then send this document to your university supervisor who can provide you with some additional suggestions, if needed. This document needs to be approved by your internship supervisor and by your university supervisor
- **Internship Work Plan Form** – this document officially approves your Internship Work Plan. It needs to be signed by your university supervisor and the internship supervisor
- **Internship Agreement** – this document officially registers your internship. It needs to be signed by you, the internship supervisor and the Faculty of Humanities. Your university supervisor does not sign this document, it is signed by the Internship Office. The Internship Agreement is a formal contract that arranges the basic financial and legal issues. Most internships are non-paid, although sometimes students receive compensation. However, this is not a salary and thus you are not covered by social

security. Hence, this insurance is covered via the Internship Agreement by the university. This is why it is important that you submit your Internship Agreement before the internship starts. In case problems occur, you can contact the faculty internship-coordinator (stage.gw@uu.nl)

- Once the 3 documents (Internship Work Plan, Internship Work Plan Form, Internship Agreement) are ready, you should submit them to the **Internship Office** (stage.gw@uu.nl). The Internship Office will check the documents for correctness and sign the Internship Agreement. They will then send you, your university supervisor and the internship organisation a signed copy of the agreement. Once this is complete, you will automatically be registered for the internship in OSIRIS. So you do not have to do this yourself!
- **Please note:** You are advised to submit the documents listed above to the Internship Office **before starting the internship**, especially if you are doing an internship abroad. If, for some reason, you are unable to submit the documents before starting the internship, then try to turn them in as soon as possible.
- You can find all the documents and more description of the preparation of the internship here: <https://students.uu.nl/en/hum/gender-studies/study-programme/internships>

Be aware!

Since during the summer the teachers of the programme are on a recess and no supervision is offered, it is important to stick to the timeframe of a full-time internship (10 weeks) as much as possible.

Internship Report

The internship is completed when you submit the Internship Report and receive a passing grade. First, you should write a draft of the Internship Report and send it to your university supervisor for feedback. The university supervisor will read your Internship Report and provide you with comments. You should then incorporate the feedback and finalize the report. You should send the final Internship Report to your university supervisor who will then assess it. This first draft of Internship Report needs to be submitted by June 15th to your university supervisor. You should submit the final version Internship Report to the university supervisor and to the Internship Office (stage.gw@uu.nl) via email. It is therefore advisable to start writing your report throughout your internship. Although the report is a personal reflection, it needs to be written for an academic context. This means writing a critical reflection supported by theoretical frameworks (use references!) acquired during the courses in the first semester. The report is two-fold in the sense that it consists of a descriptive part (of the internship organisation, and your tasks and research project), and a reflexive part, in which you review the internship (what have I accomplished, what have I learned), as well as the product(s) and the research component. The reflexive part should reflect an academic level of thought and effort; it is academic piece of writing that should contain references to literature from the Master.

The internship report cover sheet should contain the following information:

- The name of the organisation offering the internship, including the department or project name
- The name of the internship-providing supervisor at the organisation
- The student's name, student number, study programme, faculty and university
- The name of the university supervisor
- The internship period (exact dates)

The internship report should include the following information:

Descriptive part

- A brief description of how the internship came about (the reasons for choosing this internship position and the original expectations)

- A description of the organisation: its profile, goals and placement within the social context
- A description of the internship tasks
- A description of the research component within the internship: describe the research questions, used methodologies and theories, and general outcomes of the research

Reflexive part

- A reflection on the learned goals and progress of the internship (i.e.: a description of any problems that occurred during the internship; your elaboration on whether the learning goals formulated in the working plan have been achieved; etc...)
- A thorough reflection in which gender and postcolonial issues are taken into account (this is where theoretical frameworks are of importance)
- A reflection on the internship within the broader context of the MA-programme. (e.g.: what did you learn? To what degree were you able to apply the knowledge and skills gained during your education?)
- A critical and academic reflection on the research aspect of/within your internship: How did you experience it to develop your own research project? How did you develop your research question, theoretical framework and methodology? Was it difficult to answer your research question?

An important part of the grading of the whole internship is based upon this final Internship Report and its approval by both supervisors. There will be a distinction made between students who write an extended report (approx. 8000 words), and students who also worked on a special output as part of the internship tasks (the output can differ and may include a brochure written or edited by the intern, an article, but it can also include non-written products such as an exhibition, or a conference). These students will have to write a shorter report of approximately 4000-6000 words. Data like questionnaires or a list of workshops you have followed can be added to the report as addendum/appendix. You are expected to show a great deal of critical reflection on your performance in the internship, on the organisation itself and the MA Gender Studies programme in this context.

NOTE about the logbook: During your internship you must keep a logbook with daily or weekly notes, reports, completed and not completed tasks, etc. This can be a very schematic text; it can be in bullet points or lists and short notes; it does not have to be an academic or articulated piece of writing. You send this logbook to your university supervisor at least three times (once every 3/4 weeks). This logbook can be used as a source when writing the internship report.

Grading

The final grade for the internship is determined by the university supervisor. The grade is based on the Internship Report and the advice of the internship supervisor. Towards the end of the internship, the university supervisor will get in contact with the internship supervisor. The internship supervisor will give a reflection on your proceedings and thereby give an advisory grade. It is your responsibility to give your internship supervisor the correct form for this; you can download it here: <https://students.uu.nl/en/hum/gender-studies/study-programme/internships>, under point 7, the file called "Internship Evaluation Form". The final responsibility for the grade for the internship lies with the university supervisor. The internship supervisor can influence the grade with a maximum of 0.5 point higher or lower (bonus/minus), except when the student receives an insufficient grade.

Please note that there is no supervision during the Christmas break and the summer break. This means that the first version of the Internship Report has to be submitted in OSIRIS by June 15 at the latest. Then you will receive feedback from your supervisor on this draft and will be able to rework your report and submit it not later than August 15. August 15 is the last date for submitting anything that needs to be graded by the end of the academic year by the students who are planning to graduate by August 31st.

For grading before the Christmas break, the final version of the thesis has to be submitted 10 working days before the start of the Christmas break.

Graduation

Your faculty's Board of Examiners determines when you graduate and what your final examination date (the date on your diploma) will be. You will have graduated when you meet all examination requirements. The Board of Examiners will inform you by email as soon as you meet (nearly) all examination requirements.

Please note! Graduating does not always mean your enrolment will end automatically. If you wish to terminate your enrolment before the end of the academic year, you have to do so yourself.

Do you wish to postpone your graduation? File a request for postponement with the Board of Examiners within two weeks of their informing you of your imminent graduation. Keep a close eye on your UU email account.

Graduation Ceremony

Students will receive an email about the graduation ceremony after they have officially graduated. Usually, the ceremony will take place in October for the people who graduated before the end of August. The graduation ceremony is programme-specific and organised by the Gender Studies staff. Each student will receive a short laudatio by one of the teachers of our programme.

Cum laude

As it is written in article 6.2 of the faculty part of the OER/EER 2022-2023:

The 'cum laude' classification will be awarded to the Master's examination if each of the following conditions has been met:

- a weighted average mark of at least 8.0 has been earned for the courses of the programme
- exemptions that do not count have been obtained for not more than 15 credits
- the Board of Examiners has not taken any decision (as referred to in art. 5.14, paragraph 5) stating that fraud/plagiarism has been ascertained and that the student therefore is not eligible for a positive degree classification (cum laude)
- has passed the final examination of the Master's Degree Programme within one and a half years

Termination of enrolment

Your enrolment can be terminated as of the 1st of the month following your request for termination of enrolment, no sooner. This means that if you submit a request for termination in the month of September, your enrolment will be terminated as of 1 October. You cannot terminate your enrolment retroactively. When you graduate, you may choose to terminate your enrolment as of the 1st of the month following your graduation date. You may also stay enrolled for the rest of the academic year, in which case your enrolment automatically ends as of 1 September.

Do you want your enrolment to end as of 1 September? Or do you decide to stop in the month June, July or August? Then there is no need to request termination of enrolment. Your current enrolment will automatically end as of 1 September.

For more information: <https://students.uu.nl/en/practical-information/enrolment/termination-of-enrolment>

Validity of residence permit

If you are a non-EU/EEA student and hold a residence permit for study purposes, your residence permit is only valid as long as you are enrolled as a student at Utrecht University. From the date you are no longer enrolled, your residence permit becomes void and you will be required to leave the country within 28 days. For more information please contact the visa department: visa@qdesk.uu.nl

Policies and Procedures

Education and examination regulations

Every programme has its own Education and Examination Regulations (OER/EER), in which the specific rules and regulations of that programme are described. There are also general Education and Examination Regulations that all Humanities programmes have to adhere to.

The OER/EER of your programme can be found by going to <https://students.uu.nl/en/hum/gender-studies/practical-information/academic-policies-and-procedures/education-and-examination-regulations>

Fraud and plagiarism

The most serious forms of deception that can impair integrity are fraud and plagiarism. Plagiarism is a form of fraud and is defined as the wrongful appropriation of another author's work without proper citation. The text below provides further elaboration on what may be considered fraud or plagiarism, along with a number of concrete examples. Please note that this is not a comprehensive list!

If the university discovers a case of fraud or plagiarism, the study programme's Examination Committee may implement sanctions on the offender. The most serious sanction that the Examination Committee may implement is the submission of a request for expulsion to the Executive Board.

Fraud

Fraud may include:

- Copying answers from another person during an exam. The person providing the opportunity to copy is considered an accomplice to fraud
- Being in possession of (i.e. having/carrying) tools and resources during examinations, such as pre-programmed calculators, mobile phones, smartwatch, smartglasses, books, course readers, notes, etc., consultation of which is not explicitly permitted
- Allowing others to complete all or part of an assignment, and passing it off as your own work
- Acquisition of the questions or answers of an exam prior to the time the exam is to take place
- Fabrication of survey or interview answers or research data

Plagiarism

Plagiarism is the appropriation of another author's works, thoughts, or ideas and the representation of such as one's own work.

The following are some examples of what may be considered plagiarism:

- Copying and pasting text from digital sources, such as encyclopaedias or digital periodicals, without using quotation marks and referring to the source
- Copying and pasting text from the Internet without using quotation marks and referring to the source;
- Copying information from printed materials, such as books, periodicals or encyclopaedias, without using quotation marks and referring to the source
- Using a translation of the texts listed above in one's own work, without using quotation marks and referring to the source
- Paraphrasing from the texts listed above without a (clear) reference: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), ensuring that the impression is not created that the ideas expressed are those of the student
- Using another person's imagery, video, audio or test materials without reference and in so doing representing them as one's own work

- Resubmission of the student's own earlier work without source references, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer
- Using other students' work and representing it as one's own work. If this occurs with the other student's permission, then he or she may be considered an accomplice to the plagiarism
- When one author of a joint paper commits plagiarism, then all authors involved in that work are accomplices to the plagiarism if they could have known or should have known that the other was committing plagiarism
- Submitting papers provided by a commercial institution, such as an internet site with summaries or papers, or which have been written by others, regardless of whether the text was provided in exchange for payment

For more information: <http://students.uu.nl/en/practical-information/policies-and-procedures/fraud-and-plagiarism>

Complaints

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.

A complaint relates to conduct towards you. You cannot submit a complaint about a general rule or scheme.

For more information: <https://students.uu.nl/en/practical-information/policies-and-procedures/complaints-objections-and-appeals>

Appeals

Every university has an Examination Appeals Board to which students can appeal.

This Board is an independent appeals board established in accordance with the Higher Education and Research Act [Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek]. It includes members from different faculties. The chair and the deputy chair are both lawyers. Students also serve on the Examination Appeals Board.

You can appeal decisions relating to:

- Satisfying the requirements of the final academic review in connection with the performance-linked grant
- Examination eligibility
- A colloquium doctum (entrance examination) and addressing any deficiencies
- Admission to the university teacher training programmes that qualify graduates to teach all classes at senior general secondary education (havo) and university preparatory education (vwo) level
- Negative binding recommendation concerning the continuation of studies
- Admission to a Master's degree programme
- Admission to a degree programme for which selection criteria are applied
- Decisions made by Boards of Examiners and examiners

For more information: <https://students.uu.nl/en/practical-information/academic-policies-and-procedures/complaints-objections-and-appeals/examination-appeals-board>

6. Practical information

Study delay

Study delay can be caused by different circumstances and situations and can have serious consequences. If you are a full-time student and your studies have been delayed as a result of circumstances beyond your control, you may be able to receive (financial) compensation or other facilities. Always contact your Study Advisor if you are expecting a delay in your studies for over one month.

Study delay can be caused by study-related problems such as ineffective study methods, stress or procrastination. If necessary, you can schedule an appointment with a Student Psychologist or Student Counsellor (via Student services) for guidance and advice.

Unexpected circumstances

Your studies can be delayed due to circumstances beyond your control, such as illness, psychological problems, family circumstances or other situations. If you are a full-time student and your studies have been delayed as a result of circumstances beyond your control, you may be able to receive financial compensation from Utrecht University. For further information about conditions and the procedure: please schedule an appointment with a Student Counsellor (via Student services).

Foreseen study delay

In other situations, your study delay can be foreseen:

- Pregnancy
- Waiting time internships
- Board activities in a student organisation
- Disabilities or (chronic) illness
- Student athletes

For more information: <https://students.uu.nl/en/practical-information/advising-and-counselling/study-delay>

Solis-id

Your Solis-id is your username for most university services. Used in combination with your Solis password, it gives you access to services such as OSIRIS, Blackboard and Surfspot. You should also sign in using your Solis-id at the university computers.

You will have been sent your Solis-id and password in two separate emails when you enrolled at the university or took part in the matching programme. If you have not received these emails, please take your student card or proof of enrolment to UU for U Student Services.

If you have received your Solis-id but not your password, go to the password self-service to change your password.

After deregistration

Once you are no longer enrolled at Utrecht University you will be sent an email warning you that your Solis-id and password are only valid for another 180 days. After this six-month period, you will no longer be able to use the IT services associated with your Solis-id. Your email address will also be terminated. It is therefore important that

you save and secure any files and emails that you want to keep before then.

Password self-service

In the Solis-id password self-service (www.uu.nl/password) you can change your Solis-id password yourself. Here you can also create a new password if you have forgotten your password or if you never received one.

For more information: students.uu.nl/en/solis-id

Osiris

Osiris Student is the internet portal to the Osiris study information system. Here you can register for course offerings and tests and review your results and course schedule.

Access Osiris Student with your Solis-id via www.uu.nl/osirisstudent or click the Osiris-icon you find below every page on this website.

Blackboard

All Utrecht University students and staff use the digital learning environment Blackboard. You can use the Blackboard Mobile Learn app to access Blackboard information on your mobile devices. This app is suitable for Android, Blackberry, iPhone, and iPad. In Blackboard, under 'Support' > 'Support students', you will find a Quickstart Guide to help you get started: <https://blackboard-support.uu.nl/>.

MyUU app and MyTimetable

In the MyUU app for students you will find your grades from Osiris, your student card and your personal timetable. Download the app from the app stores of Android and Apple. Once installed you log in with your Solis-id and password. MyTimetable is the timetable website of Utrecht University. Log on using your Solis-id and password. More information on <https://students.uu.nl/en/node/6/mytimetable>. In due time the timetables in OSIRIS Student and on <https://students.uu.nl> will no longer be available. We advise you, therefore, to use MyTimetable or the MyUU app from now on. Timetable changes may not appear real-time on the old websites.

WiFi

Utrecht University has a wireless network in most of its university buildings, named Eduroam. Log in using your Solis-id and add @soliscom.uu.nl (for example 1234567@soliscom.uu.nl) and your password. You can find help setting up this network on your device on <https://students.uu.nl/en/practical-information/it-facilities/eduroam-wifi>

Eduroam is also available at other educational institutions, both nationally as well as internationally. You can log in on the Eduroam network at any location using your UU Solis-id and password.

Library

Utrecht University Library

Utrecht University has multiple libraries, but the most important ones for Humanities are the one in the city centre and in the Utrecht Science Park (sometimes referred to as 'de Uithof'). Both locations have a large collection of not only books but also manuscripts, journals, films and audio files. It is also possible to make use of the computers and printers and study in the designated study areas.

University Library City Centre

Drift 27 (bike racks Wittevrouwenstraat 7-11 and Keizerstraat)
Tel: 030-253 6115

University Library Uithof

Heidelberglaan 3 (Uithof)
Tel: 030-2536601

Borrowing books

You must have a library card to be able to borrow books. This card is available for free for UU students and can be created for you at the library desk. The standard loan period of books is 28 days, although you can borrow some books and journals for a shorter period. Using the website, you can extend your loan multiple times, unless someone else has reserved the book. You can borrow up to 15 books at the same time. Should you need more books at once due to exceptional circumstances, permission may be granted to raise the number of books you are allowed to borrow at the same time.

Using the catalogue, you can make a reservation on books. Once you have done that (and if the book is available/not on loan at that time) the university library team will collect the book and place it on a bookshelf at the entrance of the library ('de afhaalkast'). Books that are not stored in the depot are easily accessible, as they are on their shelves. Look the shelf number up in the catalogue or browse through the bookcases until you find what you are looking for.

If you do not return your books in time, you will receive a reminder and a 7 days extension to return them. If the books are not returned by the end of the seventh day, you will be fined. The height of the fine will depend on the number of books and the amount of days they are due. You can pay your fine at the desk or the designated pay machine. You will also be fined for damaged books, so make sure you look after them!

Women's Library Utrecht

Gansstraat 161a
Tel: 030 – 254 3450

vrouwenbibliotheekutrecht@xs4all.nl
<http://vrouwenbibliotheek.wordpress.com>

For accurate opening hours check their website. You can always make an appointment to visit.

Atria

Kennisinstituut voor emancipatie en vrouwengeschiedenis (Institute on gender equality and women's history)

Before known as: "International Information Centre and Archive for the Women's Movement (IIAV)"
Vijzelstraat 20, Amsterdam

Opening hours of library:

Tuesday to Friday from 10.00 -17.00 hrs
Tel: 020-30 31 500

info@atria.nl / institute-genderequality.org

Apart from lending books, Atria has an impressive international archive that covers many topics, countries, times and objects. You will probably find a lot of useful material for your research here. It also provides spaces to study and organizes multiple events throughout the year that are worth visiting. A must for all Gender and Women's Studies students!

Locations

Most buildings of The Faculty of Humanities are located in monumental buildings in the historic city centre of Utrecht. For more information go to <http://www.uu.nl/en/organisation/faculty-of-humanities/contact/buildings-and-opening-hours>.

7. Getting Around

Utrecht

Getting around the city of Utrecht, with its cobweb of canals, streets and alleyways can be a bit tricky at first. You have to constantly bear in mind that in the centre not a single street is straight. In order to avoid getting lost, it can be useful to keep a map at hand, but do not worry; Utrecht is a small city, and you will be able to find your way around soon enough!

By foot

Most distances within the city centre are small, thus, nearly everything there can be reached by foot. Obviously, this way of travelling offers the best views of the city's historical buildings and canals.

Bike

The bicycle is the quintessential means of transportation in the Netherlands. While offering great views of the city, going by bike is often the fastest way to get to where you want to go within the city centre. Therefore, you might consider buying a bicycle during your stay in Utrecht. If you do, please bear in mind the following:

- Affordable second-hand bicycles can be purchased at bike shops. Note that bikes that are offered to you on the street are usually stolen property. Although attractively cheap, buying one can land you a stiff fine.
- When buying a bike, make sure that it has working breaks. If you plan to use it at night, check that it has a working light as well. You can also buy separate lights at several stores. Although many of the locals bike around without a light, doing so can lead to you getting a fine.
- Unfortunately, bike theft is a common occurrence in Utrecht. You should therefore always lock your bike to a fixed object (such as a lantern or a gate), preferably with more than one lock.
- In case you are not an experienced cyclist be careful. Always stay on the right side of the cyclist lane. Do not suddenly stop and if you do, make sure you step aside. In general people cycle quite fast in the Netherlands, so either try to go along with the rest or make sure you are not hindering other cyclists. Finally, a bell is quintessential to friendly warn pedestrians or other cyclists you want to pass.

Public Transport

OV-Chipkaart

The OV-chipkaart is for the public transport system in The Netherlands. This card resembles a bank card and contains an invisible chip. The OV-chipkaart can be topped up with credit in euros with which you can travel anywhere within The Netherlands, or with a travel product such as a single or season ticket. Every time you enter a bus, tram, metro or train you need to check in and when you leave check out at special gates. Don't forget to check out, as you will lose 10 euros from your card! For a personal OV-chipkaart you will need to be able to make payments with IDEAL and have a digital photograph of yourself. You can also buy an anonymous OV-Chipkaart at the counters of public transport companies, vending machines and supermarkets. Costs are €7,50.

You can apply for a personal card at:

<https://www.ov-chipkaart.nl/purchase-an-ov-chipkaart/apply-for-personal-ov-chipkaart.htm>

Bus

Taking a bus is the perfect way to getting around Utrecht fast and cheap without getting tired. From the bus platforms below the train station buses depart regularly in all directions.

Train

The train system in the Netherlands is mostly run by the NS (Nationale Spoorwegen). Utrecht is located in the middle of the Netherlands, which means trains depart from Utrecht Centraal Station to virtually anywhere. The train will take you to Amsterdam in under 30 minutes, to Rotterdam in under 40 minutes and to Antwerp (Belgium) in a little over 2 hours.

When visiting Amsterdam, Rotterdam, The Hague and Leiden you do not have to worry about the time, as night trains run between Utrecht and these cities all night long, every day of the week. In the weekends (Thursdays till Saturdays) night trains run between Utrecht, Tilburg, Eindhoven and Den Bosch as well.

If you plan on doing a lot of travelling by train you might consider buying a discount pass. For €60 a year or €5 a month this pass gives you a 40% discount on all train tickets, and it allows you to take up to 3 people with you at the same reduced rate during off-peak hours.

Taxi/cab

Taking a cab in the city of Utrecht is expensive. However, if you want to take one, UTC (030-230 0400) has the best deal; they will take you anywhere in the city for under €15, when you order a cab by phone.

Bookstores

Savannah Bay

Telingstraat 13

Tel: 030-231 4410

Email: info@savannahbay.nl / www.savannahbay.nl

The Gender Studies Department endorses buying your books at Savannah Bay. Apart from carrying an impressive collection of academic publications, Savannah Bay is your one-stop-shop for hard to find feminist and queer literature, films and music as well as quirky handmade gifts. If what you are looking for is not in stock, Savannah Bay will be happy to order it for you. The owner Marischka Verbeek is a Utrecht Gender Studies graduate. She has a lot of information not only on books, but also on gay & lesbian activities or the women's movement!

Broese bookstore

Oudegracht 112-b

Tel: 030-233 5200

Broese is the largest bookstore in Utrecht, and has a huge collection of literature in several languages.

Health and Care

Childcare/day-care

Stichting Skobi

Vissersplein 140

Tel: 030-233 3433

Skobi can assist you in finding reputable and trustworthy childcare facilities. Their services are used and endorsed by the University.

Sexual and reproductive health GG&GD

Jaarbeursplein 17

Tel: 030-286 3344

<https://www.ggdru.nl/inwoners>

De Gemeentelijke en Geneeskundige Gezondheidsdienst (GG&GD: The Municipal Medical & Health care Service) can serve as a starting point in your search for medical, sexual and reproductive health care.

You could also consult your general practitioner.

COC Midden Nederland

Tel: 030-231 8841

Email: info@cocmiddennederland.nl / www.cocmiddennederland.nl

The COC fights for the interests of queer people and for the general acceptance of homosexuality and queerness. The office of the COC Midden-Nederland (Central Netherlands) is available for all questions of an informative nature concerning homosexuality. Do you, for example, want to know what Utrecht gay nightlife has to offer? Do you want to know when people meet at the COC? Or are you looking for a gay- friendly doctor?

Leisure Time

Shopping

Most shops in Utrecht have the following opening hours:

Monday:	9.00 – 18.00 hrs*
Tuesday:	9.00 – 18.00 hrs
Wednesday:	9.00 – 18.00 hrs
Thursday:	9.00 – 21.00 hrs
Friday:	9.00 – 18.00 hrs
Saturday:	9.00 – 17.00 hrs
Sunday:	12.00 – 17.00 hrs (however not every shop might be open)

* note, some shops are closed on Monday mornings till 13.00 hrs: it can also be the case that shops are closed for the whole day

Markets

Utrecht has several markets on several locations where you can find food, toiletries, clothing and snacks like Vietnamese spring rolls, Dutch poffertjes or fresh fish.

Breedstraat	Sa	08.00 – 13.00 hrs Fabric
Jacobskerkhof	Sa	08.00 – 17.00 hrs Second hand
Janskerkhof	Sa	07.00 – 17.00 hrs Flowers and plants
Oudegracht	Sa	08.00 – 17.00 hrs Flowers and plants
	Wed, Fri, Sat	10.00 – 17.00 hrs Groceries, toiletries
Vredenburg		
Vredenburg	Fri	10.00 – 17.00 hrs Organic food

Eating

Dining out in Utrecht can be expensive. Here we have listed some of our more affordable favourites. But please do not let this stop you from trying out one of the many great places that are scattered all over the city centre. And for those days when you do not feel like cooking or eating out we have listed some great take-out and delivery services.

Lunch and coffee

Bigoli (Schoutenstraat 7)

For your proper Italian sandwich try one of their many variations.

Broodnodig (Mariaplaats 49)

Swedish lunchroom with great coffee, sandwiches and sweets.

De Bakkerswinkel (Wittevrouwenstraat 2)

Close to the library this place is perfect for grabbing a muffin during lunch break, or take your time to sit in one of the cosy spaces to enjoy a high-tea with friends.

KEEK (Twijnstraat 23)

Stands voor Kunst En Eerlijke Koffie (art and honest coffee). Often packed this lunchroom serves delicious organic food.

Poké Perfect (Korte Jansstraat 17-19)

Centrally located next to Janskerkhof, Poké Perfect sells bowls of poké, a Hawaiian dish originally consisting of sushi rice, fresh raw fish, and several toppings. You can also opt for tofu.

Stach (Choorstraat 42)

Just a few steps from Domplein, this conveniently located 'deli' has good coffee to go, as well as fresh bread, croissants, sandwiches, and salads; their ingredients are all locally sourced. They also sell a wide array of chocolate and candy bars.

The Village Coffee (Voorstraat 46)

Mostly fully packed with fashionable youngsters this coffee place roasts their own beans, has an elaborate vegetarian/vegan food menu, plays loud rock music, and your coffee will be prepared by people who have lots of tattoos.

Koffie Leute

A coffee bar located next to station Vaartsche Rijn on de Westerkade. They have a 70s layout with several rooms, where you can play with their vintage video game selection, as well as board games. They have a big coffee menu and an all vegetarian/vegan food menu.

Dinner

ACU (Voorstraat 21; 030-231 4590)

On Tuesday, Wednesday, Thursday and Sunday night the kitchen serves from 18.00 – 21.00 hrs tasteful vegan food for a good price. Make a reservation to be sure of a spot.

Blauw (Springweg 64)

This is a popular place for traditional Indonesian food. The 'Rijsttafel' is highly recommended. Make a reservation because it is often full (030-234 2463).

EKKO (Bemuurde Weerd WZ 3)

Run by volunteers EKKO serves a delicious vegetarian three course menu for only €12,50 on Thursday and Friday. Check their website for the menu www.ekko.nl. Reservation is recommended.

el Mundo (Voorstraat 18)

Spanish tapas bar, good food, not so expensive, sometimes live music.

Kafe België (Oudegracht 196)

Besides their impressive collections of beers this bar serves great food for a good price. Make sure to be there before 19.00 hrs if you want to try the daily specials; they sell out almost every night! Good choice in vegetarian food.

Meneer Smakers (Nobelstraat 143)

These hamburgers are in no way to be compared with those you find in the regular fastfood restaurants. This is the proper stuff for a decent price. Make sure to check out the vegetarian options.

Popocatepetl (Nobelstraat 163)

Mexican food in a nice atmosphere where you'll find your favourite dishes like tortilla's and taco's.

Saigon (Voorstraat 68)

Vietnamese Restaurant Saigon serves tasty food for a good price. It is a paradise for vegetarians, for they have vegetarian pork, chicken, duck and shrimps! Also try the lovely fresh springrolls.

Santa Lucia (Nobelstraat 14)

This Italian restaurant has a tasteless interior, but they serve great pizza, also vegetarian (pizza Bella Italia is highly recommended).

Springhaver (Springweg 50)

Cosy café, lunch spot, restaurant and cinema in one since 1885. Order at the bar and then take a seat in the Art Nouveau/Tuschinski inspired interior.

Pomo (Wittevrouwenstraat 22)

Great Javanese-Surinamese food, really wonderful, definitely a recommendation!

Alternative Fast Food

Babbysnacks (Voorstraat 76)

Indonesian take-away opposite of Acu. Especially their 'Broodje Tempeh' is a favourite among many.

Döner 66 (Vismarkt 22)

Fantastic vegetarian pita in this snackbar! And whatever else you want to eat before, during or after nights out.

El Greco (Ganzenmarkt 28)

Greek Snackbar, very popular amongst late night clubbers. Has great Pita Giros (for the carnivores amongst us) but also great Vegetarian Pita.

Wok to Walk (Steenweg 7)

If you want a satisfying quick bite this is the place to go. Put your own meal together, great choice for vegetarians.

Broodje Mario (Oudegracht 130-132)

This Utrecht classic serves Italian sandwiches, small calzones, and pizza slices ranging between 3,50 and 5 euro, with both meat and vegetarian options. Make sure to carry cash when you go down, as they do not accept card payments.

Drinking

ACU (Voorstraat 71)

Enjoy an organic beer, Club Mate or juice at this alternative bar. This former squat is run by volunteers and absolutely gay-friendly and against all sexism.

Bodytalk (Oudegracht 64)

Super friendly gay bar with happy hour between 18.00 and 19.00 hrs. In summer they have a small terrace at the canal.

Café Kalf (Oudegracht 47)

Somewhat more sophisticated than Bodytalk, but just as friendly with some places outside to sit. You can bring your straight friends too.

De Bastaard (Jansveld 17)

Theatercafe where you can also play pool and sit outside in summer.

Kafe België (Oudegracht 196)

Choose from over 200 kinds of beer in a laid-back atmosphere.

The Florin (Nobelstraat 2-4)

Irish pub, on Monday and Tuesday nights between 17.00 and 21.00 hrs student diners for €5 (no reservations possible).

't Hart (Voorstraat 10)

So crowded it must be trendy. Or are all those people waiting for a bowl of 't Hart's excellent tomato soup?

Hoffman (Janskerkhof)

Chill out with a cup of tea during the day or dance your heart away at night. Hoffman is a fun, laid back bar-dancing. Tango on Tuesday, disco on Friday and Saturday.

Kopi Susu (J.P. Coenstraat 69)

Relaxed café in the heart of Lombok. Their opening hours are limited so check their site (www.kopisusu.nl) before going there. Coffee or a organic juice with cake or an organic lunch: it's all fantastic.

Mick O'Connells (Jansdam 3-17)

The place to meet other international students. Here you can watch important rugby matches while enjoying a gigantic beer.

De Zaak (Korte Minrebroederstraat 9)

Their terrace is the place to be on a sunny day and feel free to bring your own food.

Nightlife

ACU (Voorstraat 71)

This former squat has a variety of music: underground/alternative/punk/ska/rock/metal. Once a month they organize an alternative queer disco. Check their monthly programme for other activities www.acu.nl.

Café Averechts (Lijsterstraat 49)

This volunteer café serves vegetarian food on Sunday and has often live music. Check their website for the programme www.averchts.nl.

Club Rits (in Ekko)

Hosts every two months Rits UnZipped @ Ekko: floorfillers & underground hits, pop & dance, and everything in between. Gay, Lesbian, Straight.

Db's (CAB-Rondom 100)

In the first place Db's offers practice rooms for bands. But they also organize concerts of a surprising variety such as reggae and rock-and-roll. It is out of the city centre, but easy to reach by bike, bus (3 and 4) and train (Utrecht Zuilen). Check their programme on www.dbstudio.nl.

EKKO (Bemuurde Weerd WZ 3)

Some say it is the hipster version of Acu. With a large variety of (inter)national bands playing alternative/underground/indie rock/metal/punk, but also DJ nights with electronic, techno and house EKKO serves everyone.

Tivoli (Vredenburgkade 11)

The largest pop venue of Utrecht serves you great nights out of dancing to pop music as well as catching some live performances by contemporary icons. Great place to check out! www.tivolivredenburg.nl.

Winkel van Sinkel (Oudegracht 158)

Club house is played all night long in a beautiful, historical building for those who are willing to pay the entrance fee.

Culture

Below are listed some contemporary art spaces, theatres and film houses in Utrecht. For up-to-date programs of cultural events in Utrecht, try to get a hold of an 'Uitagenda' (see also <https://www.uitagendautrecht.nl/>). They are available for free in most bars and theatres in the city.

BAK – Basis voor actuele kunst (Lange Nieuwstraat 4)

BAK serves as a space for contemporary art, knowledge, and activism. Its main mission is to advocate for the dynamic and critical role of art in society and to catalyse discourse – with and through art as a form of active knowledge – on urgent contemporary socio-political issues. Be sure to check out their engaging exhibitions, and keep an eye out for their excellent Summer School programme.

Casco Art Institute (Lange Nieuwstraat 7)

Right across from BAK you will find Casco, a space dedicated to artistic research and experiments, characterized by cross-disciplinary, collaborative, and process-driven practices. Both staff and students of the Graduate Gender Programme at UU are frequently involved in ongoing projects at Casco. Check out their website and sign up for their newsletter, or simply visit, to see what is on exhibit and which workshops and seminars are coming up next.

Louis Hartlooper Complex (Tolsteegbrug 1)

This former police station screens art house, old movies and more popular quality films.

Springhaver (Springweg 50)

Collaborates with Louis Hartlooper Complex and screens a great variety of art house films.

Stadsschouwburg (Lucas Bolwerk 24)

Main theatre, established companies perform here. Last minute tickets for students are very cheap but cannot be reserved: Douwe Egbertszaal €9,50 / Blauwe Zaal €7. Make sure you get them 30 minutes before the show starts and remember to take your student card/OV.

Theater Kikker (Ganzenmarkt 14)

Small alternative theatre, international companies perform here.

TivoliVredenburg (Vredenburgkade 11)

Just re-opened in their new venue and now has 5 concert halls, each designed by a different architect. With one of the best sound systems in the Netherlands they serves you pop, classic, jazz, symphony orchestra's and much more.

Cultural Sunday

Once per month 'cultural Sunday' takes place in different cultural institutions in Utrecht. Check out the posters in town or www.culturelezoondagen.nl.

Throughout the year a lot of interesting festivals and events take place in Utrecht. So, keep your eyes open to not miss out on those (e.g. Impact Festival, DIEP Festival, SPRING performing arts Festival, Midzomergracht festival, Nederlands Film Festival and many more).

Sport and Recreation

General

There are many possibilities to keep your body in shape and your mind relaxed in Utrecht. There are many sports and wellness centres throughout Utrecht that offer both the use of cardio and fitness equipment and group lessons, like pilates, yoga, zumba etc. Often there is a discount for students. Of course, you could always buy a pair of running shoes and challenge yourself to run through the many parks that are all around Utrecht.

Parnassos Cultural Centre

As a student this is the cheapest place to take courses and workshops in art, photography, dancing, music and theatre. You can join the film club for a small fee and Parnassos regularly produces and programs course productions. Parnassos is located in the city and on the Uithof. For more information Parnassos Binnenstad can be visited on the Kruisstraat 201, tel: 030-253 8448 (reception) or 030-253 8441 (course administration) and Parnassos Uithof is in the Marinus Ruppert building: Leuvenlaan 19, tel: 030-253 3402, www.parnassos.uu.nl.

Olympos Sport Centre

Uppsalalaan 3

Tel: 030-253 4471 / www.olympos.nl

The centre provides sports facilities for all students and staff at Utrecht University.

Warning Uithof

Be aware that the Uithof and the road towards it, is an isolated, dark place at night: those of you who travel to the Uithof during evening/night-time, try not to travel alone on foot or bike.

Student Discounts

Cinemas: Utrecht has a lot of movie theatres (for instance CityMovie, Rembrandt, CameraStudio). On weekdays (Fridays till 6 pm) they give a discount (mostly €2,-) on movie tickets when you have a student card (OV Jaarkaart/ CJP pas / collegekaart etc). During the weekend and on holidays regular prices have to be paid.

Film theatres: For art-house, documentaries or alternative films you can go to Louis Hartlooper Complex, Springhaver and 't Hoogt.

Hairdressers: A lot of hairdressers in Utrecht have a student discount, mostly during weekdays.

Museums: Utrecht has many different museums. As a student you can check them out with student discount. For instance, the University museum (Lange Nieuwstraat 106) is free for students of the University of Utrecht. Other museums reduce admission for students, such as the Centraal Museum where students pay €5 instead of €11 and you can go to the Dick Bruna museum across the street for free and check out the internationally known Nijntje/Miffy.

When in doubt, remember the old saying: 'nothing ventured nothing gained'. Always ask whether there is a student discount, because most (movie) theatres, museums and other organisations/events give discounts to students even when not advertising it.

Housing

Finding an accommodation in Utrecht is hard. Utrecht is one of the most popular university towns in the Netherlands, and the demand for student housing is very high. It is therefore absolutely necessary to start looking for accommodation as soon as possible (if you are not already).

You may find accommodation via Dutch housing websites such as Kamernet (www.kamernet.nl), SSH (www.sshxl.nl) and holland2stay (<https://holland2stay.com/>), which are accessible in English as well as in Dutch. SSH reserves completely furnished rooms for international students (limited availability, so on first come, first serve basis!), so you might give that a shot if you are still looking for an accommodation. Searching for a room online may or may not prove successful for you, so it may be advisable to ask the International Office of the UU for help.

Usually, Dutch accommodation websites offer housing to the person with the 'oldest' registration number. Some of the accommodation is available immediately, for other you need to be registered for a longer period (between 4-18 months). In case a room is available, you are usually invited to a Present Yourself Night ('hospiteren'). You visit the floor or house in which a room will be vacated (mostly in groups with other applicants, as the application rate for rooms is very high), in order to both view the room and meet your prospective co-tenants.

8. Links

- Student website Programme Gender Studies_
<https://students.uu.nl/en/hum/gender-studies>
- Gender Studies_
www.genderstudies.nl
- Osiris Student osiris.uu.nl
- UU Outlook E-mail_
<https://outlook.office.com/mail/>
- Blackboard_
uu.blackboard.com
- Caracal (course evaluations)_
caracal.science.uu.nl
- UU Library_
uu.nl/universiteitsbibliotheek
- Library Catalogue
 - [aleph.library.uu.nl /](http://aleph.library.uu.nl/) <https://utrechtuniversity.on.worldcat.org/discovery?lang=en>
<https://libguides.library.uu.nl/genderstudies>
- University Newsletter_
dub.uu.nl
- Career Services_
<http://www.uu.nl/careerservices>
- Humanities CareerNight_
www.carrierenachtgw.nl/en
- Exclusive internships and vacancies for UU students_
<http://uu.jobteaser.com>
 - For international students: <https://www.studyinholland.nl/education-system/dutch-grading-system>