

**Wageningen University  
VLAG PhD Pal Handbook**



**VLAG PhD Council**

## Contents

Introduction .....	2
What is VLAG? .....	2
VLAG PhD council .....	2
This Handbook .....	2
The "Check list for the PhD candidate" .....	3
Formal issues at the university .....	3
Formal issues considering VLAG .....	5
Before you arrive in Wageningen .....	7
Finding a place to live .....	7
Temporary accommodation in/around Wageningen.....	7
How to arrive in Wageningen .....	7
After you arrived in Wageningen .....	8
Step 1. Housing contact .....	8
Step 2. Registration at municipality.....	8
Step 3. Bank account.....	8
Step 4. Residence permit (Dutch: Verblijfsvergunning) .....	9
Step 5. Insurance.....	10
Taxes and subsidies .....	11
DigiD.....	11
Taxes .....	11
To get subsidies .....	12
Health care in the Wageningen.....	13
General Practitioners in Wageningen .....	13
General practitioner Ede.....	14
Dentists .....	15
Get to know the city .....	16
Price comparison of some Dutch shops .....	16
Pubs.....	19
Restaurants.....	19
Living in the Netherlands.....	20
Dutch news .....	20
Learning the language .....	20
Traveling by public transport.....	21
Appendix Using Timesheet.....	23

## Introduction

Welcome new PhD to the Wageningen University!

The VLAG PhD Pal system is an initiative of VLAG PhD council. The idea of the Pal system came in response to a survey held among VLAG PhD students and the results of a report regarding Corporate behaviour issues.

Some of the issues were administrative like: Where to get the health insurance? or How to open a bank account? Other issues had a cultural basis like: How to survive in the Dutch culture?

VLAG PhD council members hope that this VLAG PhD Pal Handbook can help to solve a large part of these issues.

## What is VLAG?

VLAG is your Graduate School and the Dutch acronym VLAG stands for: Voeding, Levensmiddelentechnologie, Agrobiotechnologie en Gezondheid (English: Advanced Studies in Food Technology, Agrobiotechnology, Nutrition and Health Sciences). VLAG it is one of the six graduate schools at Wageningen University.

Founded in 1993, the Graduate School VLAG is a partnership between Wageningen University\*, Maastricht University Medical Centre+ and five research institutes: TNO, NIZO food research, Wageningen UR Food & Biobased Research, the National Institute for Public Health and Environment (RIVM) and RIKILT\* (\* both part of Wageningen UR).

VLAG's two major tasks are:

- to provide its PhD students with a research and education programme of academic excellence
- to provide added value to its programme by funding research projects and by acquiring external funding for large-scale multidisciplinary research projects

## VLAG PhD council

The PhD council is there to provide you with info that you might need during your PhD. The council organises activities such as lunch-lectures and trips to annual job fairs. This to meet your fellow PhD's and make new contacts that might be useful for your project but also friends with whom you can discover Wageningen. There are representatives by each research group and the overall goal is to support you during your PhD and make your 4-year stay a great time among us.

## This Handbook

This handbook provides you with the needed information to have a good start in your PhD. You can find practical information here, tips and suggestions, links to useful websites, a list of frequently asked questions and contact details of the organizers.

Especially since the VLAG pal system is in a test phase, we would appreciate your input regarding this handbook. If you can think of items that make a useful addition to this handbook, please let us know.

You can reach us via [phdcouncil.vlag@wur.nl](mailto:phdcouncil.vlag@wur.nl).

## The “Check list for the PhD candidate”

Upon arrival at the university, several things need to be done before you can start.

### Formal issues at the university

#### Registration at Student Service Centre (SSC)

You can register as a PhD student at the SSC. If you register, you'll get a student card and can benefit from possible student advantages. The registration form can be found at <http://www.wageningenuniversiteit.nl/UK/education/studentinformation/formscsa/>

### WUR employees

#### WUR card

To get a WUR card (which you can use to operate copiers). When you arrive at the department, this will be addressed and is differently arranged in each department. The secretaries can tell you where to take a picture for your card and for the WeWUR profile. The card will be send to you when it is ready.

#### Holidays

When you want to take a day off or a holiday you have to fill this in using the ‘Employee button’, on your desktop (‘medewerker button’ in Dutch, the employee button is only partially in English, but a pdf file with some explanation in English is available in the employee button). You can see the overview of your leave under the tab ‘mijn verlof’ (‘my leave’).. You go to the tab ‘Mijn verlof’ and you get to a website where you can fill in the period you want to take off.

Open tab ‘mijn verlof’ and there you find a screen where you can apply for days off.

Unfortunately it is in Dutch, but using the application in the google chrome browser, the web page can be translated into English. This is not possible using Internet explorer.

#### Illness

In case of illness you have to contact your secretary and your supervisor before 9 a.m., when you are going back to work you have to register this yourself. You can do this through the employee button, under the tab ‘mijn betermelding’ (‘my notification of recovery’).

#### MyProjects

WUR-employees have to fill in the amount of hours they work on their projects in MyProjects For working hours you have to use the project number of your project, for other hours you can use the following numbers: 900 for holiday, 905 for public holiday, 909 for illness and pregnancy. An explanation of how to work with timesheet is given in the Appendix Using

#### Contact persons HRM per department

Name	Departments	Phone number
Wilma Jansen	FFC, TOX	84923
Rob van Meegen	FHM, FPH, HNE, PDQ, Cat-Agro	85466
Joes van Meurs	BIC, BIP, ETE, MIB, SSB	80101
Annette Straver	BCT, BPE, CKP, FCH, FPE	86148
Nicole de Vries	BBP, BNT, ORC, PCC	85677

## DLO employees

you have your PhD contract with DLO, there are a few differences to the people who have their contract with the university:

- Writing your working hours: for the FBR via MyProjects
- Holidays: <https://www.intranet.wur.nl/nl/people/verlof/vakantieverlof/Pages/AFSG-vakantie-verlof.aspx>
- Collective work agreement (CAO):  
<https://www.intranet.wur.nl/nl/people/arbeidsvoorwaarden/cao/Pages/AFSG-cao.aspx>
- Optare: <https://www.intranet.wur.nl/nl/people/arbeidsvoorwaarden/optare/Pages/AFSG-optare.aspx>
- Students:
  - o They do not have to attend student colloquia, student presentations within the DLO group is optional (recommendable to have a presentation at the end of the student's internship)
  - o Depending on the group they might be paid a small salary,
  - o They might receive a desk at another place than for university students (for the FBR contact Ellen Kardol, [ellen.kardol@wur.nl](mailto:ellen.kardol@wur.nl))
  - o All the administration goes via your DLO group's secretary, not your university group's secretary

## Formal issues considering VLAG

### VLAG registration

As a PhD student you have to register at graduate school VLAG. You can register with VLAG through their website (<http://www.vlaggraduateschool.nl/phdstart.htm>, you should do so immediately after starting your PhD). Contact persons at VLAG are Vesna Prsic (tel. nr. 85135, room TT 1.020) and Yvonne Smolders (tel. nr. 85108, room TT 1.020). Within VLAG there is a PhD council, which looks after the interests of the PhD students. Several times a year VLAG has an introduction lunch to which all new PhD students will be invited. During this lunch, additional information will be provided.

### Training and Supervision Plan (TSP)

VLAG requires you to make a TSP, a planning for your educational program (courses conferences and other activities you want and need to attend) and the teaching you will be involved in. More information about the TSP can be found at <http://www.vlaggraduateschool.nl/tsp.htm>. You have to hand in your TSP within the first three months of your PhD. For approval, you can send it to Yvonne ([yvonne.smolders@wur.nl](mailto:yvonne.smolders@wur.nl))

Your educational program has to comprise at least 30 ECTS credits, divided over three categories. You can get credits for VLAG courses, external courses, conferences, PhD excursions, etc. More information on the educational program and how to find courses can be found at <http://www.vlaggraduateschool.nl/phdeducation.htm>.

### VLAG PhD week

Every VLAG PhD student attends the VLAG PhD week in Baarlo, organised every year or if time allows, twice a year. During these 4 days you will get more information about the PhD programme, VLAG itself. Additionally, you get an overview and introduction of the courses you can follow during your PhD. This can help you in setting up your TSP plan.

You will get an invitation for this week. Please register quickly as there are many starting PhD's every year and the course is booked quickly.

## Wageningen University

Find all information under:  
www.wur.nl

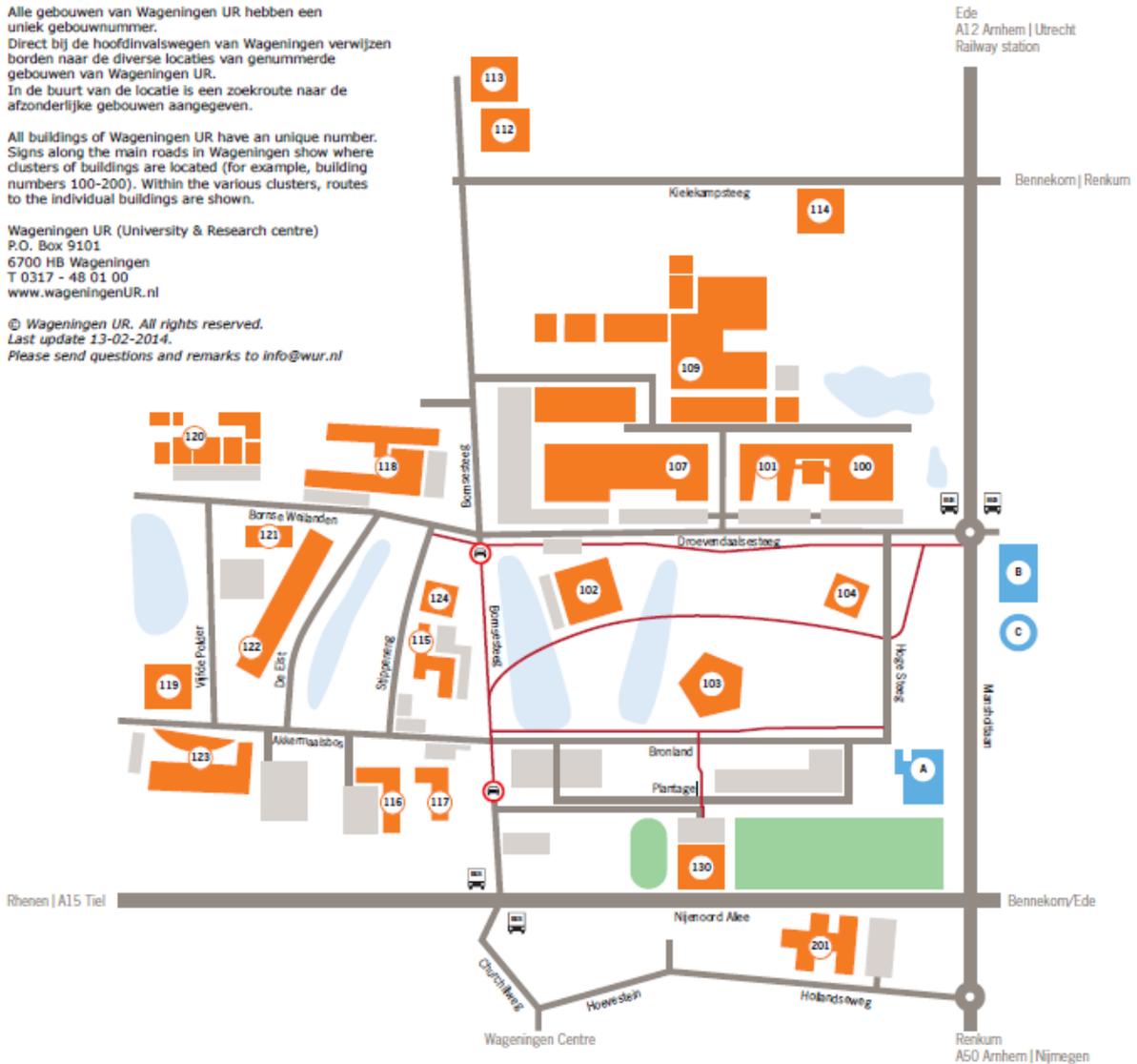
### Wageningen UR-route

Alle gebouwen van Wageningen UR hebben een uniek gebouwnummer.  
Direct bij de hoofdinvalswegen van Wageningen verwijzen borden naar de diverse locaties van genummerde gebouwen van Wageningen UR.  
In de buurt van de locatie is een zoekroute naar de afzonderlijke gebouwen aangegeven.

All buildings of Wageningen UR have an unique number.  
Signs along the main roads in Wageningen show where clusters of buildings are located (for example, building numbers 100-200). Within the various clusters, routes to the individual buildings are shown.

Wageningen UR (University & Research centre)  
P.O. Box 9101  
6700 HB Wageningen  
T 0317 - 48 01 00  
www.wageningenUR.nl

© Wageningen UR. All rights reserved.  
Last update 13-02-2014.  
Please send questions and remarks to info@wur.nl



### Wageningen UR gebouwen / Wageningen UR Buildings

100 Lumen	Droevendaalsesteeg 3a	117 Nexus	Akkermaalsbos 14
101 Gala	Droevendaalsesteeg 3	118 Axis	Bornse Weilanden 9
102 Forum	Droevendaalsesteeg 2	119 Triton	Vijfde Polder 1
103 Orion	Bronland 1	120 Carus	Bornse Weilanden 5
104 Atlas	Droevendaalsesteeg 4	121 Innovatron	Bornse Weilanden 4
107 Radix	Droevendaalsesteeg 1	122 Zodiac	De Elst 1
109 Radix Serre, Radix Klima, Radix Agros	Bornsesteeg 48	123 Vitae	Akkermaalsbos 2
112 Nergena	Bornsesteeg 10	124 Helix	Stippeneng 4
113 Schoutenhoef	Bornsesteeg 16	130 Sports Centre de Bongerd (SCB)	Bornsesteeg 2
114 Droevendaal	Kiekkampsteeg 32	201 De Leeuwenborch	Hollandseweg 1
115 Futurum/Impulse	Stippeneng 2		
116 Actio	Akkermaalsbos 12		

- Parkeerterrein / Parking area
- Fietspad / Bicycle path
- Buslijn 88 (Valleilijn) / Bus number 88 (Valleilijn)

### Gebouwen / terrein niet-Wageningen UR / Non-Wageningen UR Buildings / Terrain:

- FrieslandCampina
- NIOO-KNAW
- Stoas

## Before you arrive in Wageningen

### Finding a place to live

Housing is a big problem in Wageningen. The student accommodation provider in Wageningen and Ede is Idealis.

<http://www.idealism.nl/index-en.html>

For alternative accommodation you could also have a look here:

<http://www.wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Housing.htm>

[www.kamernet.nl](http://www.kamernet.nl) (opens in Dutch, but you can click for display in English)

[www.directwonen.nl](http://www.directwonen.nl) (opens in Dutch, but you can click for display in English)

[www.pararius.nl](http://www.pararius.nl) (opens in Dutch, but you can click for display in English)

[www.vormvastgoed.nl/](http://www.vormvastgoed.nl/) (displays in Dutch only)

[www.entree.nu](http://www.entree.nu) (displays in Dutch only)

[www.huiswaarts.nu](http://www.huiswaarts.nu) (displays in Dutch only)

<http://rotsvast.nl/en/Home/> (displays in Dutch only)

[www.blok-huisbeheer.nl/styled-3/index.html](http://www.blok-huisbeheer.nl/styled-3/index.html) (Displays in Dutch only)

<http://www.funda.nl/> (displays in Dutch only)

### Temporary accommodation in/around Wageningen

Hotel Nol in 't Bosch Wageningen, Hartenseweg 60, Wageningen, +31 50 - 317 5510

Stayokay Hostel, Doorwerth, tel +31(0)263334300

[http://www.stayokay.com/en/hostel/doorwerth/Kerklaan\\_50](http://www.stayokay.com/en/hostel/doorwerth/Kerklaan_50),

Short Stay Wageningen

<http://www.shortstaywageningen.nl/>

## How to arrive in Wageningen

If you arrive in Wageningen by plane, you will probably arrive at Schiphol Airport. From there you take the train to Wageningen and bus 88 to Wageningen campus.

Watch this youtube movie to find out how to arrive to Wageningen :

<https://www.youtube.com/watch?v=sgDAfBPihZE&feature=youtu.be>

Train and bus information can be found via:

<http://www.ns.nl/en/travellers/home>

<http://9292.nl/en>

More information on train travel and tickets can be found in the part Traveling by public transport of this book.

## After you arrived in Wageningen

### Step 1. Housing contact

Sign the house rental contract with Idealis or your landlord. You will need this in the next step when you register to the municipality.

### Step 2. Registration at municipality

#### Register as soon as possible!

You have to register at the municipality (Dutch: Gemeente) if you stay in the Netherlands for a period longer than 90 days. Registration has to be done by yourself. You will receive the BurgerServiceNummer (BSN) that you will need for the next step when you open the bank account. Human Resource Management (HRM) of Wageningen University will help you with this.

Address: town hall, Markt 22, opening hours: Monday - Thursday 8:30-12:30, Friday 8:30-19:00.

What to bring:

- passport
- international birth certificate
- residence permit (if not EU) or the letter from HRM regarding the residence permit
- housing contract (or, in case you do not have a contract: agreement for registration from the person you are living with).

Check the municipality link yourself:

[https://www.wageningen.nl/Wageningen\\_in\\_English/Registration\\_for\\_new\\_residents\\_GBA](https://www.wageningen.nl/Wageningen_in_English/Registration_for_new_residents_GBA)

### Step 3. Bank account

To open a bank account, you need the burgerservicenummer (BSN).

A bankcard is handy if you want to eat in the canteen of the university, because you cannot pay cash there.

Here are some banks in Wageningen:

- a. ABN AMRO: <https://www.abnamro.nl/en/personal/index.html> Stadsbrink 519
- b. Rabobank: [www.rabobank.nl/particulieren/servicemenu/english\\_pages/](http://www.rabobank.nl/particulieren/servicemenu/english_pages/)  
Plantsoen 55, 0318 660 660
- c. ING: [www.ing.nl](http://www.ing.nl) (displays in Dutch only !) Stadsbrink 445
- d. SNS: [www.sns.nl](http://www.sns.nl) (displays in Dutch only !) Hoogstraat 11

#### Step 4. Residence permit (Dutch: Verblijfsvergunning)

This will be part of the procedure for coming to the Netherlands, so you'll have seen it already. The office arranging matters is the Immigratie- en naturalisatiedienst (IND).

<https://ind.nl/en>

If you come to the university for your PhD you will be guided by the **International Advice and Support** (IA&S) group. From October 1 2014, the Expatcenter FoodVally will start and this group will be part of IA&S.

Both groups are situated in the **Nexus building** (Building 117, Akkermaalsbos 14).

They will help you with arrangements of visa's and residence permits.

You have to register there and you will get your permit pass. You can do this on Thursday afternoon and when it is very busy also on Tuesday afternoon.

If there are changes during your stay which influence you residence permit, **you have to announce** people from IA&S and it will be communicated to IND. Examples of changes are:

- Change in financial support and/or income position
- Change of employer
- If your contract has been terminated
- If you want to change your residence purpose (stay with spouse, permanent residence, search year)
- Changes in your marital status and in the family (birth of a child, family members leaving)
- Leaving the Netherlands for a period >6 months
- Leaving the Netherlands before or on the expiring date of the residence permit.

Every year you have to provide a statement regarding your income. You will get it and have to sign.

If you bring family members, you are considered the sponsor of the family. There are special conditions for this which can be found at [www.IND.nl](http://www.IND.nl) – individuals – family.

Don't forget that you have to renew your residence permit a number of times during your stay depending on your home country. IND should send you automatically the application form for the prolongation of your residence permit.

See [www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/individuals/](http://www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/individuals/)

## Step 5. Insurance

### Health insurance

Everybody in the Netherlands has to have a health insurance (Dutch: zorgverzekering), from the start of your contract. You can arrange this only after arrival in the Netherlands.

The university has an arrangement for PhD students with a WUR contract. To prevent that you are in Wageningen without insurance, the immigration advisor from IA&S (international Advise and Support) gives you an IPS insurance for the few days (usually 4) before the start of your contract, and three weeks after the start of your contract. . The IPS insurance covers your health insurance, luggage insurance (in case it gets lost) and liability insurance (Wettelijke Aansprakelijkheid).

After signing your employment contract with WUR you can arrange a health insurance. There is a collective health insurance for employees of Wageningen University with IAK, offering a discount, but you are free to choose for any other insurance company (the choice can also depend on the length of your stay and kind of PhD). You can login on the website of IAK using the name 'Wageningen' and password 'voordeel'.

<https://www.iak.nl/wur/>

If you arrange your insurance via IAK, the premium of the first period will be neglected and recalculated with the premium from the insurance you are going to use. You have to pay for the period of insurance before the starting date of your contact. Usually this is a 4 day period and the costs are 1.50 EURO a day.

If you need to claim things during the period of your IPS insurance, you won't get a refund for that period as you have used the insurance.

To apply for an insurance you have to supply the following forms:

- Check of obligation to insure
- Application form

The forms needed can be found on: <https://www.iak.nl/wur/DownloadsWUR>

General information about health insurance for foreigners in the Netherlands can be found at <http://www.nuffic.nl/international-students/preparation-stay/preparing-your-stay/insurance/health-insurance>

If you prefer an insurance outside the university, an overview of other health insurance agencies can be found via: <http://www.independer.nl/zorgverzekering/fi/intro.aspx>

A disadvantage of other insurances is that you can apply for them only for periods from January to December.

### Liability insurance

A legal liability insurance (Dutch: Wettelijke aansprakelijkheids verzekering) is good to have. If you unintendedly damage someone else or his/her property and this person wants a refund, the insurance pays. This can be arranged when you open the bank account but also later via internet banking.

## Contents insurance

If you are attached to your material things, take also an insurance for the things in your house (Dutch: Inboedelverzekering), which covers things like burglary from your home and fire. This can be arranged when you open the bank account but this is not a compulsory insurance.

## Taxes and subsidies

You think Dutch formal forms for taxes and others are a nightmare? Here are some information to help you to get started with that, and other things. Good luck!

Some basic rules:

- 1) Forms are there to be filled. So always fill them in and hand them in unless you are really, really, really sure you don't have to.
- 2) Be in time! Often there's an expiry date and if you pass it, you can get into serious trouble. If you're not in time, call the office to explain and send it anyway.
- 3) Don't be afraid to ask anybody to help you. Most Dutch people speak good English to communicate with you. It is normal to ask for help.
- 4) Make a copy of every official or important form you hand in. Don't throw anything away.
- 5) As soon as anything is wrong, contact the office which has sent you the form. Generally there is a phone number or address provided on the form or letter.

## DigiD

A great number of organisations offer online services with DigiD. These are governments and organisations that perform a public service. You usually need it if you want to arrange things related to governance, e.g. tax arrangements or subsidy applications.

<https://www.digid.nl/index.php?id=1&L=1>

## Taxes

Taxes are automatically subtracted from your income when you are a PhD. If you don't make a large amount of money, there is a possibility to get money back at the end of the year. You have to ask for the appropriate form at the tax office (Belastingdienst), if you haven't got it from them already.

**Taxes need to be tackled between January and April, 1<sup>st</sup> of the following year.** If you get a form from them, you are obliged to return it.

Taxes can be filled in by hand or via the internet. If possible, try the internet, as it saves you time to find out which form you need (they're all in there). You have to download a program from the site which you can fill in offline, and you have to register through internet, you should have a DigiD code for it.

If you really want to fill it out by hand, these are (some) possible forms:

You will get a first notice somewhere in June, if you were in time in submitting your information. Otherwise it can take over a year.

## To get subsidies

### 30% facility for incoming employees

Moving in the Netherlands for work might bring additional costs (e.g. higher living expenses compared to your home country, costs for health insurance and medical tests, travelling costs, etc). Your employer may provide you with 30% of the wage, including reimbursement, tax free.

[http://www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/individuals/living\\_and\\_working/working\\_in\\_another\\_country\\_temporarily/you\\_are\\_coming\\_to\\_work\\_in\\_the\\_netherlands/30\\_facility\\_for\\_incoming\\_employees/30\\_facility\\_for\\_incoming\\_employees](http://www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/individuals/living_and_working/working_in_another_country_temporarily/you_are_coming_to_work_in_the_netherlands/30_facility_for_incoming_employees/30_facility_for_incoming_employees)

### Child budget (Kindertoeslag)

Also the Belastingdienst can sometimes give money to support in the costs for childcare (day-care etc.). Make sure you ask your employer for money yourself, it won't come automatically. The money will be transferred to you every month.

[www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/privetoelagen/kindgebonden\\_budget/kindgebonden\\_budget\\_2014/kindgebonden\\_budget\\_2014](http://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/privetoelagen/kindgebonden_budget/kindgebonden_budget_2014/kindgebonden_budget_2014)

(unfortunately not (yet) in English)

### Rent benefit (Huursubsidie, Huurtoeslag)

Rent subsidy. Again the Belastingdienst. If your income isn't too high (also dependent on whether you are married or not), you can get money to support your rent (which also should fall under a certain limit). You have to ask for it yourself. The payment is done monthly.

[http://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/privetoelagen/informatie\\_over\\_toelagen/huurtoeslag/huurtoeslag](http://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/privetoelagen/informatie_over_toelagen/huurtoeslag/huurtoeslag)

(Dutch page contains more information together with application forms)

### Health insurance budget (Zorgtoeslag)

A subsidy for those is again issued by the Belastingdienst. There is an income limit and the money is paid monthly.

[http://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/privetoelagen/informatie\\_over\\_toelagen/zorgtoeslag/](http://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/privetoelagen/informatie_over_toelagen/zorgtoeslag/)

(Dutch page contains more information together with application forms)

## Apply for subsidies

To apply for subsidies from the Belastingdienst, e.g. childbudget, rent benefit, health insurance budget, you have to go to 'mijn toeslagen'. There you have to log in with your DigiD code and you can find the forms you need.

### Money for moving (WUR)

If you change houses at some point, the university can provide you with money to cover part of the moving costs. To get this money, you have to fill in some forms. You can ask for these forms at the HRM department, and you need to have permission from the department. The form itself cannot be found on the intranet but more information is given via:

People --> travel and housing --> regulation relocation expenses Wageningen UR

After permission, the HRM department can be approached and you can get the form.

## Health care in the Wageningen

If you need a doctor at some point, Dutch people visit a General Practitioner (GP) in the first place, if necessary he/she can direct you to other specialists. When you live in the Netherlands you have to choose and subscribe for a GP. It is a good idea to subscribe for a GP in the first months of your stay in the Netherlands and not just when you get ill, in order to avoid being put on a waiting list. Below you can find a list with GPs from Wageningen.

During weekdays, you can visit GP's in Wageningen, in the weekends you have to go to the GP post in Ede.

Working hours of GPs are Monday to Friday 08.00 – 17.00 hrs.

From 16.00 – 17.00 hrs a GP can be reached for emergencies only at: tel.: (0317) 412600

From 17.00 – 8.00 hrs, during weekend and on national holidays, a GP can be reached for emergencies only through the collective service telephone number of the GP-post (in Dutch: huisartsenpost), located at:

Hospital Gelderse Vallei

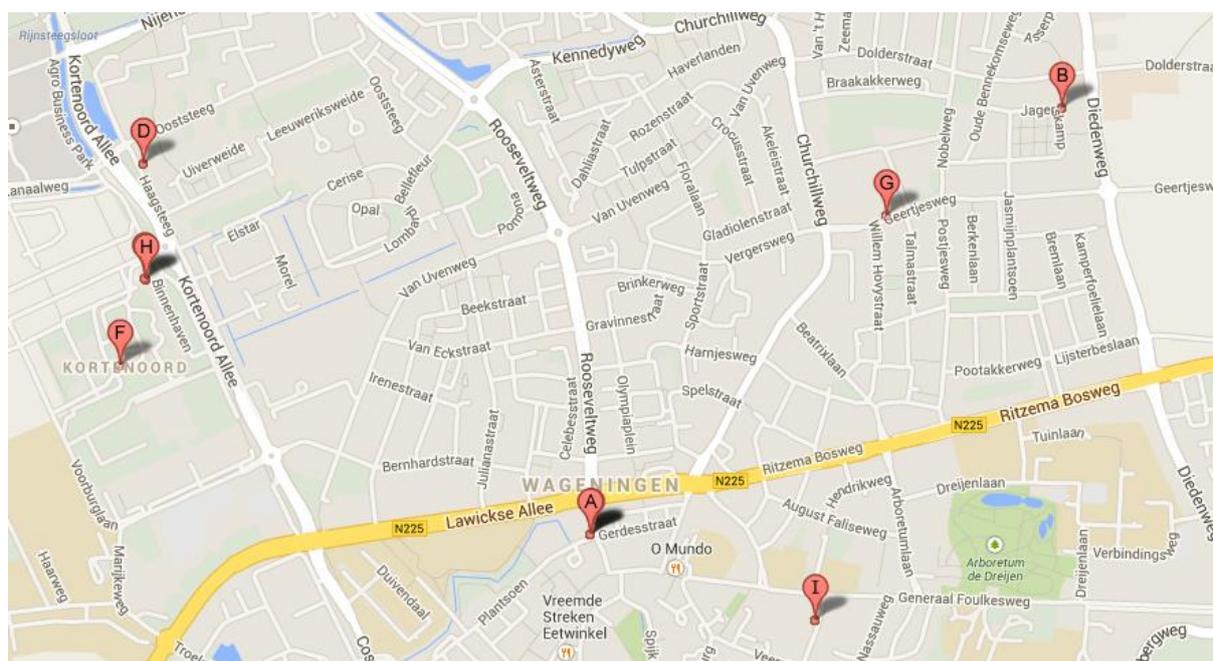
Willy Brandtlaan 10, Ede

Collective service Tel.: (0318) 434444

Getting to the hospital: take bus 88 to Ede-Wageningen and leave at stop 'Ziekenhuis Gelderse Vallei'.

Some GPs will ask you to pay in cash; others will send the bill directly to your insurance company.

## General Practitioners in Wageningen



Points on the map:

### Point C

#### Medisch Centrum Kortenoord

<https://huisartsenpraktijklandman.uwartsonline.nl/Default.asp?&HTTPSHASH=>  
Binnenhaven 69B, Tel.: (0317) 413734

For an appointment phone between 08.00 and 10.00 hrs and 11:00-12:30. Additionally, you can make an appointment online

Dhr. R. van der Duin and Mw. S. van Dinther, These doctors made an agreement with the university to accept all students. They are specialised in health problems that are common among travellers from all around the world

Mr. J. Landman

Mrs. T.J. de Haan

Mrs. A van Ballegooijen

Mrs. M Meuwissen

Siriram Huisartsenpraktijk

#### **Point A**

##### **Medisch centrum de Poort**

<http://www.mcdepoort.nl/> Plantsoen 57, Tel.: (0317) 410566, for emergencies (0317) 427953

Open consultation: 08.00 – 09.00 hrs

For an appointment phone between 08.00 and 10.00 hrs

Practitioner consortium

Mr. P. de Boer

Mr. G.G. Hupkes

Mr. A.P. Jobse

Mr. F.W.M. Seesing,

B. A.G.M. Gradenwitz,

<http://gradenwitz.praktijkinfo.nl/> (anthroposophic and homeopathic),

Jagerskamp 51, Tel.: (0317) 418 657

For an appointment phone between 08.00 and 10.00 hrs

#### **Point D**

##### **Mrs N.C.M. Nicolay and Mr. M. Bakker**

<http://www.nicolayenbakker.nl/>

Haagsteeg 18, Tel.: (0317) 412 327

For an appointment phone between 08.00 and 10.00 hrs

#### **Point G**

##### **Mr A.H. Onderstal and Mr. J. Stevens,**

<https://www.huisartsenpraktijkonderstal.nl/Default.asp?&HTTPSHASH=>

Geertjesweg 5a, Tel.: (0317) 412 921

For an appointment phone between 08.00 and 10.00 hrs

#### **General practitioner Ede**

##### **Huisartsenpraktijk Muthu,**

<http://huisartsenpraktijkmuthu.praktijkinfo.nl/>

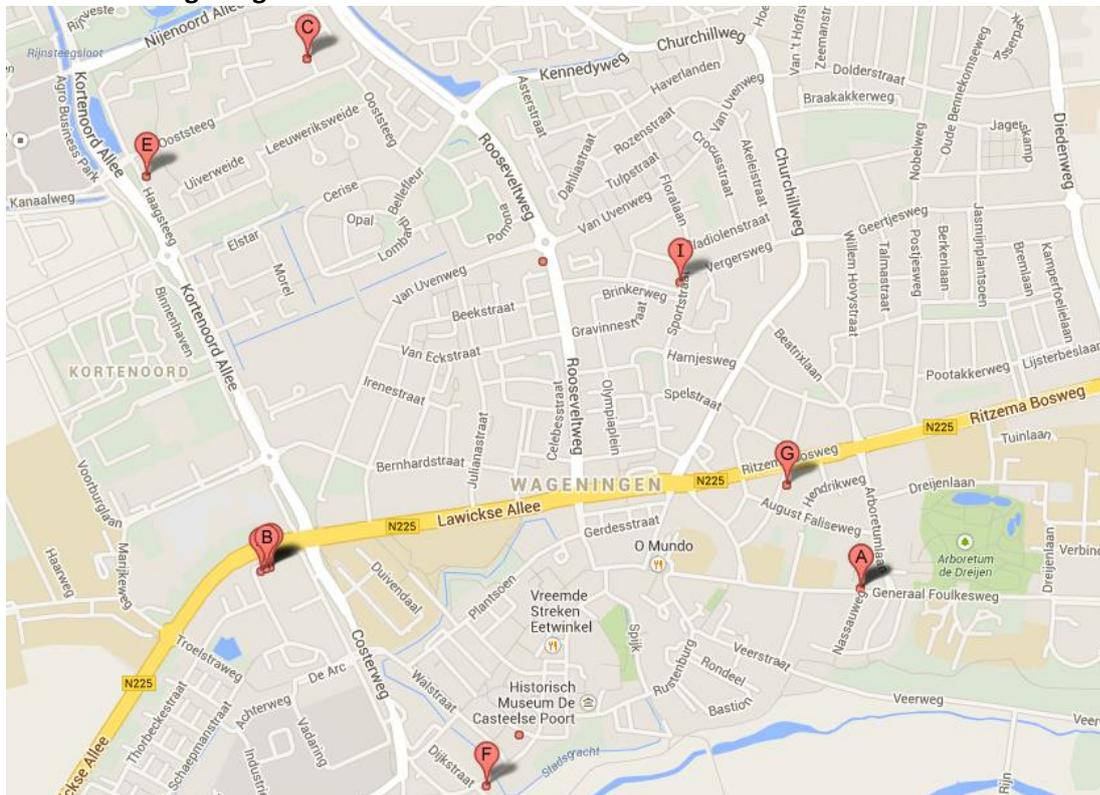
Stationsweg 92, (0318) 615 212

## Dentists

Working hours of dentists (*tandartsen*) are Monday to Thursday 08.30 – 17.00 hrs. Fridays from 08.30 to 12.00 hrs.

After working hours, during the weekend and on national holidays, a dentist can be reached for **emergencies only** through the collective service telephone number: **0318-611888**

### Dentists in Wageningen



#### Point A

**Kwadrant Mondzorg**, Generall Foulkesweg 27, tel: (0317) 465490

more dentists work together, [www.kwadrantmondzorg.com](http://www.kwadrantmondzorg.com)

Mr. E. ter Brugge, Mr. M.R. Korthof, Mrs. C.C.J.M. Ootes, Mrs. Ch.M. Kemp-Scholte, Mr. M. van Koningsbruggen, Mrs. A. van Hoek

#### Point B

**Tandartspraktijk Lawickse Poort**, Mennonietneweg 18, (0317) 417808

More dentists work together, <http://www.tplawicksepoort.nl/index.html> (displays in Dutch only)

Mr. R. Gomes, Mr. Stevens, Mr. Keltjens, Mrs. G. Leemhuis

#### Point F

**H.T. Hooftman**, Niemeijerstraat 31, Tel.: (0317) 421030

#### Point C

**P.G. Kruijt**, Kemphaanweide 1, Tel.: (0317) 418017 <http://kruijt.praktijkinfo.nl/> (displays in Dutch only)

## Get to know the city

When you come for your PhD to Wageningen, you will build up your social life here. There are many places for social gathering. Below you can find a list with supermarkets, shops, restaurants, pubs and others.

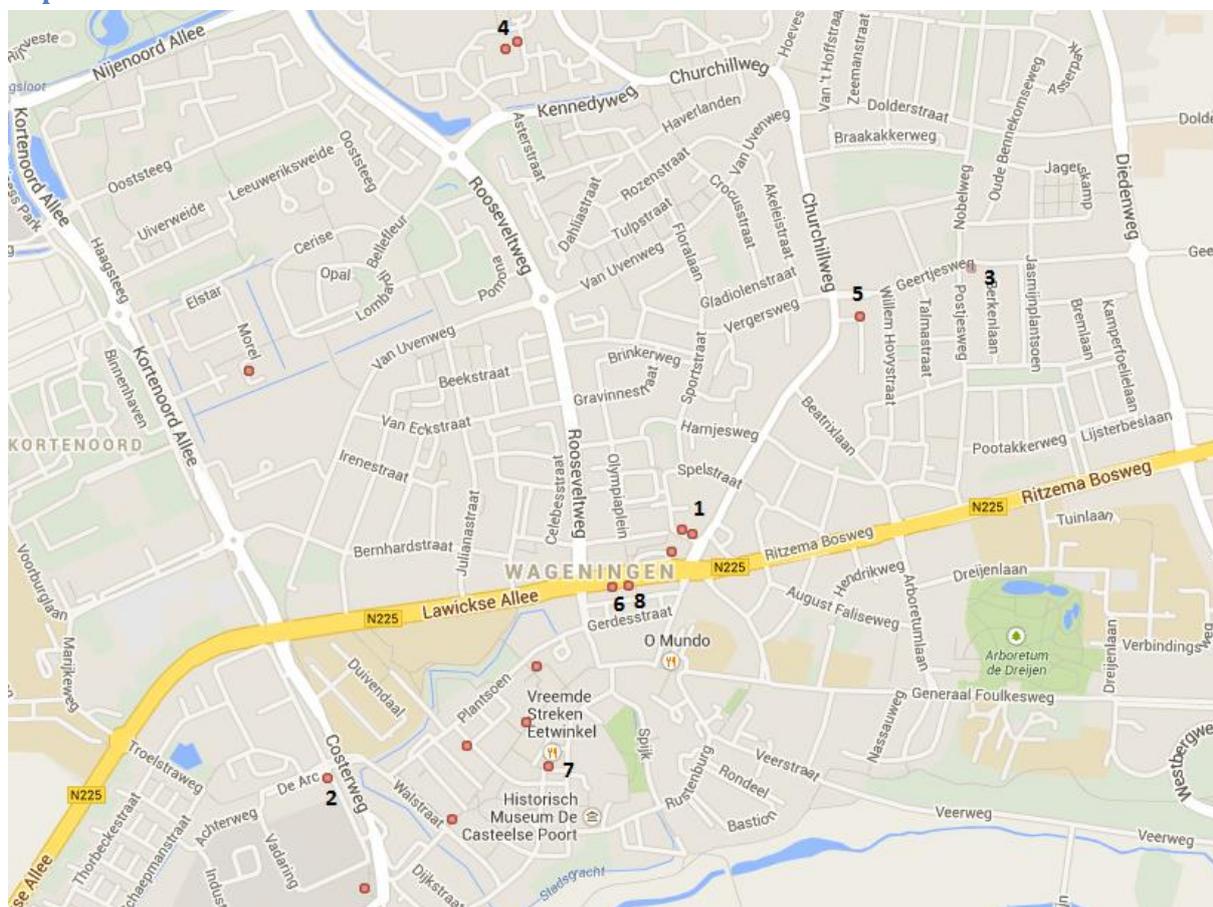
## Price comparison of some Dutch shops

On the following pages we have brought together some useful information, that you can share with your buddy.

Some people have piles of money to spend. Most people don't.

In the following pictures we have put together some comparison of major Dutch shops, from a price point of view.

### Supermarkets



#### More expensive segment

##### 1) Albert Heijn

Stadsbrink 375, 6707 AA Wageningen

Opened Monday to Friday 08.00 – 21.00, Saturday 8.00 – 20.00,

Sunday 13.00 – 21.00

##### 2) Hoogvliet

De Arc 3. 6702 EC Wageningen

Opened Monday to Wednesday 08.00 – 20.00, Thursday and

Friday 08.00 – 21.00, Saturday 08.00 – 20.00, Sunday 13.00 – 17.00

**3) Spar**

Brinkmanlaan 9, 6708 RR Wageningen

Morel 19, 6708 LX Wageningen

*Opened* Monday to Thursday 08.00 – 20.00, Friday 08.00 – 21.00, Saturday 08.00 – 19.00,  
Sunday 13.00 – 17.00

**4) C1000**

Tarthorst 1223, 6708 HZ Wageningen

*Opened* Monday to Thursday 08.00 – 20.00, Friday 08.00 – 21.00, Saturday 08.00 – 19.00,  
Sunday 16.00 – 19.00

**5) Organic supermarket Lazuur**

Bevrijdingsstraat 22, 6703 AA Wageningen

*Opened* Monday to Thursday 8.00 - 19.00, Friday 8.00 - 21.00, Saturday 8.00 - 18.00,  
Sunday 13.00-18.00

*Cheaper Segment*

**5) Aldi markt**

Churchillweg 92, 6706 AD Wageningen

*Opened* Monday to Friday 08.30 – 20.00, Saturday 08.30 – 18.00,  
Sunday closed.

**6) Lidl**

Stadsbrink 4-10, 6701 AL Wageningen

*Opened* Monday to Thursday 08.30 – 20.00, Friday 08.30 – 21.00, Saturday 08.30 – 19.00,  
Sunday closed.

**Specialised food shops**

**7) Toko Indrani**

Plantsoen 58, 6707 AS Wageningen

**8) Zamzam markt**

Stadsbrink 20, 6701 AL Wageningen

*Open air market*

**9) Held at Mart, Wageningen**

Wednesday 08.30 – 13.00 and Saturday 08.30 – 17.00

**Department stores**

**10) Action**

Plantsoen 56, 6707 AS Wageningen

*Opened* Monday to Thursday 09.00 – 18.00, Friday 09.00 – 21.00, Saturday 09.00 – 17.00,  
Sunday closed.

**11) Blokker**

Hoogstraat 79, 6701 BR Wageningen

*Opened* Monday 13.00 – 18.00, Tuesday to Thursday 09.00 – 18.00,

Friday 09.00 to 21.00, Saturday 09.00 – 17.00, Sunday closed.

#### 12) Hema

Hoogstraat 59, 6701 BN Wageningen

*Opened* Monday 13.00 – 18.00, Tuesday to Thursday 09.30 – 18.00,  
Friday 09.30 – 21.00, Saturday 09.00 – 17.00, Sunday closed.

#### Cheap shops for clothing

##### 13) Zeeman

Hoogstraat 71, 6701 BP Wageningen

*Opened* Monday 13.00 – 18.00, Tuesday to Thursday 09.00 – 18.00,  
Friday 09.00 - 21.00, Saturday 09.00 – 17.00, Sunday closed.

##### 14) Wibra

Schoolstraat 9, 6701 AZ Wageningen

*Opened* Monday 13.00 – 18.00, Tuesday to Thursday 09.00 – 18.00,  
Friday 09.00 - 21.00, Saturday 09.00 – 17.00, Sunday closed.

#### Cheaper furniture stores *New*

##### IKEA (not in Wageningen)

*Amersfoort*, Euroweg 101, 3825 HB

*Opened* Monday to Friday 09.00 – 21.00, Saturday 09.00 – 20.00, Sunday closed.

*Duiven*, Biograaf 2, 6921 EV

*Opened* Monday to Friday 10.00 – 21.00, Saturday 09.00 – 20.00,  
a few Sundays a year 11.00 – 18.00

*Utrecht*, Van Rensselaerlaan 7, 3526 AP

*Opened* Monday to Friday 10.00 – 21.00, Saturday 09.00 – 20.00,  
a few Sundays a year 11.00 – 18.00

#### Cheaper Furniture stores *Second hand*

##### 17) Emmaus

Heerenstaat 9, 6701 DG Wageningen

*Opened* Wednesday 10.00 – 13.00, Saturday 13.00 – 16.00

**Wageningen Student Plaza** (Facebook group)

<http://www.facebook.com/groups/192901857389536/?ref=ts&fref=ts>

##### Restore kringloop

<http://www.restorekringloop.nl/winkelen/ede/> (Ede)

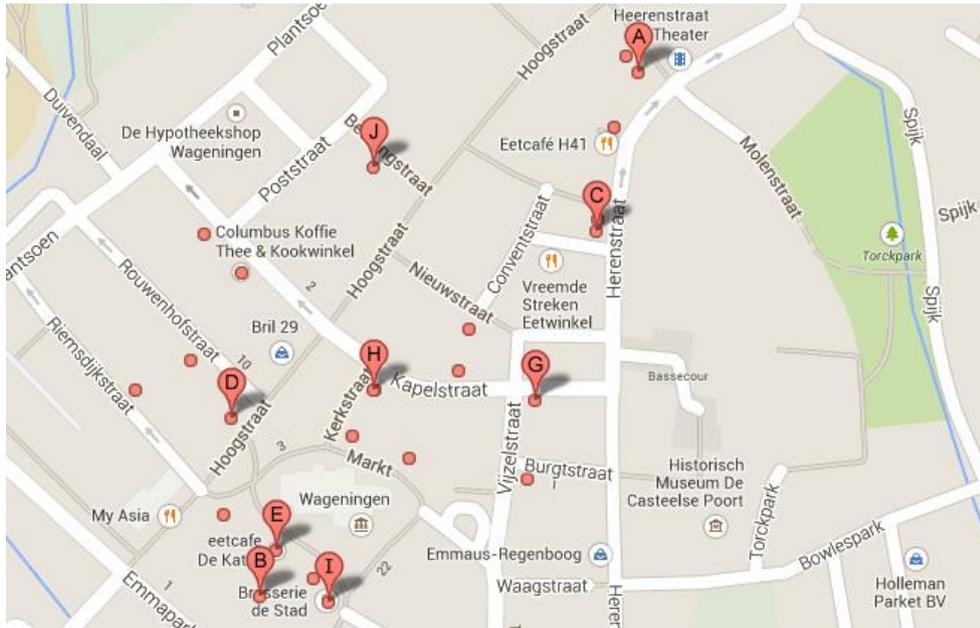
<http://www.restorekringloop.nl/winkelen/veenendaal/> (Veenendaal)

<http://www.vroeger-renkum.nl/contact.htm> (Renkum) 14

#### Public Library

Stationsstraat 2, [www.bblthk.nl](http://www.bblthk.nl)

membership: € 28,00 a year and € 0.30 per book which you can borrow for 3 weeks.



## Pubs

- A. Café Loburg**  
Molenstraat 6, 0317-420 848, [www.loburg.com](http://www.loburg.com)  
*Opened* Monday to Wednesday + Sunday 11:00-2:00, Thursday to Saturday 11:00-4:00
  - B. Café de Tijd**  
Markt 12, 0317-460 221, [www.cafedetijd.net](http://www.cafedetijd.net)  
*Opened* Tue, Thu, Su 11:00-00:00, Wed 10:00-00:00, Fri 11:00-2:00, Sat 10:00-2:00
  - C. Café het Gat**  
Heerenstraat 31, 0317-423 385, [www.hetgat.nl](http://www.hetgat.nl)  
*Opened* Tue 21:00-02:00, Thu-Sat 22:00-04:00. Door closes at 1:30
  - D. De Vlaamsche Reus**  
Hoogstraat 21, 0317-412 834, [www.devlaamschereus.nl](http://www.devlaamschereus.nl)  
*Opened* Tue, Wed 15:00-1:00, Thu 15:00-1:30, Fri 15:00-2:00, Sat 14:00-2:00, Sun 15:00-20:00
- Café de Zaaier**  
Heerenstraat 33, 0317-410 806  
*Opened* ??

## Restaurants

- E. Eetcafé de kater**  
Markt 8, 0317-421 009, [www.eetcafedekater.nl](http://www.eetcafedekater.nl)  
*Opened* Sun-Tue, Thu 10:00-00:00, Wed 8:00-00:00, Fri 10:00-2:00, Sat 9:00-2:00
- H. Brasserie de Stad**  
Markt 16, 0317-415 510, [www.brasseriedestad.nl](http://www.brasseriedestad.nl)  
*Opened* Wed 10:00-00:00, Thur-Sat 12:00-00:00, Sun 13:00-00:00, kitchen open till 21:30

### Restaurant 't Carillon

Hoogstraat 12, 0317-421 188, [www.restaurantcarrilon.nl](http://www.restaurantcarrilon.nl)

### Eetcafé H41

Heerenstraat 41, 0317-421 715, [www.h41.nl](http://www.h41.nl)  
*Opened* 7 days a week, reserve before 16:00

### Eeterij H'eerlijk

Heerenstraat 47, 0317-418 678, [www.eeterijheerlijk.nl](http://www.eeterijheerlijk.nl)

## Living in the Netherlands

### Dutch news

To stay up to date with the goings in the Netherlands, or to be able to participate in the subjects of discussion during the coffee breaks, you may find this website with Dutch news in English quite useful

<http://www.dutchnews.nl/>

### Learning the language

There are a number of facilities in Wageningen that offer Dutch courses. It is highly recommended to discuss the several options with friends or colleagues who have followed a course. This way, you can make a good choice in terms of costs, level and speed of progress. Dutch course by the university:

The university Language Services offers Dutch classes in levels I to IV. Each course costs €90,- (excl. books) for students and €400,- (excl. books) for staff members.

<http://www.languageservices.wur.nl/NL/Cursussen/default.htm?language=nl&>

#### VLAG language course

The VLAG PhD Council organizes Dutch lessons for PhD students within our graduate school. The course is given by a certified Dutch language teacher. They are held in Axis building after working hours. The courses are from September to December and from January to June. The levels and prices depend on the amount of interested students (up to €200). The cost of the course can be taken from your project number if your supervisor agrees but the course does not count for your TSP. For more information send an e-mail to [phdcouncil.vlag@wur.nl](mailto:phdcouncil.vlag@wur.nl)

#### International Students Association Wageningen (ISOW)

The ISOW offers Dutch classes in several levels. More informal language is taught here.

[http://www.isow.wur.nl/index.php?option=com\\_content&view=article&id=46&Itemid=53](http://www.isow.wur.nl/index.php?option=com_content&view=article&id=46&Itemid=53)

#### ROC A12

Offers courses in Dutch as a Second Language. This course starts with an admission interview and intake tests to determine your starting level. The course costs €315,- for 20 lessons (excl. books and intake tests).

<http://www.a12.nl/cursussen%20en%20trainingen/overige%20opleidingen/nederlands%20voor%20anderstaligen/dutch%20as%20a%20second%20language>

## Traveling by public transport

In general, the public transport system in the Netherlands is good, practically every place can be reached. However, it might be complicated to get to the more isolated places because there are no buses going there. But besides that, most general places can be reached by public transport within 4 h.

A suitable website: <http://www.ns.nl/en/travellers/home>

In the public transport system we are currently working with the 'OV chipkaart', a card on which you deposit money and then you use it to pay for the train, bus, tram and metro. By using the OV chipcard you can travel cheaper and benefit from discounts. In some cases (for the train) it is still possible to use paper tickets, but for the metro you can pay only with the OV chipcard, you need to check in at the device when you enter ( Fig. 1) and very important: **you need to check out** when you leave the transportation unit of use.



Figure 1. Device to check in and out with the OV chipcard in a train station (left) and in the bus (right)

On the train stations, you can find machines where you can buy paper tickets, anonymous OV-chipcards and where you can recharge your personal OV-chip card Fig. 2. You can choose English as language and you will be guided through the process. On internet, you can practice already, <http://www.ns.nl/kaartautomatdemo/>, unfortunately, this site is in Dutch only.

Pay attention to the fact that you cannot buy a train ticket on the train itself. If they catch you without tickets, you have to pay for the ticket together with a fine of € 35.



**Figure 2. NS card machine**

If you plan to use the train more frequently, you can consider buying a 'Dal-voordeel' card. This card costs € 50 a year and you can travel in the train paying 60% of the normal price outside business/rush hours. You can travel cheaper on weekdays between 9:00-16:00 and 18:30-6:30. In the weekends and during public holidays you can travel with discount the whole day.

<http://www.ns.nl/reizigers/producten/abbonementen/dal-voordeel.html>

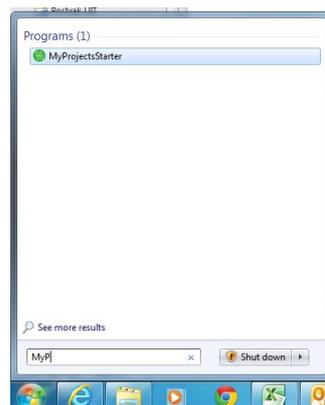
(unfortunately this part of the website is in Dutch)

## Appendix Using MyProjects

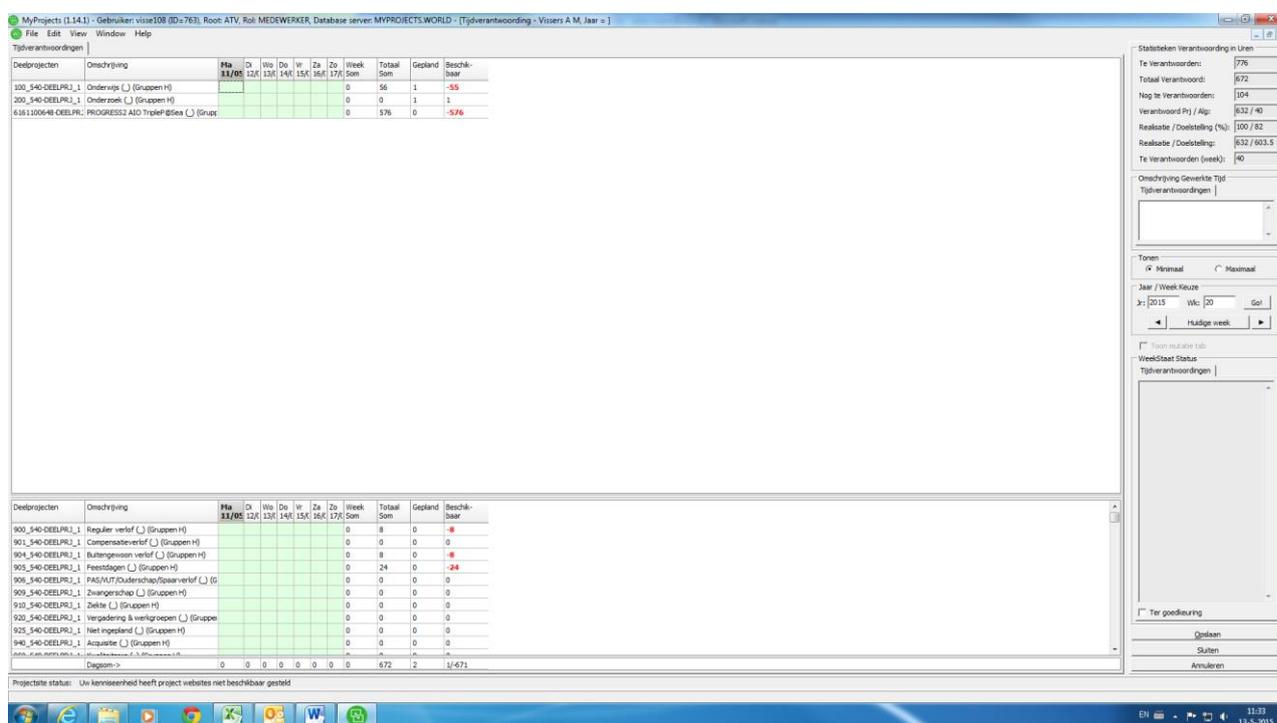
To go to my projects, you can search for 'MyProjects' in the program search toolbar.

When you open the program, you have to assign which science group you are working for. For ATV employees (which is the case for most VLAG PhD candidates), make sure you select 'ATV' and 'production'.

In the following screen you select that you are an 'employee', as that is the role under which you need to write your time. Usually, PhD's do not have other roles so these can be omitted.



The actual screen used for time writing looks as follows:



In the upper part of the screen, your PhD project is mentioned and all the hours worked (you can declare max 40 h if you have a full time contract, otherwise just the amount of hours of your contract). Probably there is a bar for education and research as well, but as these are part of your PhD project and not seen as a separate task, you write everything within your project.

In the box at the bottom part you can fill in your leave and public holidays. 900 for leave/holidays, 905 for public holidays, 910 for sickness. An overview of Dutch public holiday's is given in Table 1.

You have to declare the hours for every week, you can choose a week at the right hand side of the registration form at 'Jaar/Week Keuze'. Your registration has to be approved by your promotor. In order to do this, you have 'ter goedkeuring' (for approval) with a tickbox on the right hand side of the registration form. When you tick this box, your information goes to your promotor and cannot be changed afterwards again. So check whether you filled things correctly before you send it off.

When you send it for approval, you get a confirmation request in which there is space for additional comments for your promotor.

**Table 1 Dutch public holidays**

<b>Date</b>	<b>Holiday</b>
January 1	New Years
End March – half April	Good Friday, Easter Monday (changes every year)
April 27	Kingsday
May 5	Liberation Day
May	Ascension day (changes every year)
May/June	Whit Monday (changes every year)
December 25, 26	Christmas