

# Your Guide at DAS Graduate School

2022-2023



## ABOUT US

Presently DAS Graduate School consists of four different departments:

- [Master Creative Producing](#)
- [DAS Choreography](#)
- [DAS Research](#)
- [DAS Theatre](#)

DAS Graduate School is part of the Academy of Theatre and Dance (ATD) and the Amsterdam University of the Arts (AHK). DAS Graduate School is led by the Head of the Graduate School together with the Artistic Leaders of the Masters programmes. With the Director of the ATD, they meet regularly to discuss the key topics, policies and practices of the school. The DAS leadership also participates in the governance and decision-making structure of the ATD and AHK.

The core staff of DAS meet once a month to discuss organizational and practical issues concerning the operations of the school and its daily activities. The staff take an active role in advising on the direction of the school and implementing actions agreed upon during the meetings. Production leaders meet regularly and consult each other to ensure proper coordination concerning events and presentations that are organized by each Masters programme, DAS Research or by DAS Graduate School.

## Table of Contents

CARE .....	4
Student counsellor .....	4
Social Safety and code of conduct .....	4
Health and Performances.....	4
Student Life .....	4
STUDENT PARTICIPATION .....	5
MyAHK / General Communication .....	5
Opening hours .....	5
FACILITIES and building access.....	5
Lockers.....	6
Fire safety .....	6
TECHNICAL, STUDIO USE and PRODUCTION FACILITIES .....	6
Studio use and reservations .....	6
Materials and (production) support facilities .....	6
OFFICE/SCHOOL FACILITIES.....	6
Office supplies .....	6
Printing, photocopying and scan.....	6
Computers .....	7
KITCHEN AND LUNCHESES .....	7
Kitchen.....	7
Lunches.....	7
LIBRARY .....	7
Borrowing and returning books/ DVDs .....	7
Other facilities at the Academy of Theatre and Dance / Amsterdam University of the Arts .....	8
COPYRIGHT AND PUBLICITY .....	8
Copyrights.....	8
Publicity.....	8
Video registration / Photo documentation.....	9
Copyright agreement for publishing photography .....	9
Useful links/information .....	9
Opening Schedule.....	10
DGS Regular opening hours starting August 23, 2021 .....	10
Public, national and school holidays .....	10
Contact information .....	11

# CARE

## Student counsellor

Juul Beeren ([juul.beeren@ahk.nl](mailto:juul.beeren@ahk.nl)) is the Student Counsellor at DAS Graduate School. She can be consulted on personal questions concerning you:

- Study
- Finances
- Other challenges while managing your life as a student

Consultations are confidential and the counsellor has an independent position within the school.

## Social Safety and code of conduct

Social safety is an important and topical theme that must continue to be discussed in education and the work situation. Good education and research starts with a safe and inclusive learning and working environment. To achieve this, the AHK has the following:

- [Social Safety Code of Conduct](#)
- [Undesirable Behaviour Complaints Regulation](#)
- AHK is one of the initiators of the [Social Safety Code](#).
  - The code was signed by all universities of the arts in June 2021. One of the action points of the AHK is to increase the visibility of the confidential advisers. Undesirable and transgressive behaviour is unacceptable.
  - If you do encounter such behaviour, you can approach the confidential adviser. [Read about what the confidential advisers can do for you.](#)

## Health and Performances

[Health & Performance](#) provides physical support for students through:

- (Walk-in) consultation hours physiotherapy
- Manual therapy
- Exercise therapy Mensendieck
- Nutritional guidance

In addition, the department provides lessons in anatomy and injury prevention, mental skills, nutrition and physical fitness.

Concern for health and welfare is a crucial investment when it comes to improving the quality and extent of a professional podium career. Students at the Academy of Theatre and Dance can endure a high degree of physical and mental stress. As a result it is essential that students learn to adopt a responsible way of working. Moreover, the study programme and the future employer are co-responsible for a healthy environment, conducive to study and work.

## Student Life

The primary function of [Student Life](#) is to facilitate and provide information to students. It will act as an in-house employment agency, so students find and carry out paid work (on a one-off or longer-term basis) within the ATD and outside it.

The Student Life programme is based on four interconnected pillars: care and advice, language courses, alumni and student jobs.

Coordinator: Barbara de Boer ([barbara.deboer@ahk.nl](mailto:barbara.deboer@ahk.nl))

## STUDENT PARTICIPATION

At the AHK there are several Representative Advisory Boards that enable the participation of students, teachers and staff in the policy- and decision-making process of the academy. The regulations of the AHK Representative Advisory Board stipulate that next to the central board of the AHK – the *Hogeschoolraad* – each faculty is obligated to install a faculty board.

DAS Graduate School has its own Board of Representatives known as the *Onderwijscommissie* (OC). The OC features a student of each of the Masters programmes Theatre, Choreography and Creative Producing. The minutes of the board are public. You can reach out to any one of them on any issues concerning your study.

Presently the elected representatives for OC DAS are:

- Students: Agat Sharma (Theatre), Isis Andreatta (Choreography), Creative Producing student Martha Gallego (Chair)
- Tutors: Konstantina Georgelou (Choreography), Judith Wendel (Creative Producing) and a vacancy from Theatre

The representation from each master's programme is based on the recommendation of the Artistic Leader

Secretariat OC: Ellen van Haeringen ([ellen.vanhaeringen@ahk.nl](mailto:ellen.vanhaeringen@ahk.nl))

## MyAHK / General Communication

At the beginning of your study, you will receive a personal login code for [www.myahk.nl](http://www.myahk.nl) and an email address from the Amsterdam University of the Arts (AHK).

You are requested to activate your AHK account. You can log-in at your MyAHK using a two-step verification system. Please read instructions [https://ahkn-my.sharepoint.com/:b/g/personal/stephan\\_vanandel\\_ahk\\_nl/EdrpssEdeX5EspCdrGVVhIoBEZ5EdwsObunly4VQvfxipA](https://ahkn-my.sharepoint.com/:b/g/personal/stephan_vanandel_ahk_nl/EdrpssEdeX5EspCdrGVVhIoBEZ5EdwsObunly4VQvfxipA)

All AHK/ATD communications and important information are sent to your AHK email address. Please check your AHK email regularly.

Important information concerning your programme or DAS will be sent to your email known to DAS Graduate School

If you need help or have any questions about your AHK e-mail or account, please contact the ICT Helpdesk at:

- Phone: 020-5277752
- Email: [helpdesk@ahk.nl](mailto:helpdesk@ahk.nl)

## Opening hours

Monday to Friday: 09.00 - 22.00 hours  
Saturday & Sunday: 10.00 - 20.00 hours

- Please do not enter the premises if the lights on the corridor are off. This means that the alarm is still active.
- In the evenings, everyone is expected to leave the premises 15 minutes before closing time.
- See 'Opening Schedule' on page 10 for an overview of opening and closing schedules on (school) holidays for academic year 2022-2023

## FACILITIES and building access

Use your student/AHK card to enter at the building.

- To enter the front door on the ground floor, hold your card against the card reader to the left of the door. The light will blink green & release the door to pull open.
- To enter the DAS Graduate School, go to the 2nd floor. Hold your card against the card reader on the wall to the right of the door. The light will blink green & release the door to pull open.
- Access to the studios on the first floor is through the metal staircase at the south-west corner.

Breitner Academy is situated on the ground floor, half of the first floor and the basement. Please avoid entering those areas.

### Lockers

There are lockers available. You can get a key from Yeng. A deposit of €10 is required. You will get your money back when you return the key.

### Fire safety

In case the fire alarm is triggered you'll hear a loud 'slow whoop'. Calmly evacuate the building and follow instructions from staff members.

For more information and assistance concerning building facilities, keys, pass, lockers, please contact Yeng ([yeng.nacion@ahk.nl](mailto:yeng.nacion@ahk.nl)) or Jop ([jop.vangalen@ahk.nl](mailto:jop.vangalen@ahk.nl)). In case they are not around, you can approach Martin ([martin.brans@ahk.nl](mailto:martin.brans@ahk.nl)).

## TECHNICAL, STUDIO USE and PRODUCTION FACILITIES

### Studio use and reservations

The assignment of studios is coordinated by Harco (Technical Coordinator, office 2.03) in consultation with the production leader of each department.

### Materials and (production) support facilities

DAS has equipment and materials for

- Editing video/ sound
- Audio- visual equipment
- Light equipment
- Workshop and tools

You can use any of these facilities and borrow any of the equipment and return them properly. Some equipment can only be borrowed inside the school. Please do coordinate this with your production leader and Harco. They will provide you with further information and instructions.

For any technical support and related practicalities, please see Harco ([harco.haagsma@ahk.nl](mailto:harco.haagsma@ahk.nl)) and/or Udo (Technical advisor / assistance, office 2.03) ([udo.akemann@ahk.nl](mailto:udo.akemann@ahk.nl)).

## OFFICE/SCHOOL FACILITIES

Please see Martin ([martin.brans@ahk.nl](mailto:martin.brans@ahk.nl)) or Yeng ([yeng.nacion@ahk.nl](mailto:yeng.nacion@ahk.nl)) for any information or assistance.

### Office supplies

Office/school supplies are available in the Front Office (room 2.01). Please ask Martin or Yeng.

### Printing, photocopying and scan

There is one all-purpose copier located in space 2.24 (near the entrance). All students, researchers and staff can print, make copies and scan any documents related to DAS Graduate School activities. Please install the Campus Print app in your smart phone.

<https://ahk.zendesk.com/hc/en-us/articles/4403840172562-Install-the-Campus-Print-app>

## Computers

- DAS Graduate School is Apple Macintosh equipped. There are few computers available at the 3<sup>rd</sup> floor for general use.
- You cannot install programs on the computers without permission.

## KITCHEN AND LUNCHES

### Kitchen

- The Kitchen space is in the central area of the DAS building and is open for everybody to use.
- The basic rule is that everyone leaves the kitchen as clean as possible for the next users.
- All staff and participants are expected to clean and tidy up after themselves by loading and unloading the dishwasher, **drying and putting back all stuff**, wiping surfaces, taking out the trash/recycling etc.
- Please leave enough time at the end of the day to tidy up after yourself: take all dirty cups, glasses, dishes and so on from the studios back to the Kitchen and leave the Kitchen clean and tidy for the next morning.
- Coffee & tea (including basic ingredients), plus basic cooking essentials (oil, vinegar, salt & pepper) are provided free for everyone. Any other food you will need to buy yourself. You'll find herbs and other 'leftovers' in the fridges and in the cupboard to the right of the stove.
- You can store your food/drinks in the refrigerators.
- The cupboard next to the big refrigerator can be used for other storage of personal food.
- There are plastic containers to keep food fresh and personal.
- **Make sure to put your name on your belongings!** All things without a name may be used by all. Food that is not labelled and spoiled will be removed.
- For questions about the kitchen, please go to Martin Brans in the Front Office.

### Lunches

- From 12-2pm, the kitchen area should only be used for lunch/eating and not for working or meeting (you could move to the library or other spaces).
- If it's busy, please make room for others when you have finished eating.

## LIBRARY

- The DAS Graduate School library has approximately 2600 books, 250 DVDs and several magazines are also available on site at the school itself.
- A catalogue of the collection is online at the AHK website where you can also search the catalogue of all AHK libraries (including a large variety of international databases).
- As a DAS Graduate School student or researcher, you have free access to all the AHK libraries, for example the library of the Academy of Theatre and Dance, and to the libraries of the University of Amsterdam (UvA).

For everything concerning the library, the databases, suggestions for the library and information about other libraries, please contact Marilix ([marilix.beernink@ahk.nl](mailto:marilix.beernink@ahk.nl)).

### Borrowing and returning books/ DVDs

If you want to borrow or return an item, please see or send an email to Marilix. Marilix notes the item and makes sure that returned items be properly placed back into the library.

## Other facilities at the Academy of Theatre and Dance / Amsterdam University of the Arts

Next to DAS Graduate School you have access to all facilities of the Academy of Theatre and Dance at the Jodenbreestraat, among others

- IDLab studio that allows experimentation with new technology and variety of media applications including 360 degrees projection and augmented and virtual reality.
- Fully equipped sound studio
- Wardrobe studio
- Larger scale scenery workshop

Students of theatre technique or production departments can sometimes have traineeship assignments and could, for instance, assist during your Master Presentation. If you are interested in any of these opportunities, contact your production manager to help you find out what is possible.

For more information go to: <https://www.ahk.nl/en/about-the-ahk/service/>

## COPYRIGHT AND PUBLICITY

### Copyrights

As long as the student is registered at the AHK/DAS Graduate School (DAS Theatre, Choreography, Creative Producing or Research), the work that is produced during the study period is the property of DAS Graduate School. DAS Graduate School has the right to use the work within the scope of DAS Graduate School objectives and informs the student accordingly. Obviously, the student also has the right of use.

Once the student is no longer registered, the right of ownership of DAS Graduate School expires, and automatically transfers to the former student. However, DAS Graduate School retains the right to make use, without remuneration, of study material for purposes of illustration, performance registration, etc. within the scope of DAS Graduate School objectives and informs the alumnus accordingly.

If a student joins an organisation dealing with copyrights (Buma/Stemra, Lira, Burafo, Beeldrecht etc.), they are obligated to report this regulation to that agency.

### Publicity

In principle DAS Graduate School wants to be credited with everything that is related to work, research or other activities that have been (co-) produced in association with the departments.

Please check with the Communications Officer, Hans ([hans.klijn@ahk.nl](mailto:hans.klijn@ahk.nl)), about the credits before publishing anything related to DAS Graduate School. Hans will also provide you with the right logos and other things you may need regarding communications.

DAS also uses several communication channels to share content among which are:

- (News articles on) the DAS website
- Social media (Instagram, Facebook, Twitter, LinkedIn)
- A monthly newsletter

Please contact Hans if you would like anything shared through these channels or otherwise.

For students:

- In publicity/promotion material for your Master Presentation, you are required to mention: *“Title of your project” is a DAS Theatre or DAS Choreography Master Presentation’*
- It is not necessary to mention the names of your advisors and the staff members in your credits.
- Always ask for approval if you use the name of DAS Graduate School for something official like: contracts, agreements, publicity etc.



## Video registration / Photo documentation

In principle (and depending on the circumstances), DAS Graduate School takes care of video registration and photo documentation of Master Presentations. We recommend that you always check in advance if a project of importance to you will be recorded/documented. It is the student's responsibility to arrange the registration/documentation of the other projects/presentations, which can be done by peers or staff.

DAS Graduate School has at all times the right to make use of this photo documentation of events and presentation at DAS Graduate School for purposes of communication/publicity (focusing on education and student recruitment).

## Copyright agreement for publishing photography

- Students or others who take part/or whose work is part in/of events and exhibitions that are photographed by Thomas Lenden or Nellie de Boer may use the documentation photos free of copyright for editorial publications and publications without a direct financial profit.
- Any form of publication (including publication on the internet and social media) must be accompanied by a credit line of the photographer.
- Using the images for commercial publications are not free of copyright. In this case financial agreements with the photographer are required. The photographs may not be resold to third parties. The copyright rests at all times with the photographer.

In case of doubt, it is recommended to check the details of the copyright agreements with the Communications Officer.

## Useful links/information

- [DAS Graduate School Website](#)
- [About the ATD](#)
- [AHK Regulations](#)

## Opening Schedule

Opening and closing DAS Graduate School  
Including official/national holidays  
2022 – 2023  
approved

Opening hours:  
Mondays to Fridays: 9:00 – 22:00  
Saturdays & Sundays: 10:00 – 20:00

Start: Monday August 22, 2022

### DAS is **closed** on the following days/periods:

Fall holidays	Monday October 17 – Sunday, October 23, 2023
Christmas break	Saturday, December 24, 2022 – Sunday, January 8, 2023
May holidays	Monday May 1 – Sunday, May 7, 2023 –
Summer break	July 22 till August 20, 2023
August 26 & 27, 2023	– closed

Start 2023-2024: August 28, 2023

### Exceptions: DAS is also **open** on the following periods:

Spring holidays	February 25 till March 5, 2023 on regular hours, including weekend
Ascension Day	Thursday, May 18, 2023
Before the summer	July 17 – 21, 2023 – from 10:00 – 18:00
After the summer	August 21 – 25, 2023 – from 10:00 – 18:00

### Official/Legal holidays (building is closed)

Easter Sunday	April 9, 2023
Easter Monday	April 10, 2023
King's Day	April 27, 2023
Independence Day	May 5, 2023 – included in May holidays
Pentecost Sunday	May 28, 2023
Pentecost Monday	May 29, 2023
Christmas	December 25, 2023 (Christmas break)

*Note: the schedules and opening hours are subject to changes when necessary*

## Contact information

### DAS Graduate School

2nd Floor, Overhoeksplein 2, 1031 KS Amsterdam

T: +31 (0)6-15617053 / (0)20 5277666

E: [dasgraduateschool@ahk.nl](mailto:dasgraduateschool@ahk.nl)

W: <http://www.dasgraduateschool.nl>

### Master programmes:

#### DAS Creative Producing

Gwenoële Trapman	Artistic Leader	<a href="mailto:dascreativeproducing@ahk.nl">dascreativeproducing@ahk.nl</a>
Marijke Schaap	Senior teacher	<a href="mailto:gwenoele.trapman@ahk.nl">gwenoele.trapman@ahk.nl</a>
Merel Eijkelhof (till Oct)	Education and Production support	<a href="mailto:marijke.schaap@ahk.nl">marijke.schaap@ahk.nl</a>
Meeke Beumer (frm Sept)	Education and Production support	<a href="mailto:merel.eijkelhof@ahk.nl">merel.eijkelhof@ahk.nl</a>
		<a href="mailto:meeke.beumer@ahk.nl">meeke.beumer@ahk.nl</a>

#### DAS Choreography

Jeroen Fabius	Artistic Leader	<a href="mailto:daschoreography@ahk.nl">daschoreography@ahk.nl</a>
Velvet Leigh	Production & Education support	<a href="mailto:jeroen.fabius@ahk.nl">jeroen.fabius@ahk.nl</a>
		<a href="mailto:velvet.leigh@ahk.nl">velvet.leigh@ahk.nl</a>

#### DAS Theatre

Ingrid Vranken	Artistic Leader	<a href="mailto:dastheatre@ahk.nl">dastheatre@ahk.nl</a>
Juul Beeren	Mentor	<a href="mailto:ingrid.vranken@ahk.nl">ingrid.vranken@ahk.nl</a>
John Meijerink	Programme Coordinator	<a href="mailto:juul.beeren@ahk.nl">juul.beeren@ahk.nl</a>
Maaïke Boot	Production Coordinator	<a href="mailto:john.meijerink@ahk.nl">john.meijerink@ahk.nl</a>
		<a href="mailto:maaike.boot@ahk.nl">maaike.boot@ahk.nl</a>

#### DAS Research

Laura Cull O'Maoilearca	Lector	<a href="mailto:dasresearch@ahk.nl">dasresearch@ahk.nl</a>
Sanne Kersten	Coordinator THIRD	<a href="mailto:laura.cull@ahk.nl">laura.cull@ahk.nl</a>
Marilix Beernink	Project Leader/Management Asst.	<a href="mailto:sanne.kersten@ahk.nl">sanne.kersten@ahk.nl</a>
		<a href="mailto:marilix.beernink@ahk.nl">marilix.beernink@ahk.nl</a>

### DAS Graduate School

Laura Cull O'Maoilearca	Head DAS Graduate School	<a href="mailto:laura.cull@ahk.nl">laura.cull@ahk.nl</a>
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Juul Beeren	Student Counsellor	<a href="mailto:juul.beeren@ahk.nl">juul.beeren@ahk.nl</a>
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Hans Klijn	Communications Officer	<a href="mailto:hans.klijn@ahk.nl">hans.klijn@ahk.nl</a>
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#### Building and facilities management

Yeng Nacion	Facilities Coordinator	<a href="mailto:yeng.nacion@ahk.nl">yeng.nacion@ahk.nl</a>
Jop van Galen	Facilities worker	<a href="mailto:jop.vangalen@ahk.nl">jop.vangalen@ahk.nl</a>
Nana	House cleaner	

#### Technical department

Harco Haagsma	Technical Coordinator	<a href="mailto:harco.haagsma@ahk.nl">harco.haagsma@ahk.nl</a>
Udo Akemann	Technical advisor / assistance	<a href="mailto:udo.akemann@ahk.nl">udo.akemann@ahk.nl</a>

#### Front Office/Secretariat

Martin Brans	Educational support	<a href="mailto:martin.brans@ahk.nl">martin.brans@ahk.nl</a>
Yeng Nacion	Management Assistant	<a href="mailto:yeng.nacion@ahk.nl">yeng.nacion@ahk.nl</a>