Welcome to the Nijmegen School of Management!

Word of welcome by Prof. Esther-Mirjam Sent
Vice-Dean of Education
Nijmegen School of Management
Radboud University and International Students

Central International Office

International Offices of the Faculties

International Mobility Office (IMO) of Nijmegen School of Management

Housing
Scholarships
Visa

Learning Agreement
Change Forms
General questions and support
Transcripts of Records
International Mobility Office (IMO)

Coordinators:

Beate Durlinger
Elsa Ferreira
Mathijs Ambaum (student assistant)

Address: Thomas van Aquinostraat 3.00.34
Website:  www.ru.nl/nsm/imo
Email:  imo@fm.ru.nl
International Mobility Office (IMO)

Opening Hours:

1st September 2017 – 31st December 2017:
Mon and Tue: 12.30 – 3pm (walk-in)
Wed: closed
Thu and Fri: 11am – 12pm and 1pm - 3pm (appointment only)

As of 1st of Jan 2018:
Mon, Tue, Thu and Fri: 12.30 – 3 pm (appointment only)
Wed: closed
(The opening hours of 2018 could still be subject to changes, please check the website before visiting us.)
General Information

Most info can be found on:

www.ru.nl/english/education/exchange-phd-other/exchange-students/
If you don’t have a password yet

Go to the first lecture!

(Work groups may be managed by the teacher and not open yet; more information during the 1st lecture)
Need to change courses?

• Check course requirements
• Fill in a Change Form (website/outside IMO office)
• Bring/send it to IMO for approval
• Register or de-register in Osiris yourself!
• Bachelor students → NO master courses
• Change Forms will only be accepted until 1 week after the start of classes (for each quarter)!

Remarks

• Don’t take courses without permission!!
• Admission Faculty of Arts: for some courses you must have an official TOEFL, IELTS or Cambridge Certificate. Level C1. Some courses have numerus fixus.
Changes in the Timetable

- Check the schedule system regularly (schedule.ru.nl/)
- All information (e.g. change of location or time) will be announced through Blackboard, once you have signed up for a course.
Exams

- Timely check the schedules and locations!

- We expect you to stay until the end of your exams. Regular exams in January/February and June cannot be taken abroad.

- Resits in March/August: a maximum of 2 resits abroad per semester

For more information see: [www.ru.nl/nsm/imo/incoming_students/exams/](http://www.ru.nl/nsm/imo/incoming_students/exams/)
Plagiarism and Fraud

Please read carefully all the info on the link we sent you via email! [www.ru.nl/nsm/plagiarism](http://www.ru.nl/nsm/plagiarism)

When in doubt about anything, check with the lecturer! If you break the rules you may be expelled from the university and you will not get any credits nor grades.
Always carry ID!

In the Netherlands it is compulsory to carry official identification papers (an ID) at all times for anyone who is 14 years old or older. EER and Swiss citizens must carry a passport or ID. All other citizens must carry a residence permit. Violating this law may result in a fine up to € 50!
Registering at the City Hall of Nijmegen

• It is compulsory that you register at the city hall as a resident of the municipality of Nijmegen.

• Students arriving during the Orientation week and the week after will receive an email from central International Office with more detailed information.

• If you change address in Nijmegen, you have to change your registration at De Stadswinkel of your new address.

• Should you live outside the borders of the municipality of Nijmegen you will have to register with your local administration. For more information please contact the Central International Office at visa@io.ru.nl.
Housing

If you have any questions regarding housing, please contact the Housing Department of the Central International Office.

Comeniuslaan 4
housing@io.ru.nl
tel: 024 - 361 2061

Remember, IMO has no part in this.
Study Associations

Joining them could be useful (discount on books, excursions, seminars and so on…)

• **TvA 1:**
  - Business Administration: Synergy

• **TvA 5:**
  - Economics: ESV
  - Geography, Planning and Environment: Mundus
  - Political Science: Ismus
  - Public Administration: BOW

Look up the contact details on the website
Facebook

For more information about events, and so on, at the Nijmegen School of Management please like the NSM page.

For more information about excursions and activities for international students please like the page of Radboud International Students (RIS).
One more thing…

If you hear sirens on the **first Monday of the month**, DO NOT BE ALARMED! **It’s just a safety sound check.**
In general

- Don’t miss the first lecture (or any lecture, really!)
- Communicate!
- Ask
- Change forms - check your own university’s rules!
- Prepare for exams…
- Read carefully
- Don’t stress!

- Have a great time!
Student portal

http://student.ru.nl

Access to:
• OSIRIS (sign up for courses/exams)
• Blackboard (course content/announcements)
• Student mail

Demo by Bjorn Teeuwen
Any questions?
Thank you, learn a lot and have fun!