

# **INSTRUCTION MEETING PERSONAL SCHEDULES**

## **NIJMEGEN SCHOOL OF MANAGEMENT**

June 2025

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International Mobility Office – Nijmegen School of Management

## WHAT WILL BE DISCUSSED DURING THIS MEETING?

- 1 July: schedules for courses will be published
- Learn how to make your personal schedule / timetable
- What to do when you have an overlap in schedules?
- Procedures to make changes in your courses
- Deadlines for changing courses

**THE SLIDES OF THIS PRESENTATION WILL BE  
AVAILABLE ON OUR WEBSITE:**

**WWW.RU.NL/NSM/IMO/INCOMING-EXCHANGE-  
STUDENTS/EXCHANGE-GUIDES-FLYERS-PRESENTATIONS/**

# WHO ARE WE?

# INTERNATIONAL MOBILITY OFFICE – NIJMEGEN SCHOOL OF MANAGEMENT

- (Online) Learning Agreements
- Change forms/ During Mobility Forms
- Transcript of records
- General questions and support

- Nataša Bračko
- Beate Durlinger

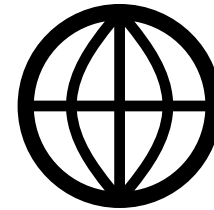
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[imo@fm.ru.nl](mailto:imo@fm.ru.nl)



[www.ru.nl/nsm/imo](http://www.ru.nl/nsm/imo)

# SYSTEMS

# ACCESS TO INFORMATION FOR RADBOUD UNIVERSITY STUDENTS

Information for students can be found here:

**<https://www.ru.nl/en/students/information-and-services>**

You can find information about, for example:

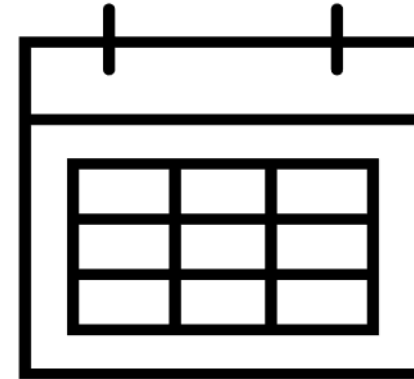
- Osiris
- Brightspace
- Apps for students
- Viewing your timetable (personal schedule)
- Rules and Regulations for Students
- Ordering books and readers

# SCHEDULES AT RADBOUD UNIVERSITY

## Personal schedule viewer

- To add and view your courses and the first exam.
- Note: **resit exams are not scheduled automatically!** You have to register for them separately through the resit exam form and then add them to your schedule.
- Check your personal schedule regularly for any changes.
- Check your exams: do they overlap? Are they still scheduled on the same date and time?
  - When? Date & Time
  - Where? Location

Academic year overview: blocks, semesters, holidays, exam periods, important dates...





# Personal Schedule: how does it work?

- The Personal Schedule is a tool where you can find the locations and times of courses, exams and resits.
- Do not add an entire study programme to your personal schedule. Only add your (approved) courses.
- Visit the [personal schedule page](#) to find more information about the timetable of different courses and to find the academic schedule of NSM.
- Via the personal schedule page of the desired year, you can view the information per *course (module)* or *study programme*.
- Schedules of entire examination weeks can be found under *study programmes*.
- If a schedule is not available yet (f.i. if you are trying to add a course from Block 3 or 4), you will have to check at a later point if the schedule is available already. Only then you will be able to add the course. Please note that the course schedules for block 3 and 4 (2<sup>nd</sup> semester) will be available from 1 December.

# INSTRUCTION VIDEO FOR CREATING A PERSONAL SCHEDULE

Please note that this video refers to the Student Portal which is no longer in use. However, the instructions to make your personal schedule are still valid. To make your personal schedule go to: <https://personalschedule.ru.nl>



# TEACHING MODES AT Radboud UNIVERSITY

# TEACHING METHODS

**Lectures:** In a lecture there is oral transfer of the learning content. Currently most lectures are being recorded. The recordings are intended to be used for repeating and revising the subject matter of the lectures. They are not a replacement for attending the lectures! Note that some lectures have mandatory attendance.

**Work groups:** Group sessions supplementing larger lectures, in which students work together in groups on a common project. A course can have several working groups. Normally you have to attend one of them only. Some courses have several working groups sessions per week. Working Group attendance is mandatory.

**Seminars:** Seminars provide the opportunity for more interaction with and about the learning content. They are usually obligatory to attend.

**Lab Courses:** smaller, individual course components that supplement larger lectures. Labs allow for hands-on, practical exposure to subject matter.

**Practicums:** a method whereupon students practise their skills or apply their knowledge.

**Question and answer lectures:** a teaching mechanism which often takes place at the end of a course. During a Q&A lecture, students answer questions regarding the learning content and will also have the opportunity to ask questions or request clarification of anything that was not entirely clear.

# Work Groups

- Some courses have work groups. When you add a course to your timetable (Personal Schedule), you will see the lectures, exams and work groups appear (if the course has work groups, otherwise not).
- Normally there are several work groups and you should choose one that does not cause a schedule overlap. There are a few courses for which you might have to attend several work groups. This information will be communicated on Brightspace before the start of the semester. You will get access to Brightspace soon after we have registered you for your courses (in August for block 1 courses).
- An overlap of a lecture and a work group do not necessarily cause a clash as you normally only have to attend one work group.
- If you see any clashes caused by work groups appearing in your personal schedule, please let us know which other work group(s) you wish to be registered for. We cannot guarantee that we can register you for the desired work group through Osiris. Sometimes it is necessary to register through Brightspace or during the first lecture, which we won't be able to do for you.

# FORMS AND PRACTICAL ARRANGEMENTS

**What to do when you have an overlap in schedules?**

# CHANGING COURSES – STEP 1

- Find a substitute course that does not cause a schedule clash.
- Make sure you check the schedule of the substitute course carefully, also for the exams and resit exams as they may overlap as well.
- Make sure you meet the prerequisites (requirements) for each selected course.



## CHANGING COURSES – STEP 2

- Send an e-mail to us, the International Mobility Office (IMO) at [imo@fm.ru.nl](mailto:imo@fm.ru.nl) to ask for approval of the new course(s).
- We will then let you know if the course(s) can be approved or not.

## CHANGING COURSES – STEP 3

Once new courses are approved:

### **For Erasmus students:**

- make a new Online Learning Agreement (OLA) in which you delete the courses you want to replace and add the new and approved courses. Your home university then needs to approve the OLA and once approved, the IMO can also approve the OLA.

### **For Non-Erasmus students:**

- Make a Change Form on which you list the courses you want to replace and add the new and approved courses and send this Change Form to [imo@fm.ru.nl](mailto:imo@fm.ru.nl).
- The IMO will sign the Change Form and return it to you. Ask your home university to sign as well and return a fully signed copy to us.

# CHANGING COURSES – DEADLINES

- Students need to be registered for each course at least ten working days before the start of the course. We, the IMO, will register you for approved courses and first exams.
- The IMO will register you for your courses per block: we will register you first for your courses in block 1 in August. In September, we will be able to register you for your courses in block 2.
- This means that if you wish to change a course, the IMO should receive the changes at least ***four weeks before the course starts*** in order to have sufficient time to assess the changes. For the 1<sup>st</sup> semester: please try to submit this information by 15<sup>th</sup> July 2025 at the latest.
- Because of the course registration deadlines there is unfortunately no try-out period for selecting your courses. You cannot add any new courses anymore at NSM after the course registration deadline has passed.
- Dropping courses is always possible until five days before the exam takes place.

# QUESTIONS?