Exchange Study Guide at Nijmegen School of Management, Radboud University

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1. Before coming to Nijmegen

International Mobility Office and central level services –Student Admissions, Housing and Visa

Before your arrival in Nijmegen you will be approached by certain Radboud's Pre-Arrival services that operate at the central level of Radboud University for the practical arrangements. You will also receive more information from us, the International Mobility Office of Nijmegen School of Management, about the study-related side of your exchange.

At central level, the department 'Academic Affairs', which includes the sub-departments of Student Admissions, Visa and Housing*, is responsible for the practical pre-arrival arrangements such as your official registration at the university, housing and visa. Next to the central level services, each faculty has its own international office. At Nijmegen School of Management (NSM), the faculty International Office that is responsible for exchange students is called the 'International Mobility Office' (IMO). The faculty's International Mobility Office is responsible for everything related to studying (Learning Agreement, enrolling for courses etc.) and serves as your primary point of contact. If you have any questions about your exchange, you can ask the International Mobility Office and they will answer you or refer you to the person in charge.

Student Admissions (Central Level): exchangeadmissions@ru.nl	**International Mobility Office:** imo@fm.ru.nl
Radboud University (Central) Berchmanianum Building, Houtlaan 4	Nijmegen School of Management Elinor Ostrom Building, Heijendaalseweg 141
Registration at Radboud University Activation RU account Visa (studentvisa@ru.nl) Housing (housing@ru.nl)	Learning Agreements Anything study related General questions exchange First point of contact

Student Information Point

At the Nijmegen School of Management faculty (hereinafter: NSM) there is also a Student Information Point (STIP). The STIP serves as the central point for students of NSM to ask general questions regarding your studies. You can think of questions about where to find particular rooms in the building, whom you should contact for specific issues, how to reserve study workplaces, etc. The STIP desk is located on the second floor of the Elinor Ostrom Building, EOS 02.113. You can reach the STIP at: stip@fm.ru.nl; +31(0) 24 36 15925.

** When you receive a voucher from the Housing department but you have not officially been accepted yet as an exchange student, please accept this voucher as you can always cancel your housing before 1 August (1st semester) or 1 January (2nd semester).*

Learning Agreement

Before you come to Nijmegen, you have to create your Learning Agreement. At NSM we have an extensive list of courses available for exchange students.
You can choose your courses from this course list for exchange students. Please note that you cannot choose courses that are not included in the exchange course list.
Also note that you have to choose at least 4 courses per semester and equally distribute them in each block (period). We do not recommend to choose more than 5 courses per semester. Some courses have specific entry requirements.

There are some restrictions and points to consider for choosing courses for your Learning Agreement:

- The usual study load per semester at Radboud University is 30 ECTS.
- You have to choose at least 50% of the courses from the field of study that you have been nominated for.
- You should not take more than **3** courses per **block**[1] (also referred to as 'period')
- You should not take more than **5** courses per **semester.**
- Master-level courses are not accessible to Bachelor students.
- Master students, however, are allowed to take bachelor courses (if your home university approves).
- If you choose courses from another study programme, it is strongly advised to choose introductory ('*Introduction to*...') courses.
- Students are allowed to take a maximum of two courses per semester at another faculty (provided you meet their course entry requirements).
- At least 50% of the courses should be followed at Nijmegen School of Management[2]
- Other faculties may have limited places for their courses. They will inform you at a later stage whether you will get a place in the course.
- At the Faculty of Arts and the PTRS Faculty, different language proficiency standards apply: you need a TOEFL/IELTS/Cambridge test (unless you are a native speaker); language statements are not accepted.
- For Master students: please note that Nijmegen School of Management does not offer many courses at Master level during the 2nd semester (our degree students are writing their thesis then).

[1] The academic year at Radboud University is divided into blocks (periods), see chapter on Academic Calendar andSchedule below for a more detailed explanation
[2] Selecting courses at another faculty could delay the assessment procedure of your Learning Agreement

When choosing courses, you should pay attention to:

- The course description[3], which you can find in the course list. Here you can find:
  - The content of the course
  - The period (duration) of the course: check in which block a course takes place
  - Indication of the prerequisites (entry requirements)
- The course schedule to prevent schedule clashes

You can submit your Learning Agreement through 'OSIRIS Application'. We will then assess your eligibility for the courses based on your Transcript of Grades and your Proof of English. If you receive approval, you will receive an email confirming your acceptance and we can register you in due time for the courses on your Learning Agreement. If we do not approve (some of) the courses, you will be asked to choose new courses and send us a revised Learning Agreement.

[3] You can find the course description by clicking on the course in the course list

Deadlines

Below you can find the applicable deadlines for rounding off your application process:

SEMESTER 1 / FULL YEAR APPLICATIONS (STARTING IN AUTUMN)

- **23 May:** Deadline for submitting the documents for your application in Osiris, including the Learning Agreement and Transcript of Records (Master students also have to submit their Bachelor diploma, the transcript of records of their Bachelor studies and the transcript of records of their Master studies
- **30 June**: Deadline for submitting a definite Learning Agreement. NB: for students who need a visa this deadline can be even earlier!
- **1 July:** Course Schedules for Semester 1 become available - students have to create their Personal Schedule and check for any schedule clashes (lecture overlaps, exam clashes, check working group overlaps)
- **15 July**: Deadline for handing in During the Mobility Forms (or OLA) / Change Forms
- **August:** The International Mobility Office registers you for your courses (block 1; block 2 registrations follow in September)

SEMESTER 2 APPLICATIONS (STARTING IN SPRING)

- **23 November:** Deadline for submitting the documents for your application, including the Learning Agreement and Transcript of Records (Master students also have to submit their Bachelor diploma and Master studies transcript).
- **1 December:** Deadline for submitting a definite Learning Agreement. NB: for students who need a visa this deadline can be even earlier!
- **1 December:** Course Schedules for semester 2 become available - students have to create their Personal Schedule and check for any schedule clashes (lecture overlaps, exam clashes, check working group overlaps)
- **15 December:** Deadline for handing in any desired course changes (During the Mobility Forms / Change Forms)
- **December/January:** The International Mobility Office registers you for your courses (block 3; block 4 registrations follow in February)

There is a strict deadline to finalise your Learning Agreement. Every student must be ***registered for their courses two weeks (i.e. 10 working days) before the upcoming block starts***[4]. This also means that your Learning Agreement should be approved at least three weeks before the semester starts. If you have trouble selecting the right courses that fit your level of study, you can ask the IMO for assistance.

[4] Check the Exchange Check list for a yearly overview and the website for the current dates & deadlines

Academic calendar and schedule

Academic Calendar:
At Radboud University, the academic year is divided into **four blocks (periods)**. One semester contains two blocks. Each block lasts 9-10 weeks.
In principle each course runs for one block. Some courses however stretch over two blocks, i.e. the entire semester. Below you can find an indication of the structure of the academic year. For a more detailed overview, please consult the academic calendar.

Semester 1		Semester 2	
Block 1	Block 2	Block 3	Block 4
September – October	November – January	February – March	April – June

This means that the first (Autumn) semester consists of block 1 and block 2. The second (Spring) semester consists of block 3 and block 4. As indicated above, most courses run for one block. Some of them run for two blocks.

When choosing your courses, please note that we recommend you to take a maximum of 5 courses per semester (30 ECTS). When choosing your courses for your exchange semester, we advise you to take **a maximum of 3 courses per block**. This means that in one semester, you would ideally take 5 courses and distribute them evenly across the blocks: 3 courses in one block and 2 courses in the other block. You can also take fewer courses if your home university does not ask for 30 ECTS per semester.
Please note that students from outside of Europe (non-Erasmus) who need a visa **have to choose at least 20 ECTS credits worth of courses** due to rules stipulated by the Dutch Immigration Service (IND).

Several weeks before the start of the new block, the International Mobility Office will register you for the approved courses on your finalised Learning Agreement.

Schedule:
Once the International Mobility Office has approved your Learning Agreement, you should create your own personal schedule containing the courses you chose. This will give you an overview of your schedule for the semester, including any lecture overlaps or exam clashes. For an explanation on how to make your personal schedule, please consult the handout "Quick Guide to IT Systems" (which you will receive later on) or this instruction video.

If you encounter any schedule clashes, you will have to replace one of the clashing courses by a course that does not cause a clash. For this purpose, you have to use the During the Mobility Form / Change Form. Erasmus+ students using the **Online Learning Agreement** (OLA) should submit the changes online through their OLA.

IT systems

Before you come to Nijmegen, you should make sure to familiarise yourself with the essential Radboud IT systems. The most important systems to know are OSIRIS (student account and courses) and the Personal Schedule. Once you are here, you will use BrightSpace, WiFi and the printing system among others. For a complete overview, please consult this website.

2. During your exchange in Nijmegen

First week in Nijmegen

Once you have arrived in Nijmegen, the first thing you will have to do is check in at the Central Student Desk. There you can collect your Student Card and the information concerning your accommodation.

Visiting the IMO during an appointment

If you encounter any troubles during your exchange or if you just want more information on studying at Nijmegen School of Management, you can make an appointment with us via the IMO website.

If you have any quick questions or if you require a signature for any document, please send an e-mail to imo@fm.ru.nl. We generally respond within five working days.

Certificate of Arrival

Check with your home university whether there are any forms regarding your arrival/stay/departure that they want you to take back and that need to bear our signature/stamp on it. Every university has its own rules and requirements. If you need a Certificate of Arrival signed, please send the document to us by e-mail and we will sign the document digitally, and send it back to you by e-mail.

Make sure you fill in the form in as much detail as possible (name, arrival date, departure date, and so on).

Switching courses

Sometimes it happens that you have to change courses. If you want to switch a course, you will have to ask for approval at the IMO by means of a Change Form (a.k.a. During the Mobility Form / OLA changes for Erasmus students). This is a form with which you can add or drop courses. For instructions, please see the information about Changes in courses during your exchange on this website.
The course registration deadlines are very strict at Nijmegen School of Management and it takes some time to assess the Change Forms.

How to switch courses?

1. Check in your personal schedule if there are any schedule clashes
2. Find a substitute course that does not cause a schedule clash. Send an email to IMO with the desired course(s), so we can check if it can be approved.
3. Once the IMO has approved the course(s), submit the correct During Mobility Form or OLA (Erasmus) or Change Form (Non-Erasmus)
4. IMO will sign the corresponding form and remove/register you for the course(s) in OSIRIS. You will then receive a copy of the signed form or it will be approved via the OLA.
5. Ask your home university for a signature (for non-Erasmus forms).

Deadlines

You should be registered for each course at least **10** (**ten) working days** before it starts (the IMO registers you for your courses per block).
This means that if you wish to change a course, the IMO should receive your Change Form with the desired course changes at least **4** (**four) weeks before the course starts** in order to have sufficient time to assess the change. 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 one day before the exam takes place. Dropping courses alsorequires a During the Mobility Form / OLA or Change Form.

You can find the complete procedure here.

Course registration deadlines: Before the start of each block, please always double-check at least 4 weeks in advance if you are registered for all the courses and workgroups in that block. As already mentioned, the course registration deadline is 2 weeks (10 working days) for every block.

Exams

You will automatically be registered for your 1st exam once the IMO registers you for a course.

Resit exams (2nd attempt)
If you did not pass the 1st exam and want to be registered for the resit exam (2nd attempt), you won't be registered for that automatically! You need to complete the Resit Registration Form and submit this **at least two weeks before the actual date of the exam**, but preferably as soon as possible. IMO will then register you for the resit exam. Registration after the deadline is not possible.

Exams abroad
Please be aware that all exams have to be taken at Radboud University. In case you will not be studying at Radboud University anymore during the resit examination period for block 2 courses and you want to request a resit exam abroad, please see this website for more information, under 'Nijmegen School of Management procedure'.

Exam Deregistration: If you are unable or not wanting to take the exam or resit you are registered for, please deregister. Deregistration needs to be done **at least seven days** before the day on which the exam takes place. Make sure to fill out the Deregistration Form in time: https://www.ru.nl/en/form/deregistration-form-exam-for-exc

3. Before you leave Nijmegen

What	When	How
Correction Learning Agreement	Before the registration deadlines	Submitting Change Forms / During Mobility Forms / OLA
Certificate of Stay/departure form	Maximum two weeks before you leave	By e-mail
Official deregistration Nijmegen	Before you leave	Inform the City Hall by email
Transcript of Grades	Once all grades are in OSIRIS	Via the Transcript request Form

Learning agreement and Change Forms / During Mobility Forms/OLA

The courses stated on your Learning Agreement and any Change Forms or During Mobility Forms/OLA should correspond to those in Osiris. Those courses will appear on your NSM Transcript of Records.

What if this is not the case?

You can delete courses until seven days before the exam and add courses until the aforementioned deadlines (by submitting a During the Mobility/OLA / Change Form in time to the IMO). If these dates have passed, you cannot be (de)registered for the course anymore.

Certificate of Stay / Departure Forms

Check with your home university whether there are any other forms they want you to take back with our signature/stamp on it. Please find the Radboud checklist here. Every university has its own rules and requirements. For instance, does your university need you to bring back a confirmationof stay document? (If yes, you'll have to download that from your own university's website). If so, you send the document to us by e-mail and we will sign the document digitally and send it back to you by e-mail. Make sure you fill in the form in as much detail as possible (name, arrival date, departure date, etc.). As indicated, we can only sign departure forms maximally 14 days before you leave.

General issues

When you leave Nijmegen and you end your housing contract, you will need to deregister yourself, in writing, at the local city hall. The address of the city hall in Nijmegen is: De Stadswinkel, Mariënburg 75, 6511PS, Nijmegen; tel.: 024 329 9595. You have to enclose a copy of your passport or ID, mention your last address in the Netherlands, your permanent address in your home country and the date of departure. Please send an email to burgerzaken@nijmegen.nl.
For more information and instruction, please see the Checklist.

Transcript of Records

Once all your grades have been entered in Osiris, you can request your Transcript of Records. In order to receive it, you have to submit an online request form. **The transcript will not be sent to you automatically!**

Transcript of Records request form

After we have received this online request form, we will process your transcript. It will be sent directly to your home university in copy to you (by e-mail only).
Failed courses will not be included in the transcript unless you specifically indicate this on the form. If Osiris states "ONV" for a course, this means you have failed the course but no grade could be entered. If you need a grade for such a course, we will enter a 1 as grade.
Note that your Osiris account will be active for another four months after the end of the semester. Please make sure you request your Transcript of Records within those four months.

Interested in a Master at Nijmegen School of Management?

Are you considering applying for a Master? Here you can find an overview of our Master's programmes. You are more than welcome to visit the Master website for more information on how to apply.

Keep in touch with Nijmegen School of Management

International alumni are a vital part of our academic community. They are lifelong ambassadors for the university, a valuable source of knowledge and expertise, and an essential link between the university and the international community. Please visit the International Alumni website for more information and keep in touch.

Exchange Checklist

What	Deadline	How
Before you come to Nijmegen		
Learning Agreement	5 weeks before your semester starts	Choose courses from the course list and submit via OSIRIS.
Course registration	2 weeks before the course starts Semester 1 and 2: preferably before the start of the semester but registration during the year is also possible for certain blocks	IMO will register you for courses.
When you arrive Nijmegen		
Student card Certificate of Arrival	First week of your stay in Nijmegen	Go to the Central Student Desk Submit via e-mail
Change Forms	3 weeks before the course starts	Submit a Change Form / During Mobility Form
Course registration	2 weeks before the course starts	IMO will register you for courses.
Exam and resit registration	2 weeks before the exam	Check your course registrations in OSIRIS
When you leave Nijmegen		
Checking your Learning Agreement	3 weeks before the last block of your exchange starts	Submit a Change Form / During Mobility Form if necessary
Certificate of departure	Maximum a week before you leave	Submit via e-mail
Transcript of Grades	Once all grades appear in Osiris	ToR request form
Deregister from the municipality	At the end of your stay in Nijmegen	E-mail the City Hall - *Stadswinkel*