WELCOME MEETING

NIJMEGEN SCHOOL OF MANAGEMENT

Tuesday 25 August 2026

Nataša Bračko and Beate Durlinger

International Mobility Office – Nijmegen School of Management

Radboud University

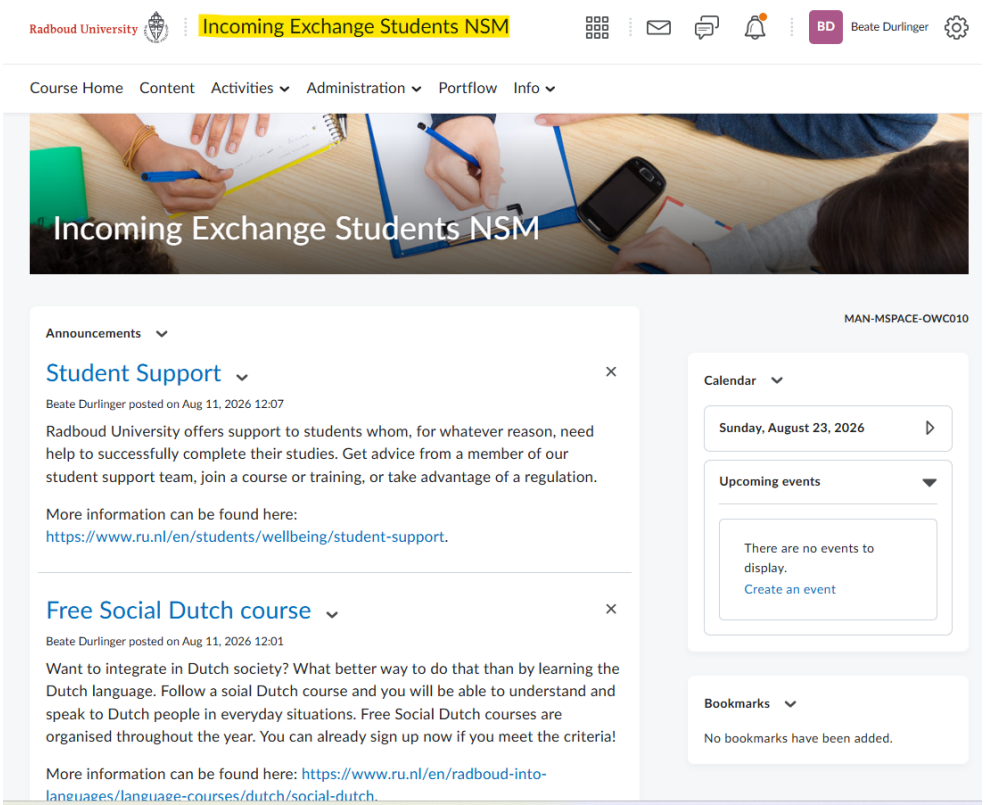
OUTLINE

1. WELCOME
2. ABOUT RADBOUD UNIVERSITY
3. SYSTEMS
4. ACADEMIC INFORMATION
5. PRACTICAL INFORMATION
6. STUDENT LIFE & SUPPORT
7. QUESTIONS

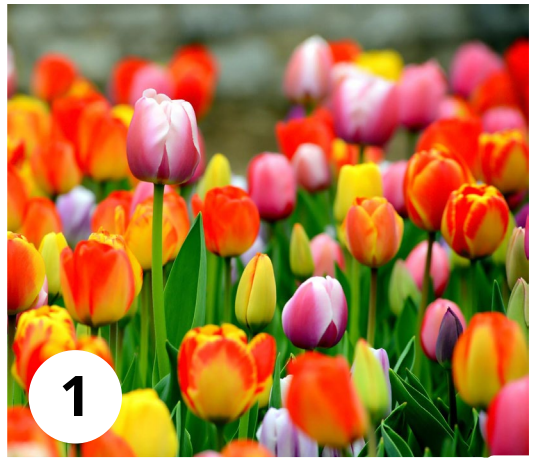
1. WELCOME

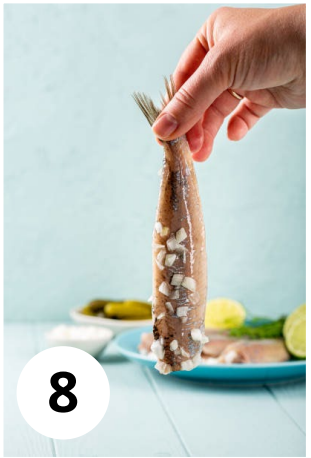
It’s great to have you here!

This presentation can be viewed in the Brightspace community for incoming exchange students NSM



HOW DUTCH ARE YOU ALREADY?





2. ABOUT RADBOUD UNIVERSITY

WELCOME TO RADBOUD UNIVERSITY!

Link: https://www.youtube.com/watch?v=y7n_itdGzA4&t=5s

THE ELINOR OSTROM BUILDING

NIJMEGEN SCHOOL OF MANAGEMENT

Campus map

A TOUR OF THE ELINOR OSTROM BUILDING

NB. The STIP office is located in EOS 02.113

INTERNATIONAL MOBILITY OFFICE

NIJMEGEN SCHOOL OF MANAGEMENT

- Nataša Bračko — Coordinator International Mobility Office
- Beate Durlinger — Coordinator International Mobility Office

- 📄 (Online) Learning Agreements
- ✍️ Change forms / During Mobility Forms
- 🎓 Transcript of Records
- ❓ General questions and support

Elinor Ostrom building
Heyendaalsweg 141
room EOS N 00.120

imo@fm.ru.nl

www.ru.nl/nsm/imo

Make an appointment

PRE-ARRIVAL SERVICES

ACADEMIC AFFAIRS / STUDENT ADMISSIONS

- Visa
- Exchange Admissions
- Housing

Houtlaan 4

- **studentvisa@ru.nl**
- **exchangeadmissions@ru.nl**
- **housing@ru.nl**

024-361 23 45

WHAT WE EXPECT FROM (EXCHANGE) STUDENTS AT RADBOUD UNIVERSITY

- **Independence:** As an exchange student, you are expected to take an active and independent role in organising your academic affairs.
- **Take ownership** of your course choices, exams, deadlines, and other academic arrangements.
- **Read and follow instructions carefully** and make sure you complete the required steps yourself.
- **Plan ahead** and keep track of important information and deadlines.
- **Ask for help when needed:** if something does not work, you encounter a problem, or instructions are unclear, please reach out to the appropriate person or office.
- **Be proactive:** try to find the information you need first, and then ask for assistance when you genuinely need it.
- **Being independent does not mean doing everything alone: it means knowing when and how to ask for help.**

3. SYSTEMS

ACCESS TO UNIVERSITY SYSTEMS

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

OSIRIS

- In Osiris you can find your course enrolments, exam registrations, and exam results.
- The IMO registers you for your courses and the corresponding **first** exam in Osiris.
- Note that you will have to be registered for resit exams (**second** attempts) separately.
- NSM has strict deadlines for being registered for courses, exams, and resit exams.

➢ *Student guide Osiris*
➢ *Osiris Instruction Video*

BRIGHTSPACE

Brightspace is the university's digital study environment.

Here you can find content such as:

- Announcements from the lecturer(s)
- General course information such as schedules and study guide information
- Tasks, assignments and presentations of lectures

For some courses you may be asked to:

- Participate in discussions on Brightspace
- Hand in files/assignments via Brightspace
- Register for group assignments on Brightspace
- Register for working groups through Brightspace

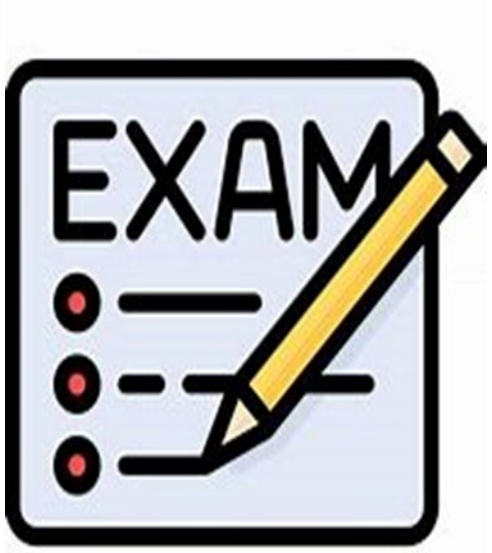
BRIGHTSPACE GROUPS

Please regularly check the Brightspace group for ***Incoming Exchange Students NSM***, which you are all a member of.

- **Announcements**: important information to pay attention to.

- **Content:**
  - **Useful Information:** Deadlines for course and exam registration; how to create a personal schedule; how to switch courses; how to request a transcript of records, and more!

  - **Colleges**: Presentation of the Dutch Educational System, How to prepare for lectures



Online Brightspace module

Radboud University offers an online Brightspace module for international exchange students, to guide you through your international journey in Nijmegen step-by-step, with all the necessary information accessible in one place.

- Go to www.brightspace.ru.nl
- Click on 'open courses'
- Search for the course **Exchange students: Welcome to Nijmegen!**

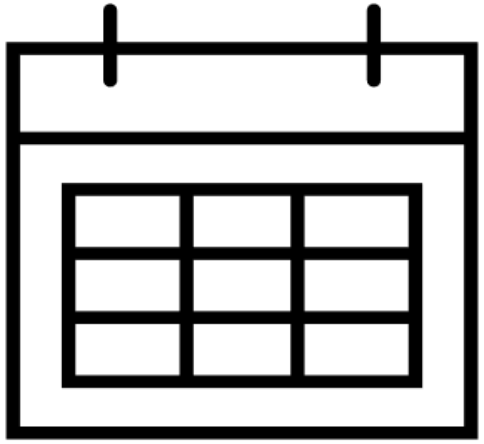
Or scan this QR code!

SCHEDULES

Personal schedule viewer

- To add and view your courses and the first exam.
- Note: Eventhough resit exams appear in your personal schedule, this does not mean you are actually registered for them! You have to register for them separately through the resit exam form.
- Check your personal schedule regularly for any changes.
- Check your exams: do they overlap? Are they still scheduled on the same location, date and time?

Academic year overview at NSM: blocks, semesters, holidays, exam periods, important dates…



4. ACADEMIC INFORMATION

BEFORE AND DURING THE MOBILITY

COURSES AND EXAMS (1/2)

Courses and course changes

- The IMO registers you in Osiris for your approved courses.
- Changes have to be made within the deadlines for course registration.
- The IMO needs to receive your change form/OLA **at least two weeks before the deadlines below**:

Block	Final registration deadline
1 *31-08-2026 / 30-10-2026*	31-08-2026
2 *02-11-2026 / 22-01-2027*	18-10-2026
3 *25-01-2027 / 02-04-2027*	10-01-2027
4 *05-04-2027 / 9-07-2027*	21-03-2027

BEFORE AND DURING THE MOBILITY

COURSES AND EXAMS (2/2)

Exams and Resit Exams

- First Exam:
  When the IMO registers you for a course, you are automatically registered for the first exam.
- Resit Exams (2nd Attempt):
  ⚠️ You are NOT automatically registered for a resit exam.
- How to Register for a Resit?

➢ Submit the **Resit Exam Registration Form**.

➢ Registration will be processed as soon as possible, provided the deadline has not passed.

➢ Note: The IMO does not process forms on weekends.

➢ For resits in other faculties, be sure to choose the correct faculty. We cannot register you for exams at other faculties.

- **Important Deadline**
  🕒 Submit the form **at least 2 weeks (10 working days) before** the resit exam takes place.

EXAM DEREGISTRATION

If you are not taking part in an exam anymore, please deregister yourself by filling out the Exam Deregistration Form:

https://www.ru.nl/en/form/deregistration-form-exam-for-exc

Deadline: Deregistration needs to be done **at least 7 working days** before the day on which the exam takes place.

DURING THE MOBILITY

CHANGING COURSES

Change form / OLA → Wait for approval → Registration in Osiris by IMO

Mind the **deadlines!**

AFTER THE MOBILITY

TRANSCRIPT OF RECORDS

- Once all your grades are in Osiris, you have to **apply** for your Transcript of Records
- Fill out the **Transcript of Records request form** (make sure to select ‘exchange student’ and ‘English’)
- Transcripts will be sent to you by e-mail. Please make sure to forward it to your home university coördinator yourself.
- Indicate if you wish to include your failed courses

Requesting a list of grades

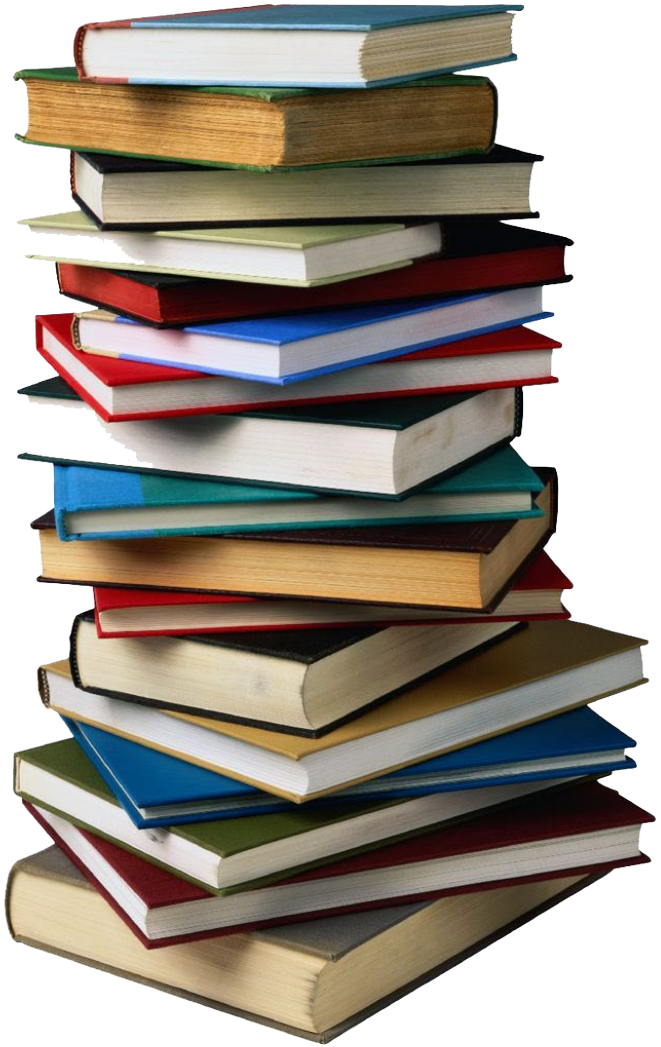
Please consult Osiris for a list of your exam results. Osiris allows you to download your own list of grades and save it as a PDF document. When you do this, you can choose to include or exclude any failing grades.

Institutions may sometimes ask for a certified copy of your list of grades. They may request this, for example, for an internship, for a study programme at another university or for a job application. This certified copy proves that the contents of the document have been officially validated by Radboud University. On the form, you can also suggest that the list of grades be sent to the relevant institution via email.

Requesting a certified list of grades

You can request a certified list of grades via the Student Information Desk (STIP) of your faculty. Most faculties also offer students the option of requesting a list of grades online. You will need to complete the form in order to request the certified list of grades.

- Faculty of Philosophy, Theology and Religious Studies
- Faculty of Arts
- Faculty of Medical Sciences
- Nijmegen School of Management
- Faculty of Science
- Faculty of Law
- Faculty of Social Sciences



BOOKS AND READERS

- Check the course information in Brightspace to see which books and readers are required.
- For some courses e-books may be used.
- More information https://www.ru.nl/en/students/services/studying/ordering-study-books

5. PRACTICAL INFORMATION

RULES AND PRACTICAL INFORMATION

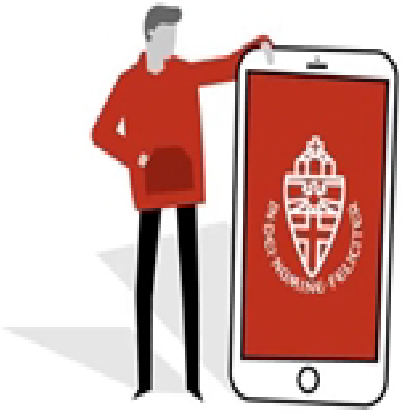
Plagiarism and fraud: read the rules!

Always carry your ID, fines up to € 50,-

Do not use your mobile phone while cycling or driving, the fines are high and it is very dangerous

First Monday of the month: safety sound check, so don’t be alarmed

FACILITIES



Student Information Point (STIP) - stip@fm.ru.nl

- 2nd floor of the Elinor Ostrom Building: **EOS 02.113**
- Opening hours: 10.00 – 13.30 hrs. (closed on Fridays)

Other facilities:

• Webmail and Calendar	via	E-mail and Calendar
• Printing/scanning/copying via KUARIO (Student Portal)	via	Kuario
• Wireless Network	via	Wifi
• Osiris App	via	Apps

BUS DISCOUNT PASS

- You can apply for a bus discount pass ‘busvoordeelabonnement’
- Costs: 15 Euro per year (1 year subscription)
- Unlimited travelling on:
  - *Monday to Friday: After 9 AM*
  - *Saturday and Sunday: All day*
- Certain terms and conditions
- Steps to request a bus discount pass

6. STUDENT LIFE & SUPPORT

Guide to living in Nijmegen

Radboud University

STUDY ASSOCIATIONS

Excursions, seminars and much more…

• Synergy	Business Administration
• ESV	Economics
• Mundus	Geography, Planning and Environment
• Ismus	Political Science
• BOW	Public Administration

ACTIVITIES

- ESN Nijmegen
- The Student Chaplaincy
- Radboud International Students
- Interested in learning Dutch? You can sign up for the Social Dutch language course at Radboud In'to languages.
- Social Dutch I, II, III and IV are offered for FREE to all RU international students who meet the conditions.

BUDDY PROGRAMME

- If you would like to have some extra support by a student from Nijmegen School of Management, you can ask for a Buddy through our Buddy programme.

- Just fill out the 'Ask for a buddy' form and you will be matched to an NSM student as soon as possible (provided there are enough Buddy-students).

- In case of questions, you can send an email to: buddy@fm.ru.nl

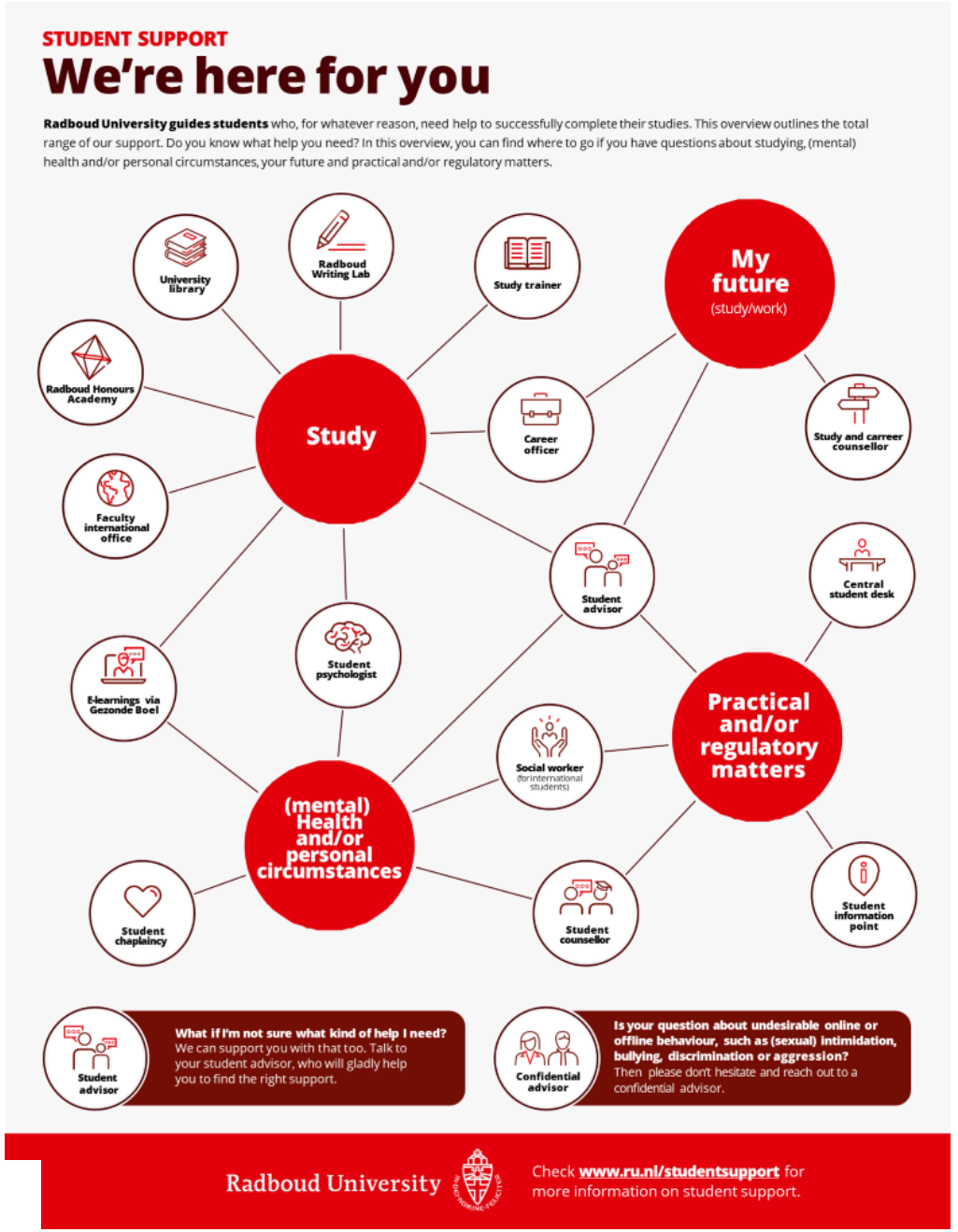
STUDENT SUPPORT

WE'RE HERE FOR YOU

RADBOUD UNIVERSITY GUIDES STUDENTS WHO, FOR WHATEVER REASON, NEED HELP TO SUCCESSFULLY COMPLETE THEIR STUDIES. THIS OVERVIEW OUTLINES THE TOTAL RANGE OF OUR SUPPORT.

DO YOU KNOW WHAT HELP YOU NEED? IN THIS OVERVIEW, YOU CAN FIND WHERE TO GO IF YOU HAVE QUESTIONS ABOUT STUDYING, (MENTAL) HEALTH AND/OR PERSONAL CIRCUMSTANCES, YOUR FUTURE AND PRACTICAL AND/OR REGULATORY MATTERS.

MAKE SURE TO REACH OUT TO SOMEONE YOURSELF IF YOU HAVE ANY ISSUES.



SOCIAL WORKERS

Need Support?

➢ **Team Social Work**

- Free of charge
- Confidential

Contact:
socialwork@ru.nl

GENERAL TIPS

STUDY

- Don’t miss your first lecture
- Stay on top of your courses and deadlines
- Prepare for exams
- You’re in the lead – be proactive

SUPPORT

- Ask questions if you’re unsure
- Don’t hesitate to reach out – we’re here to help
- Take care of your health and wellbeing

EXPERIENCE

- Join activities
- Meet new people
- Explore Nijmegen and the Netherlands

WE HOPE YOU WILL ENJOY YOUR EXCHANGE WITH US!

QUESTIONS?