



WELCOME MEETING

NIJMEGEN SCHOOL OF MANAGEMENT

Monday 1 September 2025

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International Mobility Office – Nijmegen School of Management

Radboud University





It's great to have you here!



This presentation can be viewed on our website:



www.ru.nl/nsm/imo/incoming-exchange-students/exchange-guides-flyers-presentations/

WELCOME TO NIJMEGEN

Guide to living in Nijmegen

QUIZ

HOW FAMILIAR ARE YOU WITH RADBOUD UNIVERSITY?

Please go to <https://www.wooclap.com>.

Enter the event code and click on 'Go'!

Choose a username.

When everybody's ready, we will start the game.

Click on 'Let's play!'

The questions will appear on the big screen.

The answer options will appear on your phone.

*Please choose the correct answer by clicking on it
and then press SUBMIT.*

Have fun! 😊



WHO ARE WE?

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 (EOS) – NIJMEGEN SCHOOL OF MANAGEMENT



NIJMEGEN SCHOOL OF MANAGEMENT





SOME NUMBERS

Incoming exchange: average of 250 students per year

Outgoing exchange: average of 200 students per year

Number of partner universities NSM: \pm 300 in about 53 countries

INTERNATIONAL MOBILITY OFFICE – NIJMEGEN SCHOOL OF MANAGEMENT

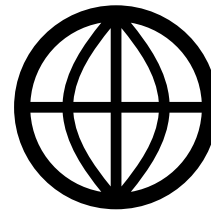
- Nataša Bračko Coordinator International Mobility Office
- Beate Durlinger Coordinator International Mobility Office
-  (Online) Learning Agreements
-  Change forms / During Mobility Forms
-  Transcript of Records
-  General questions and support



Elinor Ostrom building
Heyendaalsweg 141
room EOS N 00.120



imo@fm.ru.nl



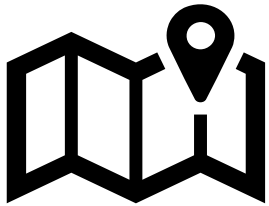
www.ru.nl/nsm/imo



[Make an appointment](#)

PRE-ARRIVAL SERVICES ACADEMIC AFFAIRS / STUDENT ADMISSIONS (CENTRAL LEVEL)

- Visa
- Exchange Admissions
- Housing



Houtlaan 4



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



024-361 23 45

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

WHAT IS 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*

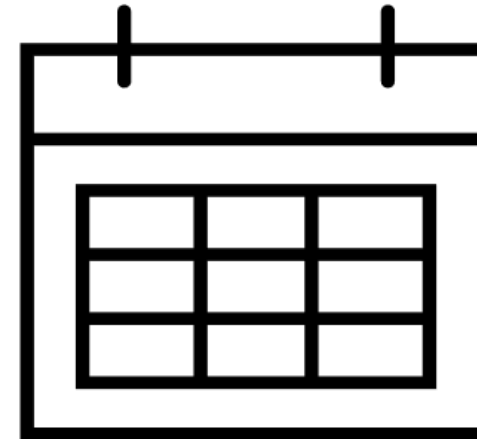
➤ *Osiris Instruction Video*

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 location, date and time?

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



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:

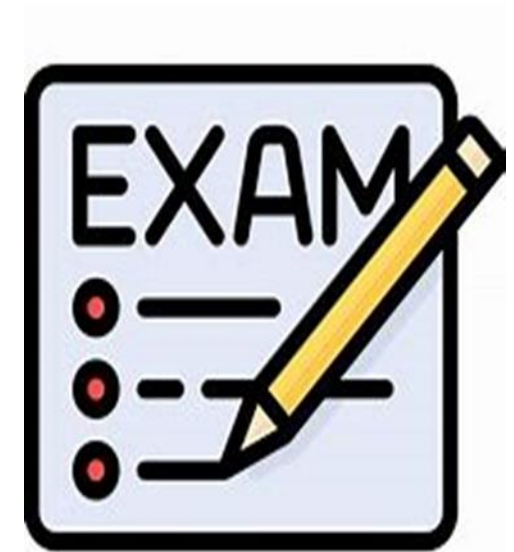
- Participate in discussions on Brightspace
- Hand in files/assignments via Brightspace
- Register for group assignments on Brightspace
- Register for working groups through Brightspace



BRIGHTSPACE GROUP: INCOMING EXCHANGE STUDENTS NSM

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



FORMS AND PRACTICAL ARRANGEMENTS

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 <i>01-09-2025 / 31-10-2025</i>	01-09- 2025
2 <i>03-11-2025 / 23-01-2026</i>	19-10- 2025
3 <i>26-01-2026 / 03-04-2026</i>	11-01-2026
4 <i>06-04-2026 / 10-07-2026</i>	22-03- 2026

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** to the IMO.
 - 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.
- **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 days** before the day on which the exam takes place.

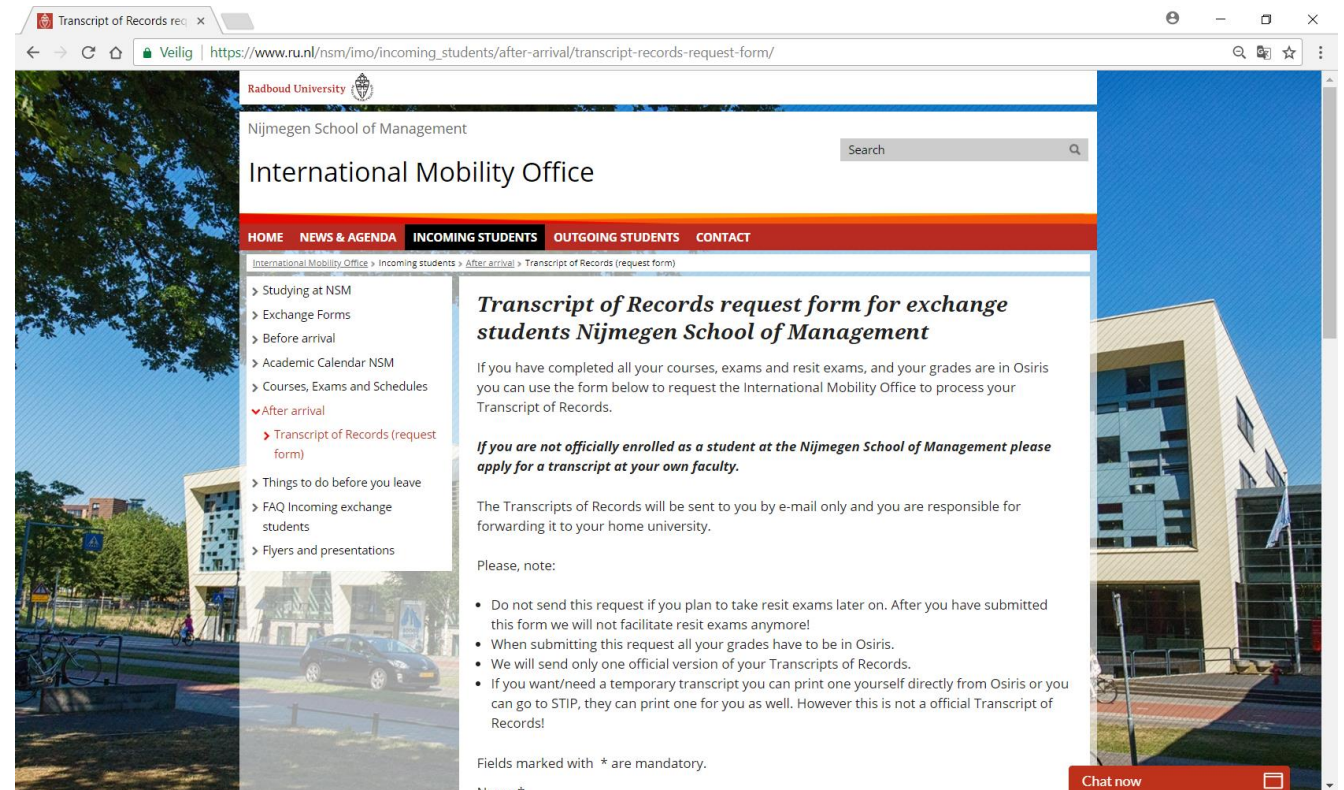
DURING THE MOBILITY
CHANGING COURSES



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 ([website IMO](https://www.ru.nl/nsm/imo/incoming_students/after-arrival/transcript-records-request-form/))
- Transcripts will be sent directly to your home university via e-mail with you in copy
- Indicate if you wish to include your failed courses



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 AND SUPPORT

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

- Information desk in the hall of the Elinor Ostrom Building EOS N 00.210.
As of November 2025, the STIP desk will move to the 2nd floor.
- Student administration



Other facilities:

- | | | |
|---|-----|----------------------------|
| • Webmail and Calendar | via | <u>E-mail and Calendar</u> |
| • Printing/scanning/copying via KUARIO (Student Portal) | via | <u>Kuorio</u> |
| • Wireless Network | via | <u>Wifi</u> |
| • Osiris App | via | <u>Apps</u> |

WE'RE HERE FOR YOU

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

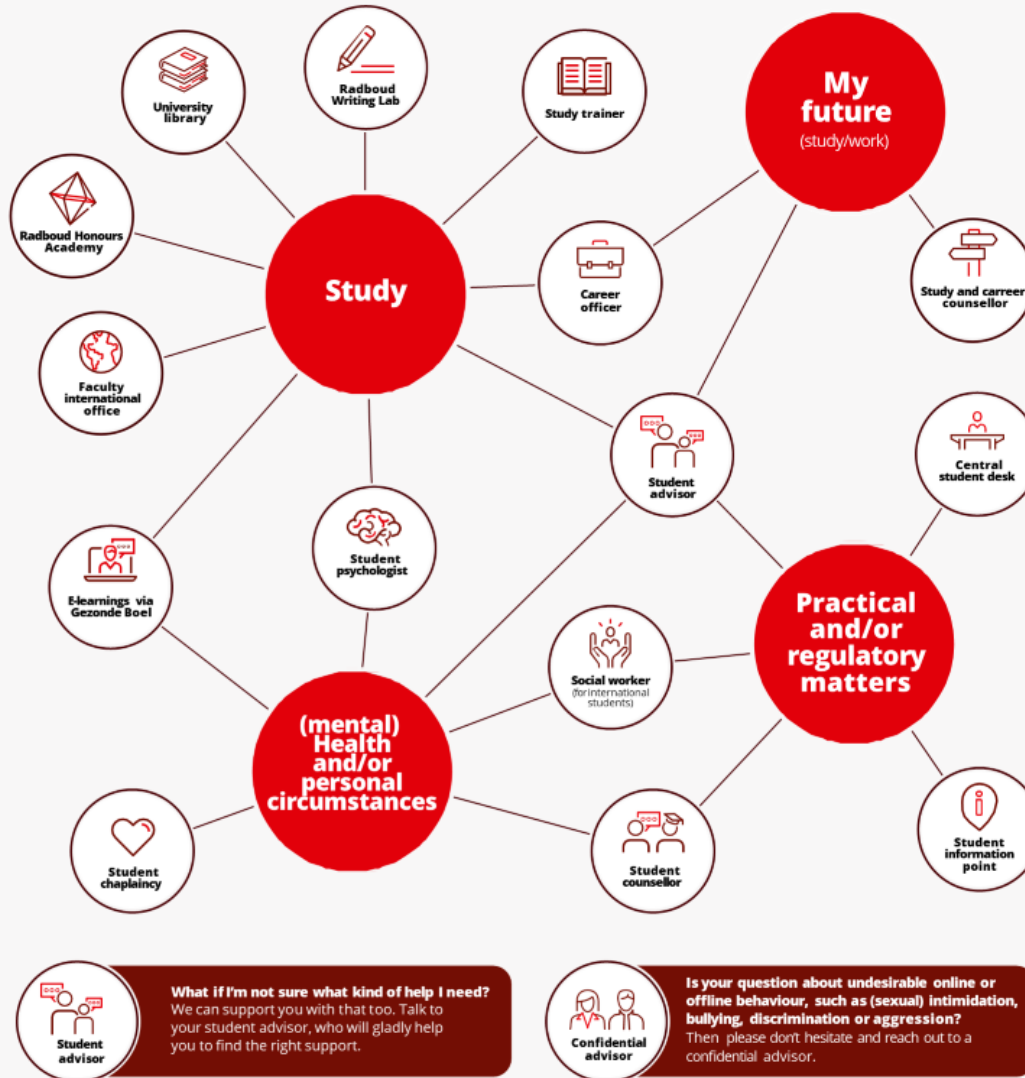
DO YOU KNOW WHAT HELP YOU NEED? IN THIS OVERVIEW, YOU CAN FIND WHERE TO GO IF YOU HAVE QUESTIONS ABOUT STUDYING, (MENTAL) HEALTH AND/OR PERSONAL CIRCUMSTANCES, YOUR FUTURE AND PRACTICAL AND/OR REGULATORY MATTERS.

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

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.



STUDY ASSOCIATIONS

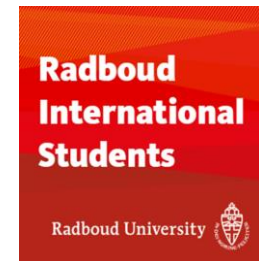
Excursions, seminars and much more...

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



ACTIVITIES

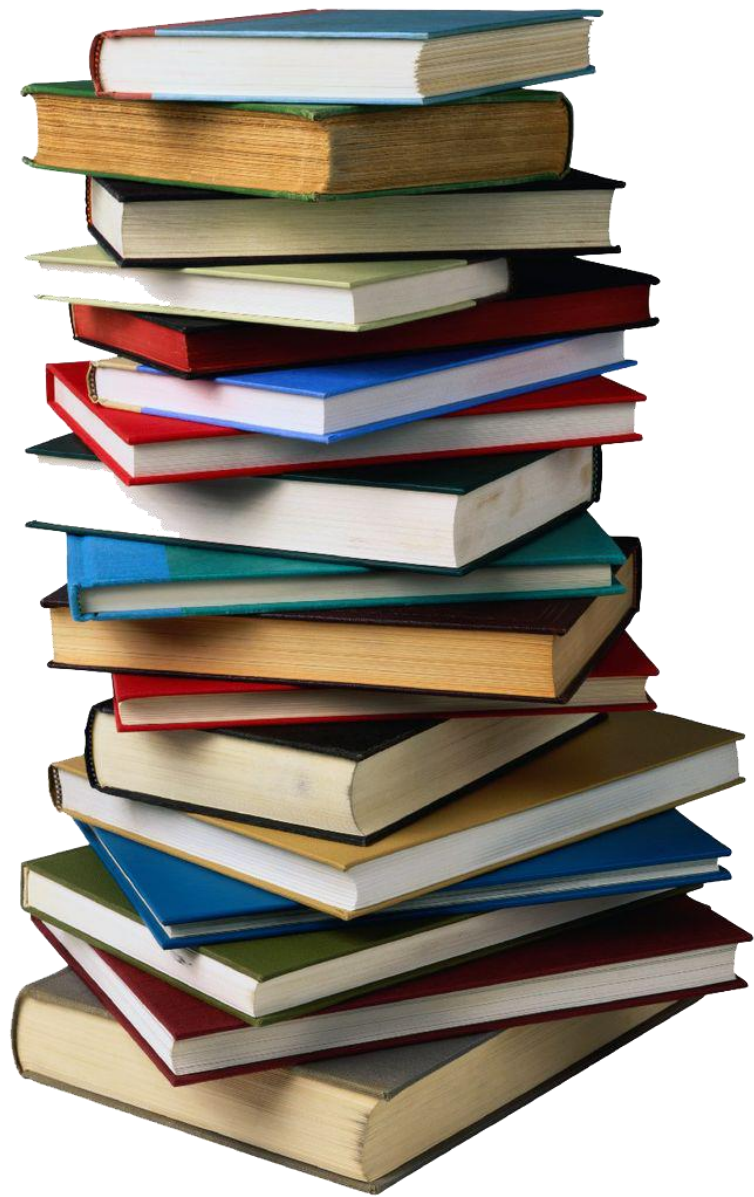
- ESN Nijmegen
- The Student Chaplaincy
- Radboud International Students
- Interested in learning Dutch? You can sign up for the Social Dutch language course at Radboud In'to languages.
- Social Dutch I, II, III and IV are offered for FREE to all RU international students and staff who meet the conditions.



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



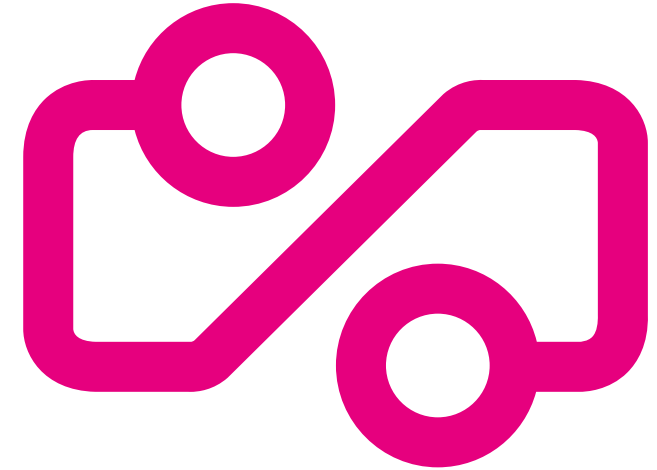


BOOKS AND READERS

- 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>.

BUS DISCOUNT PASS ('BUSVOORDEELABONNEMENT')

- You can apply for a bus discount pass
- 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



GENERAL TIPS

In general

Don't miss the first lecture

Communicate and don't be afraid to ask questions

Prepare for exams

Take care of your health and wellbeing



**WE HOPE YOU
WILL ENJOY
YOUR
EXCHANGE
WITH US!**

QUESTIONS?