

# WELCOME MEETING

# NIJMEGEN SCHOOL OF MANAGEMENT

Monday 26 January 2026

Nataša Bračko and Beate Durlinger

International Mobility Office – Nijmegen School of Management



**It's great to have you here!**



# Netherlands



# WELCOME TO NIJMEGEN!



[Guide to living in Nijmegen](#)

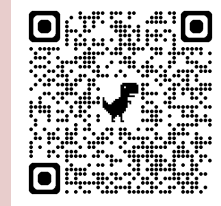


This presentation can be viewed on our website:  
[www.ru.nl/nsm/imo/incoming-exchange-students/exchange-guides-flyers-presentations/](http://www.ru.nl/nsm/imo/incoming-exchange-students/exchange-guides-flyers-presentations/)



Disclaimer:

As of April 2026 the website of the International Mobility Office, Nijmegen School of Management will probably move to a different domain. As of then please use the following website:  
<https://www.ru.nl/en/education/more-education-and-training/courses-for-exchange-students>



# WHO ARE WE?

# WELCOME TO RADBOUD UNIVERSITY!



Link: [https://www.youtube.com/watch?v=y7n\\_itdGzA4&t=5s](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



**Campustour**  
*Elinor Ostrom Building*

**NSM**

*Nijmegen School of Management*

# INTERNATIONAL MOBILITY OFFICE – NIJMEGEN SCHOOL OF MANAGEMENT

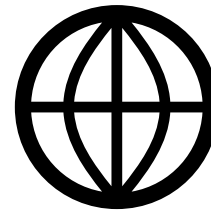
- Nataša Bračko                      Coordinator International Mobility Office
- Beate Durlinger                    Coordinator International Mobility Office
  
- 📄 (Online) Learning Agreements
- 🖋️ Change forms / During Mobility Forms
- 🎓 Transcript of Records
- ❓ General questions and support



Elinor Ostrom building  
Heyendaalsweg 141  
room EOS N 00.120



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



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

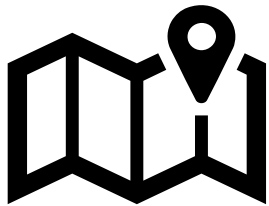


[Make an appointment](#)

# PRE-ARRIVAL SERVICES

## ACADEMIC AFFAIRS / STUDENT ADMISSIONS (CENTRAL LEVEL)

- Visa
- Exchange Admissions
- Housing



Houtlaan 4



- [studentvisa@ru.nl](mailto:studentvisa@ru.nl)
- [exchangeadmissions@ru.nl](mailto:exchangeadmissions@ru.nl)
- [housing@ru.nl](mailto:housing@ru.nl)



024-361 23 45

# SYSTEMS

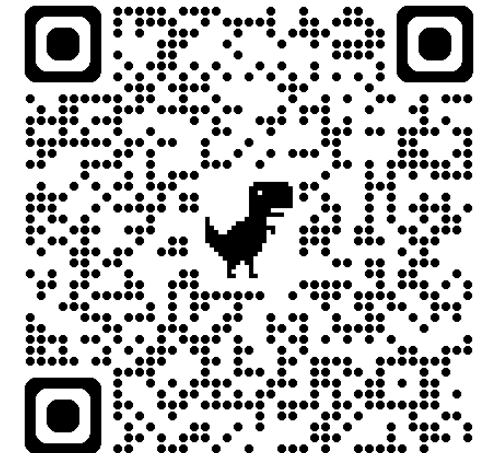
# ACCESS TO INFORMATION FOR RADBOUD UNIVERSITY STUDENTS

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](#)

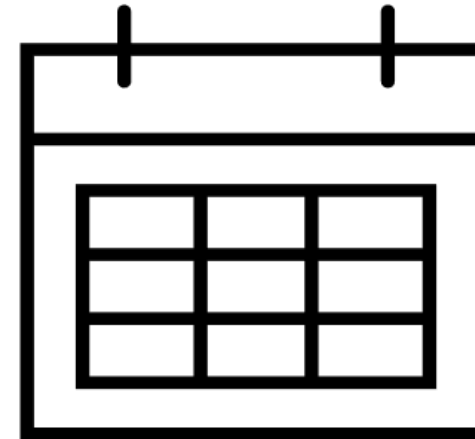
➤ [Osiris Instruction Video](#)

# 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
<b>1</b> <i>01-09-2025 / 31-10-2025</i>	01-09- 2025
<b>2</b> <i>03-11-2025 / 23-01-2026</i>	19-10- 2025
<b>3</b> <i>26-01-2026 / 03-04-2026</i>	11-01-2026
<b>4</b> <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.

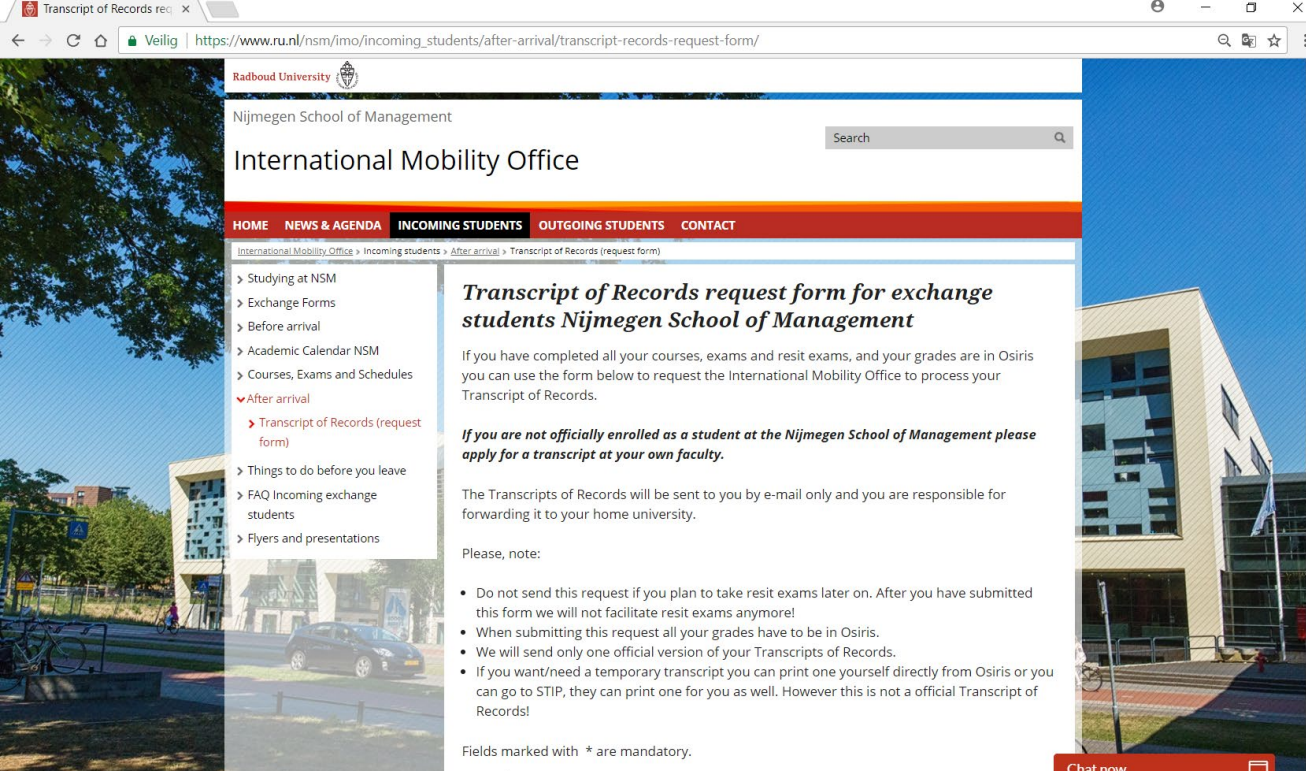
DURING THE MOBILITY  
**CHANGING COURSES**



## 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](#))
- 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



The screenshot shows a web browser window displaying the 'Transcript of Records request form' page on the Radboud University website. The page is titled 'International Mobility Office' and features a navigation menu with options like 'HOME', 'NEWS & AGENDA', 'INCOMING STUDENTS', 'OUTGOING STUDENTS', and 'CONTACT'. The main content area is titled 'Transcript of Records request form for exchange students Nijmegen School of Management'. It provides instructions for students who have completed their courses and exams, and whose grades are in Osiris. It also includes a note for students not officially enrolled at the Nijmegen School of Management, advising them to apply for a transcript at their own faculty. A list of notes and a 'Please, note:' section with bullet points are visible. The page also includes a search bar and a 'Chat now' button in the bottom right corner.

Transcript of Records request form for exchange students Nijmegen School of Management

If you have completed all your courses, exams and resit exams, and your grades are in Osiris you can use the form below to request the International Mobility Office to process your Transcript of Records.

**If you are not officially enrolled as a student at the Nijmegen School of Management please apply for a transcript at your own faculty.**

The Transcripts of Records will be sent to you by e-mail only and you are responsible for forwarding it to your home university.

Please, note:

- Do not send this request if you plan to take resit exams later on. After you have submitted this form we will not facilitate resit exams anymore!
- When submitting this request all your grades have to be in Osiris.
- We will send only one official version of your Transcripts of Records.
- If you want/need a temporary transcript you can print one yourself directly from Osiris or you can go to STIP, they can print one for you as well. However this is not a official Transcript of Records!

Fields marked with \* are mandatory.

Name \*

# 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

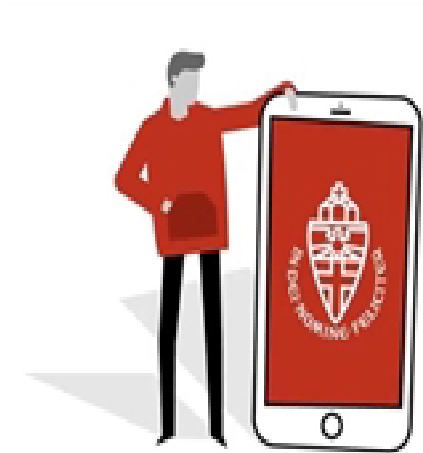
First Monday of the month: safety sound check, so don't be alarmed



# FACILITIES AND SUPPORT

## Student Information Point (STIP) - [stip@fm.ru.nl](mailto:stip@fm.ru.nl)

- Information desk in the hall of the Elinor Ostrom Building EOS N 00.210. Please note that in the coming months the STIP desk will move (location unknown yet).
- Student administration



## **Other facilities:**

- |   |     |                            |
|---|-----|----------------------------|
| • Webmail and Calendar                                  | via | <u>E-mail and Calendar</u> |
| • Printing/scanning/copying via KUARIO (Student Portal) | via | <u>Kuario</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.

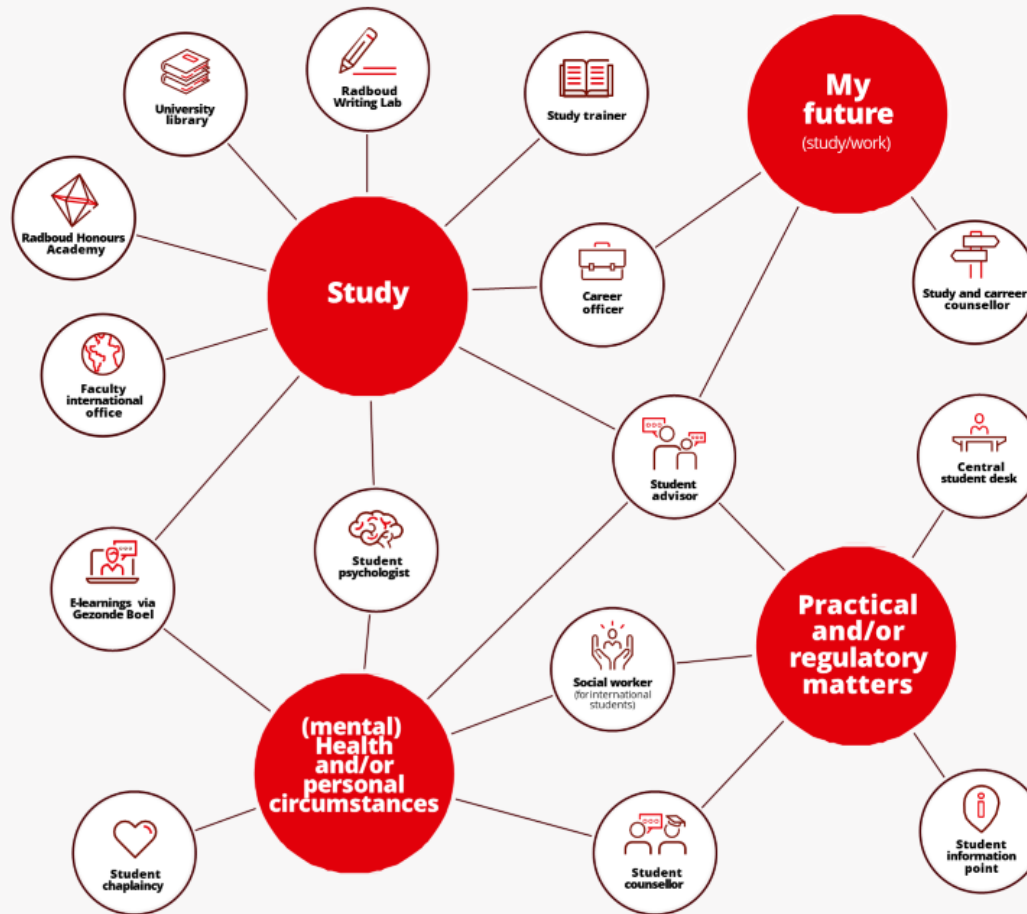
DO YOU KNOW WHAT HELP YOU NEED? IN THIS OVERVIEW, YOU CAN FIND WHERE TO GO IF YOU HAVE QUESTIONS ABOUT STUDYING, (MENTAL) HEALTH AND/OR PERSONAL CIRCUMSTANCES, YOUR FUTURE AND PRACTICAL AND/OR REGULATORY MATTERS.

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.



**What if I'm not sure what kind of help I need?**  
We can support you with that too. Talk to your student advisor, who will gladly help you to find the right support.



**Is your question about undesirable online or offline behaviour, such as (sexual) intimidation, bullying, discrimination or aggression?**  
Then please don't hesitate and reach out to a confidential advisor.

# STUDY ASSOCIATIONS

Excursions, seminars and much more...

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



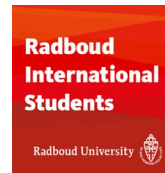
# ACTIVITIES

- ESN Nijmegen



- The Student Chaplaincy

- Radboud International Students



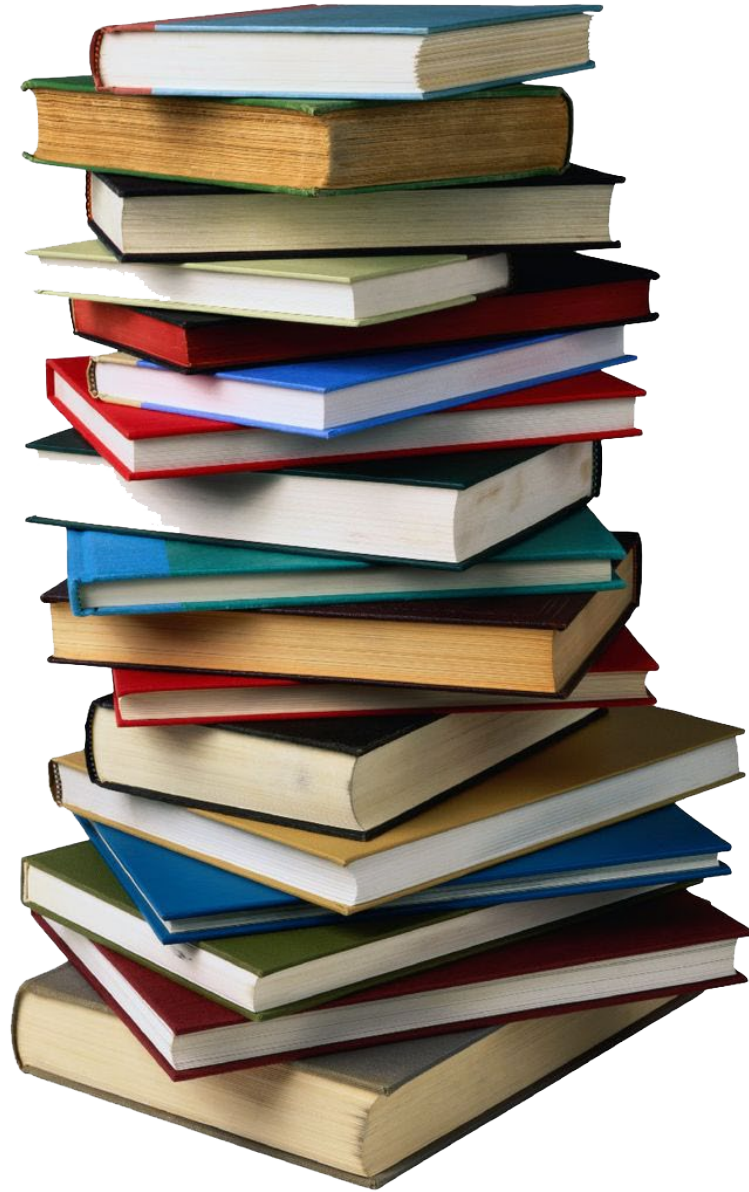
- Interested in learning Dutch? You can sign up for the Social Dutch language course at Radboud In'to Languages.
- Social Dutch I, II, III and IV are offered for FREE to all RU international students and staff who meet the conditions.
- Building a (social) network

Radboud  
**in'to**  
Languages

## 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](mailto:buddy@fm.ru.nl)



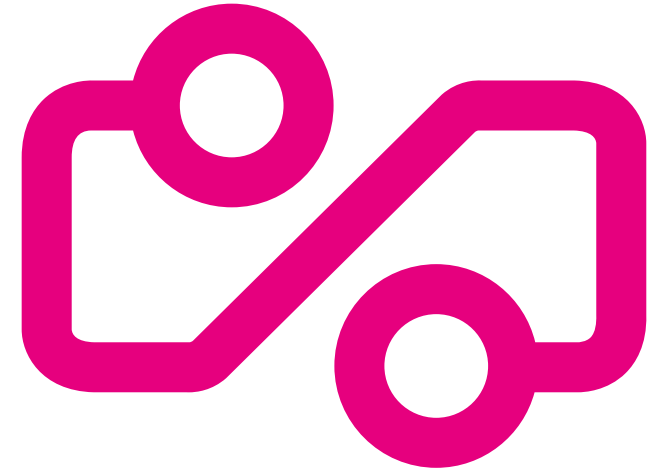


## **BOOKS AND READERS**

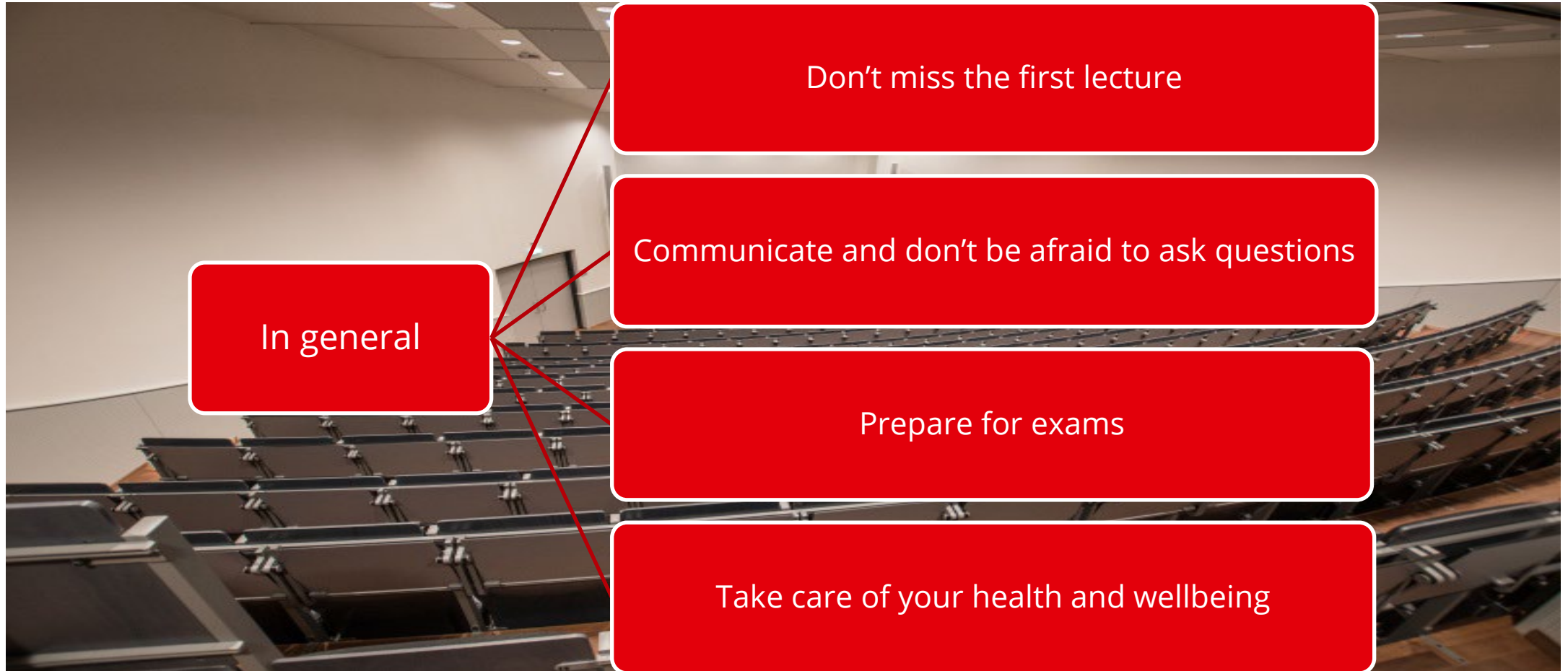
- Check the course information in Brightspace to see which books and readers are required.
- For some courses e-books may be used.
- More information <https://www.ru.nl/en/students/services/studying/ordering-study-books>.

# 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





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

# QUESTIONS?