Exchange Studies Procedures

Outgoing Exchange Students 2022-2023

29 March 2022
Nataša Bračko and Beate Durlinger
International Mobility Office, NSM
STAGES OF YOUR EXCHANGE

• Before you leave
• While abroad
• Before your return to Nijmegen
• After your stay abroad
BEFORE YOU LEAVE
COVID-19

COVID-19 AND YOUR STAY ABROAD

The pandemic is not over yet so we cannot guarantee that exchange can take place in academic year 2022-2023. Should the situation change you can find the latest updates about COVID-19 in the link above.
• **IMO** will nominate students for *faculty agreements*.

• **Student Life and International Mobility (SLIM)** will nominate students for *university wide agreements*.

• Nominations 2nd semester:
  Depend on when the host university can accept nominations.
  In some cases not possible until after the Summer.
THINGS TO DO FOR THE HOST UNIVERSITY:
APPLICATION AT HOST UNIVERSITY

After you have been nominated, the host university will inform you about the application procedures and deadlines.

Make sure you read the information carefully and follow up.

Do not miss the application deadline!

Contact IMO if:
- you need a confirmation letter from our university for your exchange.
- you need an official language certificate for your OOPT.

Transcript of Records RU needed? Apply here: 
What is needed to receive a scholarship/grant?

- complete the online application for SLIM.
- a signed Grant Agreement (which will be sent to you by SLIM).
- a Learning Agreement signed by student, study advisor and the host university.
TYPES OF GRANTS FOR STUDYING ABROAD

**ERASMUS+ Grant**: destinations within EU/EER (not Switzerland f.i.)

**Holland Scholarship**: certain Radboud-wide partner universities outside of EU/EER

**Individual Travel Grant** (‘Individuele Reissubsidie): for all other bilateral agreements outside of EU/EER
LEARNING AGREEMENT

- A **Learning Agreement** (LA) is an essential component for your studies abroad. At Radboud University, it is necessary for an overview of your courses abroad and for your grant application.
- The host university needs it to know which courses you wish to take there.
- It has to be signed by you, the home university and the host university.
- If you wish to replace any obligatory courses that you still need to take at Radboud University and take them abroad, you have to contact the Examining Board.

What is an Online Learning Agreement (OLA)?

- Usually a regular (‘paper’) form of the LA is used.
- Some European (Erasmus) universities might require an Online Learning Agreement (OLA) to be filled out.
- If that is the case, please contact us, the IMO. We will send you the necessary instructions.
- Radboud University’s legal name in the OLA system is: ‘Stichting Radboud Universiteit’.
PASSPORT & ID / INSURANCE / DOCUMENTS

1. Make sure your passport or ID is valid throughout your study abroad period. Some countries even require it to be valid until half a year after your return.

2. Do you have an international insurance card or liability insurance? Are they valid for your country of destination? Check this with your insurance company.

3. Make sure you scan important documents and e-mail them to yourself and a contact person in the Netherlands, just in case your luggage gets lost or stolen.
You can get a refund for your Public Transport Card for the months you study abroad. Your refund can only start on the 1st day of the month so if you leave e.g. on 4 September and apply for a refund as of that day you will not get a refund for September. It will start on 1 October.

SLIM will automatically provide you with a pre-signed and stamped DUO form to cancel your card after you have sent them your signed Grant Agreement.

Complete and sign this DUO form and submit it to DUO yourself.

Make sure you (temporarily) stop your Public Transport Card before you leave. If you don’t, you will not get a refund.
• Check in advance if you need a visa. For EU/EER countries, it is usually not necessary.

• Students going to the UK, see: Brexit and your exchange to the UK

• A visa has to be arranged by the students themselves.

• IMO cannot assist in this matter.

• Start your visa application in time. This may take several weeks/months.
Sublet your room to an international exchange student and help other students to enjoy their exchange in Nijmegen as well. You may even qualify for a bonus of € 350. For more information see:

https://www.ru.nl/radboudinternational/english/students/outgoing-exchange/before-your/you-planning-sublet/

Housing abroad is arranged differently at each partner university. The partner university will inform you about this but some suggestions are:

- Facebook groups
- www.housinganywhere.com
Curious about the experiences of other Radboud students who were on an exchange?

Take a look at students’ reports on our website to get a better image of what you can expect during your studies abroad.

Get in contact with other students who will study at the same university:
IMO and SLIM will send you the contact details of other students studying at the same university during the same semester.

Please note that contact details will only be shared if a student gave permission to do so in their study abroad application in Osiris.
WHILE ABROAD
LEARNING AGREEMENT: CHANGES

Need to change your courses?

• Fill out a During the Mobility Form (part of the Erasmus Learning Agreement) / Change Form.
• Have it signed by the host university and sign yourself.
• Send it to your study advisor for approval and signature.
• Send a fully signed copy to your host university and to erasmus@ru.nl (Erasmus students) or Studentexchange@ru.nl (non-Erasmus students)
VLOGS/BLOGS

Planning to keep a blog/vlog while abroad?

If you want to share this with other students, send a link to IMO (imo@fm.ru.nl) and we will put this on our website.
If you encounter specific circumstances that could have a negative influence on your study abroad (disease, accident, family issues, and so on), please communicate about this!

Contact your study advisor, a student counselor or IMO and ask for help.

Issues regarding your host university: contact the International Office of your host university.
BEFORE YOU RETURN HOME
WHAT TO THINK OF BEFORE YOU GO HOME

- SLIM will send you information about what to do before you leave **about a month before** the end date of your study abroad.

- **If you leave sooner** than previously indicated in your Grant Agreement, please inform them as soon as possible in order to receive their e-mail at the right time.

- **If you wish to extend** your period of stay, please inform the IMO and team SLIM well in advance.

- **Learning Agreement**: you must complete and submit a change form (During mobility form) if you decide to change courses while abroad, or if you wish to extend your stay by three weeks or more.

- **Transcript of Records**: ask your host university when you will receive your transcript or who they will send it to. If you have a choice in this matter, please have them send it to the IMO by e-mail: imo@fm.ru.nl.
AFTER YOU RETURN HOME
GRADES/CREDITS

Make sure your Transcript of Records will be sent to:

- **IMO/NSM** ([imo@fm.ru.nl](mailto:imo@fm.ru.nl))

and

- **SLIM**: [erasmus@ru.nl](mailto:erasmus@ru.nl) (Erasmus students) or [Studentexchange@ru.nl](mailto:Studentexchange@ru.nl) (non-Erasmus students).

- IMO will then forward it to the Educational Centre (OWC) who will convert your grades to Radboud grades and register them (as well as your credits) into your Osiris account.
- SLIM needs it to transfer the second part of the scholarship to the students.
STAY INVOLVED

If you want to stay involved in the international community, we recommend the following:

- Become a Buddy for an international student.
- Join the International Student Network ISN.
- Become a mentor for Radboud International Students (RIS).
HOW CAN YOU REACH THE IMO?
In the week of 11-14 April 2022 a special Radboud Go Abroad week will be held for selected outgoing students. Several workshops will be offered to prepare students for their exchange.

You will be invited to this meeting by the organizing committee of RGA.

IMO/NSM will be holding a Q&A session for selected students of the Nijmegen School of Management

- Date: Wednesday 13 April 2022
  Time: 12.30 – 1.30 pm
  Location: EOS 00.220
ENJOY YOUR STAY ABROAD!
QUESTIONS?