IT Instruction Meeting

International Mobility Office Nijmegen School of Management
11-01-2022
Covid-19 and your exchange studies

Rules and regulations

• **General Covid-19 rules and regulations** for students at Radboud University

• What to do in case you have symptoms or have been in contact with someone who has tested positive: [What to do in case of coronavirus symptoms?](#)

• If your COVID-test turns out positive and you need to do exams, please check the page [Taking exams during the pandemic](#).
WELCOME TO RADBOUD UNIVERSITY!

Radboud University Campus
THE ELINOR OSTROM BUILDING – NIJMEGEN SCHOOL OF MANAGEMENT
CENTRAL INTERNATIONAL OFFICE

- Registration in Osiris
- Orientation week
HOW CAN YOU REACH THEIMO?
FROM APPLICATION TO FIRST LECTURE

Password Osiris → Check Course Registrations in Osiris → Change Courses

Create Personal Schedule → Brightspace → First Lecture
**STUDENT PORTAL**

- Account activation ➔ ask help via [www.ru.nl/newpassword](http://www.ru.nl/newpassword)
- [Student Systems and IT manuals](https://portal.ru.nl)

**Instruction Videos**

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<tr>
<th>Service</th>
<th>URL (Portal)</th>
<th>URL (Video)</th>
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<tr>
<td>Student Portal</td>
<td><a href="https://portal.ru.nl">https://portal.ru.nl</a></td>
<td><a href="https://youtu.be/O8feRo6oGzo">https://youtu.be/O8feRo6oGzo</a></td>
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<tr>
<td>Osiris</td>
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<td>Personal schedule</td>
<td><a href="https://personalschedule.ru.nl">https://personalschedule.ru.nl</a></td>
<td><a href="https://youtu.be/CinHO50n7YA">https://youtu.be/CinHO50n7YA</a></td>
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<td>Brightspace</td>
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<td><a href="https://youtu.be/lRhgl1yk688">https://youtu.be/lRhgl1yk688</a></td>
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PERSONAL SCHEDULE

- Locations and times of courses
- Exams and resits
- Visit the schedule page to find more information about the timetables of different courses and the academic calendar of Nijmegen School of Management.

- Adding a course to your personal schedule is not the same as being registered for a course in Osiris!

Helpful Tips

- Check the course codes: they should match the codes of the courses for which you are registered in Osiris.
- Add your courses individually to your personal schedule (by clicking on Add Timetable > Course).
- Check all the boxes with your work group, lectures and keys, under the heading "filter activities".
- If your schedule does not appear after adding your courses, it is possible that you are looking at an education-free week. Change the week number to see your schedule.
Brightspace is the university's digital study environment.

Here you can find content such as:
- General course information like schedules and study guide information
- Announcements from the lecturer(s)
- Tasks, assignments and presentations of lectures
- Incoming Exchange Students NSM Group
- Information about changes due to COVID-19

For some courses you can be asked to:
- Participate in discussions on Brightspace
- Hand in files via Brightspace
- Register for group assignments on Brightspace
- Register for a working group through Brightspace
CHANGING COURSES

- Change form
- Wait for approval
- Check registration in Osiris

Mind the deadlines!
Check your Personal Schedule and Brightspace regularly for updates
Check your exam dates
What time?
Location?
What manner?
Did you fail an exam and do you have to take it again?
Fill out the resit registration form in time!
TRANSCRIPT OF RECORDS

- Submit your request online ([website IMO](#))
- Transcripts will only be sent by email
- To you or your own university
After you have been registered for your courses you will have to:

- Order your books (www.ru.nl/nsm/books)
- Order your readers (www.ru.nl/nsm/readers)

**Discount!**
- You get a discount after becoming a member of your study association (Synergy, ESV, ismus, BOW, Mundus).

**Questions?**
- Questions about your books? Then mail to books@fm.ru.nl
- Questions about your readers? Then mail to readershop@fb.ru.nl
FACILITIES AND SUPPORT

Student Information Point (STIP)
e: stip@fm.ru.nl
w: www.ru.nl/nsm/stip

Other facilities
Webmail via http://portal.ru.nl
Osiris App via www.ru.nl/english/app

More information can be found at www.ru.nl/nsm/it.
Plagiarism and fraud ([www.ru.nl/nsm/plagiarism](http://www.ru.nl/nsm/plagiarism))

Education and Examination Regulations

Read these regulations carefully as they might differ from those of your home university.
(ONLINE) ACTIVITIES

- Radboud International Students

- Buddy programme: buddy@fm.ru.nl
**STUDY ASSOCIATIONS**

- Discount on books
- Seminars
- And much more...

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STILL NEED SOME HELP?

You can book a 10-minute Skype meeting with us during the available time slots:

Make an appointment

Check our *Quick Guide to Radboud University* for the most important information.
Presentations on the educational system at Radboud University can be found in the Brightspace group for *Incoming Exchange Students NSM*, which you will all become a member of shortly before the start of the semester.

You can find it in:
Brightspace group ‘Incoming Exchange Students NSM’ ➔ Content ➔ Colleges:
• Presentation of the Dutch educational system for exchange students
• How to prepare for lectures
In general:

- Don’t miss the first lecture
- Communicate
- Prepare for exams
- Don’t stress!
We hope you will enjoy your exchange with us!
QUESTIONS?