Exchange Study Guide at Nijmegen School of Management, Radboud University

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1. Before coming to Nijmegen

International Mobility Office and central level services – Student Admissions, Housing and Visa

Before you come to Nijmegen, you will be in certain pre-arrival services that operate at the central level of Radboud, and the international office of the faculty you are registered at as an exchange student.

At central level, the department ‘Academic Affairs’, which includes the subdepartments of Student Admissions, Visa and Housing, is responsible for pre-arrival practical arrangements such as your official registration at the university, housing and visa.

Next to the central level services, each faculty has its own international office. At the Nijmegen School of Management (NSM), the faculty International Office that is responsible for exchange students is called the ‘International Mobility Office’ (IMO).

The faculty's International Mobility Office is responsible for everything related to studying (Learning Agreement, enrolling for courses etc.) and serves as your primary point of contact. If you have any questions about your exchange, you can ask the International Mobility Office and they will answer or refer you to the person in charge.

<table>
<thead>
<tr>
<th>Student Admissions (Central Level):</th>
<th>International Mobility Office:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:exchangeadmissions@ru.nl">exchangeadmissions@ru.nl</a></td>
<td><a href="mailto:imo@fm.ru.nl">imo@fm.ru.nl</a></td>
</tr>
</tbody>
</table>

Radboud University (Central)  Nijmegen School of Management
Berchmanianum Building, Houtlaan 4  Elinor Ostrom Building, Heijendaalseweg
141

Registration at Radboud University  Learning Agreements
Activation RU account  Anything study related

Visa  General questions exchange
Housing  First point of contact

Student Information Point

At the Nijmegen School of Management Faculty (hereinafter: NSM) there is also a Student Information Point (STIP). The STIP serves as the central point for students of NSM to ask general questions regarding your studies. You can think of questions about where to find particular rooms in the building, whom you should contact for specific issues, how to reserve study workplaces, etc.

The STIP desk is located in the Elinor Ostrom Building, N 00.210. You can also visit their website for more information.

Learning Agreement

Before you come to Nijmegen, you have to make your Learning Agreement. At NSM we have an extensive list of courses available for exchange students. You can choose your courses from this course list.
It is also possible to follow a minor. A **minor** is a pre-set combination of courses. Once you have passed all the five courses, you can apply for an official Minor certificate. Almost all courses at the Nijmegen School of Management are worth 6 ECTS.

There are some restrictions and advice for choosing courses for your Learning Agreement:

- The usual study load per semester at Radboud University is 30 ECTS.
- You have to choose at least 50% of the courses from the field of study that you have been nominated for.
- You should not take more than 3 courses per **block**.
- You should not take more than 5 courses per **semester**.
- Master-level courses are not accessible to Bachelor students.
- Master students, however, are allowed to take bachelor courses (if your home university approves).
- If you choose courses from another study programme, it is strongly advised to choose introductory (‘Introduction to...’) and/or courses from a lower year.
- Students are allowed to take a maximum of two courses per semester at another faculty, but at least 50% of the courses should be followed at the Nijmegen School of Management.
- Other faculties may have limited places for their courses. They will inform you at a later stage whether you will get a place in the course.
- At the Faculty of Arts, different language proficiency standards apply: you need a TOEFL/IELTS/Cambridge test; language statements are not accepted.
- For Master students: please note that the Nijmegen School of Management does not offer many courses at Master level during the 2nd semester (our degree students are writing their thesis then).
When choosing courses, you should pay attention to:

- The course description\(^3\), which you can find in the course list. Here you can find:
  - The content of the course
  - The period (duration) of the course: check in which block a course takes place
  - The level\(^*\)
  - Indication of the pre-requisites (entry requirements)
- The course schedule to prevent schedule clashes

<table>
<thead>
<tr>
<th>Course levels*</th>
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<tbody>
<tr>
<td>Ba1</td>
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<tr>
<td>Ba2</td>
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<tr>
<td>Ba3</td>
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<td>KV</td>
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<td>PM</td>
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<tr>
<td>Ma</td>
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</table>

You can submit your Learning Agreement through ‘\textit{OSIRIS Application}’\(^1\). The Examination Board will then assess your eligibility for the courses based on your Transcript of Grades. If you receive their approval, you will receive the Letter of Acceptance and we can register you for the courses on your Learning Agreement. If the Examining Board does not approve (some of) the courses, you will be asked to choose new courses and send us a revised Learning Agreement.

\(^1\) The academic year at Radboud University is divided into blocks, see chapter on Academic Calendar and Schedule below for a more detailed explanation

\(^2\) Selecting courses at another faculty could delay the assessment procedure of your Learning Agreement

\(^3\) You can find the course description by clicking on the course in the course list
Deadlines
Below you can find the applicable deadlines for rounding off your application process:

**SEMESTER 1 / FULL YEAR APPLICATIONS**

- **23 May**: Submit the [documents for your application](#), including the Learning Agreement and Transcript of Records (Master students also have to submit their Bachelor diploma and Master studies transcript).
- **30 June**: Deadline for submitting a definite Learning Agreement. NB: for students who need a visa this deadline can be even earlier!
- **1 July**: Course Schedules for the next academic year become available - students have to create their Personal Schedule and check for any schedule clashes (lecture overlaps, exam clashes, check working group overlaps)
- **15 July**: Deadline for handing in During the Mobility Forms / Change Forms
- **August**: The International Mobility Office registers you for your courses (block 1; block 2 registrations follow in September)

**SEMESTER 2 APPLICATIONS**

- **23 November**: Submit the [documents for your application](#), including the Learning Agreement and Transcript of Records (Master students also have to submit their Bachelor diploma and Master studies transcript).
- **1 December**: Deadline for submitting a definite Learning Agreement. NB: for students who need a visa this deadline can be even earlier!
- **1 December**: Course Schedules for the next academic year become available - students have to create their Personal Schedule and check for any schedule clashes (lecture overlaps, exam clashes, check working group overlaps)
- **15 December**: Deadline for handing in During the Mobility Forms / Change Forms
- **Early January**: The International Mobility Office registers you for your courses (block 3; block 4 registrations follow in February)

There is a strict deadline to finalise your Learning Agreement. Every student should be [registered for their courses two weeks (i.e. 10 working days) before it starts](#). This also means that your Learning Agreement should be approved at least three weeks before the semester starts. If you have trouble selecting the right courses that fit your level of study, you can ask the IMO for assistance.
Academic calendar and schedule

Academic Calendar:
At Radboud University, the academic year is divided into **four blocks**. One semester contains two blocks. Each block lasts 9-10 weeks.
In principle each course runs for one block. Some courses however stretch over two blocks, i.e. the entire semester. Below you can find an indication of the structure of the academic year. For a more detailed overview, please consult the academic calendar.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>Block 1</td>
<td>Block 2</td>
</tr>
<tr>
<td>September – October</td>
<td>November – January</td>
</tr>
<tr>
<td>Block 3</td>
<td>Block 4</td>
</tr>
<tr>
<td>February – March</td>
<td>April – June</td>
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</table>

This means that the first (Autumn) semester consists of block 1 and block 2. The second (Spring) semester consists of block 3 and block 4. As indicated above, most courses run for one block. Some of them run for two blocks.

When choosing your courses, please note that we recommend you to take a maximum of 5 courses per semester (30 ECTS). When choosing your courses for your exchange semester, we advise you to take **a maximum of 3 courses per block**. This means that in one semester, you would ideally take 5 courses and distribute them evenly across the blocks: 3 courses in one block and 2 courses in the other block. You can of course also take fewer courses if your home university does not ask for 30 ECTS.

Several weeks before the start of the new block, the International Mobility Office will register you for the approved courses on your finalized Learning Agreement.

Schedule:
Once the International Mobility Office has approved your Learning Agreement, you can create your own **personal schedule** containing the courses you chose. This will give you an overview of your schedule for the semester, including any lecture overlaps or exam clashes. For an explanation on how to make your personal schedule, please consult the handout “Quick Guide to IT Systems” or this instruction [video](#).

If you encounter any schedule clashes, you will have to replace one of the clashing courses by a course that does not cause a clash. For this purpose, you have to use the [During the Mobility Form / Change Form](#).

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4 Check the [Exchange Check list](#) for a yearly overview and the [website of STIP](#) for the current dates & deadlines
Buddy
At the Nijmegen School of Management there is a buddy programme, which can help you make your transition to Nijmegen as smooth as possible. If you sign up for the buddy programme, you will be matched with a current student at the Nijmegen School of Management. They could be someone to help you with the early struggles of getting to know the campus, provide you with a student’s perspective on the course of events at NSM or maybe a friend who can give you first-hand insight into the Dutch culture.

**Sign up for the buddy programme**

For more information, please visit our [website](#) or send an email to buddy@fm.ru.nl

IT systems
Before you come to Nijmegen, you should make sure to familiarise yourself with the essential Radboud IT systems. The most important systems to know are OSIRIS (student account and courses) and the Personal Schedule. Once you are here, you will use BrightSpace, WiFi and the printing system among others. For a complete overview, please consult the “Quick Guide to IT Systems” handout or our [website](#).

**Quick Guide to IT Systems**
Please check the Quick Guide to IT Systems (included in our email) to learn about:

- The most important websites
- How to register for courses & exams
- Make your own personal schedule
- Ordering books and readers
- Apps for students
- The printing system at Radboud University
2. During your exchange in Nijmegen

First week in Nijmegen
Once you have arrived in Nijmegen, the first thing you will have to do is check in at the Central Student Desk. There you can collect your Student Card and the information concerning your accommodation.

Visiting the IMO
If you encounter any troubles during your exchange or if you just want more information on studying at the Nijmegen School of Management, you can make an appointment with us via the IMO website. Until further notice appointments will be held online due to the pandemic. We will update our website as soon as we can hold on-campus appointments again.

If you have any quick questions or if you just require a signature for any document, please send an e-mail to imo@fm.ru.nl. We generally respond within five working days.

Certificate of Arrival
Check with your home university whether there are any forms regarding your arrival/stay/departure that they want you to take back and that need to bear our signature/stamp on it. Every university has its own rules and requirements. If you need a Certificate of Arrival signed, please send the document to us by e-mail and we will sign the document digitally, and send it back to you by e-mail.

Make sure you fill in the form in as much detail as possible (name, arrival date, departure date, and so on).

Switching courses
Sometimes it happens that you have to change courses. If you want to switch a course, you will have to ask for approval at the IMO by means of a Change Form (or During Mobility Form). This is a form with which you can add or drop courses.

The course registration deadlines are very strict at the Nijmegen School of Management and it takes some time to assess the Change Forms.

How to switch courses?
1. Check in your personal schedule if there are any schedule clashes
2. Find a substitute course that does not cause a schedule clash
3. Submit the correct During Mobility Form / Change Form (Erasmus or Non-Erasmus)
4. Wait for approval from the Examining Board
5. If approved IMO will sign the Change Form and register you for the course(s) in OSIRIS. You will then receive a copy of the signed form
6. Ask your home university for a signature
Deadlines
You should be registered for each course at least ten working days before it starts. That means that if you wish to change a course, the IMO should receive your Change Form at least four weeks before the course starts in order to have sufficient time to assess the change. Because of the course registration deadlines there is unfortunately no try-out period for selecting your courses. You cannot switch courses anymore after the course registration deadline has passed.
Dropping courses is always possible until the day of the exam. Dropping courses also requires a Change Form / During the Mobility Form.
You can find the complete procedure here.

Course registration deadlines: Before the start of each block, please always double-check at least 4 weeks in advance if you are registered for all the courses and workgroups in that block. As already mentioned, the course registration deadline is 2 weeks (10 working days) for every block.

Exams
You will automatically be registered for your 1st exam once the IMO registers you for a course.

Resit exams (2nd attempt)
If you did not pass the 1st exam and want to be registered for the resit exam (2nd attempt), you won't be registered for that automatically! You need to complete the Resit Registration Form and submit this at least one week before the actual date of the exam, but preferably as soon as possible. IMO will then register you for the resit exam. Registration after the deadline is not possible.

Exams abroad
Please be aware that all exams have to be taken at Radboud University. In case you will not be studying at Radboud University anymore during the resit examination period and you want to request a resit exam abroad, please contact IMO.
3. Before you leave Nijmegen

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
<th>How</th>
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<tbody>
<tr>
<td>Correction Learning Agreement</td>
<td>Before the registration deadlines</td>
<td>Submitting Change Forms / During Mobility Forms</td>
</tr>
<tr>
<td>Certificate of Stay/departure form</td>
<td>Maximum a week before you leave</td>
<td>By e-mail</td>
</tr>
<tr>
<td>Official deregistration Nijmegen</td>
<td>Before you leave</td>
<td>Inform the City Hall</td>
</tr>
<tr>
<td>Transcript of Grades</td>
<td>Once all grades are in OSIRIS</td>
<td>Via the Transcript request Form</td>
</tr>
</tbody>
</table>

**Learning agreement and Change Forms / During Mobility Forms**

The courses stated on your Learning Agreement and any Change Forms or During Mobility Forms should correspond to those in Osiris. Those courses will appear on your NSM Transcript of Records.

**What if this is not the case?**

You can delete courses until the day of the exam and add courses until the aforementioned deadlines (by submitting a During the Mobility / Change Form in time to the IMO). If these dates have passed, you cannot be registered for the course anymore.

**Certificate of Stay / Departure Forms**

Check with your home university whether there are any other forms they want you to take back with our signature/stamp on it. Every university has its own rules and requirements. For instance, does your university need you to bring back a confirmation of stay document? (If yes, you'll have to download that from your own university's website). If so you send the document to us by e-mail and we will sign the document digitally and send it back to you by e-mail. Make sure you fill in the form in as much detail as possible (name, arrival date, departure date, and so on).

**General issues**

It is compulsory to inform the Stadswinkel (the City Hall) by e-mail that you are leaving Nijmegen. More information and a special form can be found [here](#).
Transcript of Records

In order to receive your Transcript of Records, you have to submit an online request form. **The transcript will not be sent to you automatically!**

After we have received this online request form, we will process your transcript. It will either be sent to you directly or to your home university in copy to you (depending on what you indicate).

Failed courses will not be included in the transcript unless you specifically indicate this on the form. If Osiris states “ONV” for a course, this means you have failed the course but no grade could be entered. If you need a grade for such a course, we will enter a 1 as grade.

Note that your Osiris account will be active for another 2 months after the end of the semester. Please make sure you request your Transcript of Records within those 2 months.

**Transcript of Records request form**

Interested in a Master at the Nijmegen School of Management?

Are you considering applying for a Master? [Here](#) you can find an overview of our Master's programmes. You are more than welcome to visit the [Master website](#) for more information on how to apply.

Keep in touch with the Nijmegen School of Management

International alumni are a vital part of our academic community. They are lifelong ambassadors for the university, a valuable source of knowledge and expertise, and an essential link between the university and the international community. Please visit the [International Alumni website](#) for more information and keep in touch.
Exchange Checklist

<table>
<thead>
<tr>
<th><strong>What</strong></th>
<th><strong>Before you come to Nijmegen</strong></th>
<th><strong>When you arrive Nijmegen</strong></th>
<th><strong>When you leave Nijmegen</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Agreement</td>
<td>5 weeks before your semester starts</td>
<td>First week of your stay in Nijmegen</td>
<td>3 weeks before the last block of your exchange starts</td>
</tr>
<tr>
<td>Course registration</td>
<td>2 weeks before the course starts</td>
<td>3 weeks before the course starts</td>
<td>1 week before the exam</td>
</tr>
<tr>
<td>Buddy</td>
<td>Semester 1&amp;2: preferably before the start of the semester but registration during the year is also possible</td>
<td>2 weeks before the course starts</td>
<td></td>
</tr>
</tbody>
</table>