Exchange Study Guide at Nijmegen School of Management, Radboud University

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1. Before coming to Nijmegen

International Mobility Office and the International Office

The international office at Radboud University has a dual structure. There is one central International Office and each faculty has its own international office. At the Nijmegen School of Management (NSM) the faculty International Office is called the International Mobility Office. The Central International Office (Team Student Admissions) is responsible for practical arrangements such as your official registration at the university, housing and visa. 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>Central International Office – <a href="mailto:internationaloffice@io.ru.nl">internationaloffice@io.ru.nl</a></th>
<th>International Mobility Office – <a href="mailto:imo@fm.ru.nl">imo@fm.ru.nl</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Radboud University (Central) Berchmanianum Building, Houtlaan 4</td>
<td>Nijmegen School of Management Elinor Ostrom Building, Heijendaalseweg 141</td>
</tr>
<tr>
<td>Registration at Radboud University</td>
<td>Learning Agreements</td>
</tr>
<tr>
<td>Activation RU account</td>
<td>Anything study related</td>
</tr>
<tr>
<td>Visa</td>
<td>General questions exchange</td>
</tr>
<tr>
<td>Housing</td>
<td>First point of contact</td>
</tr>
</tbody>
</table>

Student Information Point

At NSM there is also a Student Information Point (STIP). The STIP serves as the central place 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 questions, how to reserve study workplaces, etc.

You can find the STIP in the Elinor Ostrom Building, N 00.210, or go to their website for more information.

Learning Agreement

Before you come to Nijmegen you should make your Learning Agreement. At the Nijmegen School of Management 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 five courses, you can apply for an official Minor certificate. 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:

- We recommend to take a maximum of five courses per semester (30 ECTS) and a maximum of 3 per block\(^1\)
- Bachelor students are not allowed to take any master courses. Master students, however, are allowed to take bachelor courses (if your home university approves them).
- 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\(^2\)

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

### Course levels\(^*\)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ba1</td>
<td>Bachelor year 1</td>
</tr>
<tr>
<td>Ba2</td>
<td>Bachelor year 2</td>
</tr>
<tr>
<td>Ba3</td>
<td>Bachelor year 3</td>
</tr>
<tr>
<td>KV</td>
<td>Electives</td>
</tr>
<tr>
<td>PM</td>
<td>Pre-Master courses. Selected courses from the three bachelor years that form a direct preparation for the master programmes at NSM</td>
</tr>
<tr>
<td>Ma</td>
<td>Master courses</td>
</tr>
</tbody>
</table>

You can submit your Learning Agreement through OSIRIS Application. 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 send us a revised Learning Agreement.

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\(^1\) 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
There is a strict deadline to finalise your Learning Agreement. Every student should be registered for a course two weeks (i.e. 10 working days) before it starts⁴. 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. Each block new courses are provided. Some courses are stretched over two blocks. One semester contains two blocks. 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>
</tr>
</thead>
<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>
</tr>
</tbody>
</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. 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 per 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.

**Schedule:**
Once the International Mobility Office has registered you for your approved courses in Osiris, you will have to make your own personal schedule containing the courses you choose. For an explanation on how to arrange your personal schedule, we refer you to the handout “Quick Guide to IT Systems” or to this instruction video.

⁴ Check the Exchange Check list for a yearly overview and the website of STIP for the actual dates for this year.
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. Before you come to Nijmegen, the most important systems to know are OSIRIS (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” or our website.

Quick Guide to IT Systems
Please check the Quick Guide to IT Systemsto 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 International Office. 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 website. Until further notice appointments will be held online due to the pandemic. We will inform you as soon as we can hold on campus appointments again.

If you have 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 two working days.

Certificate of Arrival
Check with your home university whether there are any forms regarding your stay or arrival 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, you have two options:

- Hand in the original document at the Student Information Point (STIP, Elinor Ostrom Building N 00.210). The STIP will give it to us and we will sign and stamp it and let you know when you can pick up the document again at the STIP desk
- 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

Whichever option you choose, 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. 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 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 Change Form.
6. Ask your home university for a signature
Deadlines
You should be registered for each course at least ten 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.
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 in that block. As already mentioned, the course registration deadline is 2 weeks (10 working days) for every block.

Exam registration deadlines: Please note that IMO will have to register you for exams at least a week (i.e. 5 working days) before the exam takes place. Please check well in advance if you are registered for your exams correctly.
### 3. Before you leave Nijmegen

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

**Learning agreement and Change Forms**

The courses stated on your Learning Agreement and any Change 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. If these dates have passed, you cannot register for the course anymore. If you have registered before the deadline but not submitted a Change Form, you will be deregistered for the exam.

**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 have two options:

- Hand in the original document at the STIP desk (Elinor Ostrom building) about a week before you leave (as we are not allowed to sign more than a week in advance). The STIP desk will give it to us and we will sign and stamp it and let you know when you can pick up the document again at the STIP desk
- 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

Whichever option you choose, 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) in person or by letter that you are leaving Nijmegen. More information and a special form can be found [here](#). The Central International Office will make sure that students who live in a SSH& room are deregistered. Students living in other rooms have to do this themselves.
Transcript of Records
In order to receive your Transcript of Records, you have to submit an online request form. 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

## Before you come to Nijmegen

<table>
<thead>
<tr>
<th>What</th>
<th>Deadline</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Agreement</td>
<td>3 weeks before your semester starts</td>
<td>Choose courses from the course list and submit via OSIRIS application</td>
</tr>
<tr>
<td>Course registration</td>
<td>2 weeks before the course starts</td>
<td>IMO will take care of this.</td>
</tr>
<tr>
<td>Buddy</td>
<td>Semester 1: around 1 August Semester 2: around 1 January</td>
<td>Application form</td>
</tr>
</tbody>
</table>

## When you arrive Nijmegen

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student card</td>
<td>First week of your stay in Nijmegen</td>
<td>Go to the Central International Office</td>
</tr>
<tr>
<td>Certificate of Arrival</td>
<td></td>
<td>Submit via e-mail or at the STIP desk</td>
</tr>
<tr>
<td>Change Forms</td>
<td>3 weeks before the course starts</td>
<td>Submit a Change Form</td>
</tr>
<tr>
<td>Course registration</td>
<td>2 weeks before the course starts</td>
<td>IMO will take care of this.</td>
</tr>
<tr>
<td>Exam and resit registration</td>
<td>1 week before the exam</td>
<td>Check in OSIRIS</td>
</tr>
</tbody>
</table>

## When you leave Nijmegen

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking your Learning Agreement</td>
<td>3 weeks before the last block of your exchange starts</td>
<td>Submit a Change Form if necessary</td>
</tr>
<tr>
<td>Certificate of departure</td>
<td>Maximum a week before you leave</td>
<td>Submit via e-mail or at the STIP desk</td>
</tr>
<tr>
<td>Transcript of Grades</td>
<td>Once grades appear in OSIRIS</td>
<td>ToR request form</td>
</tr>
<tr>
<td>Deregister from the municipality</td>
<td>At the end of your stay in Nijmegen</td>
<td>E-mail the Stadswinkel</td>
</tr>
</tbody>
</table>