

Faculty of Social Sciences

# Study Handbook

## Bachelor



Radboud University





# INTRODUCTION

## Dear student,

You are right at the beginning of your studies and there is so much to come in the next years. We would like to help make this journey as smooth as possible. This booklet offers an overview of a number of key moments that will arise during your studies.

It also contains a summary of important contact people and information services. You can find more specific information about your programme through the student portal. If you have any questions, you can direct these to your mentor or can make an appointment with your student advisor.

Have fun and good luck with your studies!

*Faculty of Social Sciences*



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## Semester 1

### Registering for courses and exam resits

In order to take classes, you need to register through Osiris. Once you register for a course, you will automatically be registered for the initial exam. However, you will need to register for exam resits at least five days before yourself. You can access Osiris and your personal timetable through the student portal.

**portal.ru.nl**

### Honours Academy: first year

Do you wish to further expand or deepen your knowledge? Apply for the Honours Programme before 1 December.

**[www.ru.nl/honoursacademy\\_english](http://www.ru.nl/honoursacademy_english)**

### **Reporting special circumstances**

Inform your student advisor or mentor of any special circumstances such as your involvement in a sport as a top athlete, or any illnesses or conditions you may have such as dyslexia.

### **Doubts about your programme?**

Visit your student advisor.  
See page 37 for more information.

## Semester 2

### Binding Study Advice (BSA)

In your first year, you will receive guidance from a mentor, who will have several discussions with you. In February, you will receive your provisional BSA by mail. If you have any doubts or have received a negative provisional BSA, you will be invited for a meeting. By the end of July, you will receive a proposed BSA,

which you have the opportunity to appeal. You will receive your definitive BSA in August.

A standard requirement of 42 EC obtained is imposed for all programmes in the Faculty of Social Sciences. In principle, you will receive a negative BSA if you fail to complete 42 EC.

**[www.ru.nl/currentstudents/vm/binding-study-advice](http://www.ru.nl/currentstudents/vm/binding-study-advice)**



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## Bachelor 2 and 3

### Reregistration

Reregister for each academic year!

**[www.studielink.nl](http://www.studielink.nl)**

### Honours Academy: Bachelor's

If you wish to join the Honours Academy during your Bachelor's, you will need to indicate this during the first year of your studies (B1). You can opt to follow a programme within a single discipline or to follow an interdisciplinary programme alongside

your regular studies. On completion of this honours programme, you will receive a separate honours certificate.

**[www.ru.nl/honoursacademy\\_english](http://www.ru.nl/honoursacademy_english)**

### Taking extra courses

During your programme, you can further expand or deepen your knowledge by taking extra courses. Please see your student advisor if you have scheduling questions. You can make an appointment through the studentportal (**[portal.ru.nl](http://portal.ru.nl)**).

### Selecting electives

Every Bachelor's programme offers space in the curriculum to take elective courses or minors during years B2 and B3. You may choose to focus on a specific subject area or broaden your knowledge by taking courses from other programmes.

To check when your programme curriculum provides space for electives and to view the courses offered, check the prospectus via the student portal. If you would like to

discuss this with someone, please consult your student advisor.

**[portal.ru.nl](https://portal.ru.nl)**

### Going abroad

You have various opportunities to go abroad: studying, internships, or summer schools. Every programme has space in its curriculum for students to spend a period abroad without impeding their studies. Begin making plans early: at least one year in advance.

**[www.ru.nl/ioss/english](https://www.ru.nl/ioss/english)**

## Bachelor's thesis

Every Bachelor's programme is concluded with a research project in which students immerse themselves in a specific topic. This research will form the basis for an extended report: your Bachelor's thesis. You can make use of the pc's on campus to write your thesis. Check 'facilities' in the portal to see where on campus you can find available pc's.

**[portal.ru.nl](http://portal.ru.nl)**

## Applying for your Bachelor's diploma

After passing all your courses and finishing your thesis, you must apply to receive your Bachelor's diploma. Make sure to do so in time!

**[www.ru.nl/fss/stip](http://www.ru.nl/fss/stip)**

### Exploring Master's programmes

During your Bachelor's you should start familiarising yourself with the possibilities for Master's and Research Master's programmes. Consult your programme's internal information resources, or visit the RU Master's Open Day.

**[www.ru.nl/masters](http://www.ru.nl/masters)**

### Master's programmes admission requirements

If your desired Master's programme adheres to the "strict cut-off" rule and you still have not completed your Bachelor's degree, you can begin your Master's programme if you have earned a minimum number of ECTS. However, you cannot take any Master's-level exams until you have completed your Bachelor's. For the current regulations, see your programme's EER.

**[portal.ru.nl](http://portal.ru.nl)**

## MASTER'S OVERVIEW



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### Master's programme

If you wish to enrol in a regular Master's programme at Radboud University, you must do so by either 1 September or 1 February (depending on the programme start date). An earlier deadline applies to Research Master's programmes and Master's specialisations.

**[www.ru.nl/english/education](http://www.ru.nl/english/education)**

### **Honours Academy for Master's students**

Enhance your academic and professional career by joining the Honours Programme for Master's students.

**[www.ru.nl/honoursacademy\\_english](http://www.ru.nl/honoursacademy_english)**

### **Applying for your Master's diploma**

Once you have passed all your courses and completed your thesis and internship, you must apply to receive your Master's diploma.

**[www.ru.nl/fss/stip](http://www.ru.nl/fss/stip)**

### Getting oriented in the labour market

The choice of a study programme serves as your first step toward your career. By completing an internship, spending a year as a board member of a student association, or studying or working abroad, you will enhance your CV, increasing its appeal to potential employers.

Need help? Check the Career Service website for the available options.

**[www.ru.nl/careerservice/english](http://www.ru.nl/careerservice/english)**

### Alumni

Stay involved following graduation by connecting with your programme's alumni network.

**[www.ru.nl/alumni/english](http://www.ru.nl/alumni/english)**



## INFORMATION

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### **Student portal: everything in one place**

The student portal contains all the essentials pertinent to your situation. It is your own responsibility to stay well informed.

The portal (**portal.ru.nl**) includes:

#### *Brightspace*

Brightspace is the RU e-learning platform and contains all your course information.

#### *Osiris*

Here you register for courses and exam resits and view your study programme and grades.

#### *Programme information*

The portal contains all the information about your programme.

#### *Timetable/prospectus*

Consult your timetable and curriculum.

### “Radboud student” app

You can view e.g. your marks in Osiris, your timetable and your academic progress. You can download the app from the App Store.

### Student Information Point (STIP)

The STIP serves as the student administration for the Faculty of Social Sciences. You can contact the STIP for questions regarding course and exam registration, special exam regulations and for applying for Bachelor's and Master's diplomas.

You can find the STIP at the ground floor of Comeniuslaan 4

Tel: 024-3616163

Whatsapp: +31 6 50085200

Mail: [stip@socsci.ru.nl](mailto:stip@socsci.ru.nl)

[www.ru.nl/fss/stip](http://www.ru.nl/fss/stip)

### Ordering readers

You can order readers via:

**[socialewetenschappen.ru-bestel.nl](https://socialewetenschappen.ru-bestel.nl)**

### Study and student counselling

Are you experiencing personal or motivational problems, or have special circumstances arisen that are affecting your studies? If so, please contact your student advisor. Your student advisor is also available to help you with other questions related to your studies.

### *Making an appointment*

You can make an appointment on the student portal or the STIP website. The student advisors work closely with the central studentcounselling department. You can also go here to visit the student psychologist and to take courses on personal development and study skills.

**[portal.ru.nl](https://portal.ru.nl)**

**[www.ru.nl/fss/stip](https://www.ru.nl/fss/stip)**

### **Know your rights and responsibilities!**

Every programme has its own Education and Examination Regulations (EER). These regulations will inform you of your rights as a student, but also the responsibilities you have. You should take some time to read through your programme's EER, which you can find on the student portal.

**portal.ru.nl**

### **How will we communicate with you?**

The university communicates with students digitally through the student portal, Brightspace and your RU e-mail account. It will also send mail to the address you have listed in Studielink, so it's important to ensure this home address is correct.

### Examining Board

The Examining Board ensures that diplomas are awarded based on a responsible and fair assessment of the knowledge and skills that the programme sets out to teach. The EER serves as the foundation for the Examining Board's activities. The Examining Board can help you with a request for exemptions or replacement courses, among other things.

### Do you have a complaint or conflict?

In the case of complaints or conflicts, it is always best to first try to resolve the situation with the individual or people involved. If that fails, you can file your complaint with the Central Complaint Office.

**[www.ru.nl/currentstudents](http://www.ru.nl/currentstudents)**

### Undesirable behaviour?

You should get in touch with a Confidential Advisor:

Marieke van der Burgh

**(m.vanderburgh@ru.nl)** and  
Alex Buiks **(a.buiks@ru.nl)**, both  
accessible via (024) - (36) 1 22 28  
(if no answer (024) - (36) 11040).

### Getting involved

As a student, there are various ways for you to participate in the university's decision-making process. Participational bodies exist at every level of the university. For example, we have a University Student Council (USR) and a Faculty Student Council (FSR). The Programme Committee will be your key point of contact.

Do you have suggestions or questions about your programme? Get in touch with your Programme Committee. You can find the contact information on the portal. Do you want more information about other participational bodies or wish to stay up-to-date on their activities?

**[www.numedezeggenchap.nl](http://www.numedezeggenchap.nl)**

(Dutch only)

## Other facilities

*Nijmegen Centre for Academic Writing (ASN)*

You can work on your own text with trained writing tutors and receive writing advice and critical feedback. You can visit the centre during any stage of the writing process!

**[www.ru.nl/asn/english](http://www.ru.nl/asn/english)**

### *New building: Maria Montessori building*

During the 2020-2021 academic year, the Faculty of Social Sciences will open the doors of its new building located in the centre of campus. We will be welcoming you into a sustainable, modern and inspiring place to study. Before we can begin building, there will be some changes on campus. Are you curious about the development of our new building? Stay up to date at **[www.ru.nl/mariamontessoribuilding](http://www.ru.nl/mariamontessoribuilding)**

### *Technical Research Support Group (RTOG)*

If, while writing your thesis, you need help with analysing quantitative data, you can visit the technical research support group (RTOG). **[www.ru.nl/fsw/rtog](http://www.ru.nl/fsw/rtog)**

### *University Library (UB)*

You can search for academic publications and borrow books with your student card. The UB also offers a quiet study space. **[www.ru.nl/library](http://www.ru.nl/library)**

### *Student Affairs Office (DSZ)*

The Student Affairs Office can help you with questions that are not specifically related to your faculty or programme. This includes questions about enrolling at the university, about Studielink, tuition, and your RU account.

**[www.ru.nl/currentstudents](http://www.ru.nl/currentstudents)**

### *Study workplace*

Do you need a place where you can study or have a group discussion (2-8 people)? Reserve a space in De Verdieping (the basement).

**[www.ru.nl/library/services/study/reservation-study](http://www.ru.nl/library/services/study/reservation-study)**

### *Campus maps*

Where is everything located on campus?

**[www.ru.nl/orientation/contact/campus-map](http://www.ru.nl/orientation/contact/campus-map)**

### Alongside your studies

#### *Campus Detaching*

The Campus Detaching office will help you find a good (part-time) student job.

**[www.ru.nl/campusdetaching/english](http://www.ru.nl/campusdetaching/english)**

#### *Committee or board positions*

Nijmegen has countless study and student associations that you can become active in, not to mention the university's participational bodies. By being actively engaged in student associations, you will be contributing to the university community and investing in personal development.

### *University Sports Centre (USC)*

The Sports Centre offers more than 70 types of sports! You can also kick back in the Sports Cafe.

**[www.ru.nl/sportscentre](http://www.ru.nl/sportscentre)**

### **Programme contact information**

#### *Contact numbers for secretarial offices*

AI 024-361 26 33

CAOS 024-361 30 58

CW 024-361 23 72

PSY 024-361 61 63

PWO 024-361 27 08

SOC 024-361 30 13

#### *General alarm number*

024-3655555

## Abbreviations

AI Artificial Intelligence  
BSA Binding Study Advice  
CAOS Anthropology and  
Development Studies  
CW Communication Science  
DSZ Student Affairs Office  
FSW Faculty of Social Sciences  
EER Education and Examinations  
Regulations  
OLC Programme Committee  
STIP Student Information Point  
PSY Psychology

PWO Pedagogical and Educational  
Science  
RSC Radboud Sports Centre  
RU Radboud University  
SOC Sociology  
UB University Library

## Buildings and abbreviations

CC      Collegezalencomplex,  
          Mercatorpad 1

COM6    Comeniuslaan 6

E        Erasmus building,  
          Erasmusplein 1

ELN     Erasmuslaan 9

EOS     Elinor Ostrom building,  
          Heyendaalseweg 141

GR      Grotius building,  
          Montessorilaan 10

GYM/GN Gymnasion,  
          Heyendaalseweg 141

LIN      Lineaeus building,  
          Heyendaalseweg 137

RSC     Sportcentre,  
          Heyendaalseweg 141

SP      Spinoza building,  
          Montessorilaan 3

TvA     Thomas van Aquinostraat

## More information

You can find more practical information (e.g. about using your email, the portal and Osiris) to start your studies:

**[www.ru.nl/socialsciences/stip](http://www.ru.nl/socialsciences/stip)** and  
**[www.ru.nl/ruready](http://www.ru.nl/ruready)**

Facebook: **[/FacultyofSocialSciencesRU](https://www.facebook.com/FacultyofSocialSciencesRU)**

Instagram: **[/facultyofsocialsciences](https://www.instagram.com/facultyofsocialsciences)**



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