

Faculty of Social Sciences

# Study Handbook Master



Radboud University





# INTRODUCTION

**Dear student,**

You are right at the beginning of your Master's programme. We would like to support you to make this journey as smooth as possible. This booklet offers a summary of the most important information. It also contains an overview of important contact people and services.

Have fun and good luck with your studies!

*Faculty of Social Sciences*



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## MASTER'S OVERVIEW

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### 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 sitting. However, you will need to register for an exam resit yourself. Do you decide not to take an exam or resit? Please deregister from the exam in Osiris. You can access Osiris and your personal timetable through the student. **portal.ru.nl**

### Re-registration for a Master's programme

If you are enrolled in a two-year Master's programme, please remember to reregister at the university via Studielink after the first year.

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

### 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)**

### Going abroad

Are you thinking of spending some (more) time abroad during your studies? You should definitely go for it! A stay abroad is a great boost to your personal development, and it's good for your future career opportunities.

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

### Applying for your Master's diploma

Once you have passed all your courses and completed your thesis and internship, it is time to apply for your Master's diploma!

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

### Careerservice

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

When graduated, you are an alumnus. Stay involved following graduation by connecting with your programme's alumni network.

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



## INFORMATION OVERVIEW

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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*

In Osiris 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.

#### *Studentmail*

Communicate with lecturers and receive news from your university.

### Internet

For all questions about the internet you can consult the counter at the university library.

### Student app “Radboud student”

You can view your grades 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 Master's diplomas.

Information counter:

Entrance Comeniuslaan 4

Tel: 024-3616163

Whatsapp: +31 6 50085200

Mail: **stip@socsci.ru.nl**

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

### Ordering readers

You can order readers via:

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

*Note:* This account is not linked to your RU-account and RU-password.

### Study and student counselling

Are you experiencing personal or motivational problems, or have special circumstances arisen, like illness, dyslexia or sports, that are affecting your studies? If so, please contact your student advisor. Your student

advisor is also available to help you with other question related to your studies.

### *Making an appointment*

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

**[www.ru.nl/socialsciences/stip](https://www.ru.nl/socialsciences/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 under *Regulations*.

**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 (OLC) will be your key point of contact. Do you have suggestions or questions about your programme? Get in touch with your programme's OLC. 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.numedezeggenschap.nl](http://www.numedezeggenschap.nl)**

(in Dutch only)

### **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.

Are you curious about the development of our new building? Stay up to date at

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

### 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)**

#### *Research Technical Support Group (RTOG) (only in Dutch)*

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)**

Beside you can check if there are any pc's available on campus through the tab 'facilities' in the portal.

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

### *Campus Detachering*

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

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

### *Radboud Sports Centre (RSC)*

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)**

### *Radboud International Students*

Radboud International Students (RIS) is a student-run organization dedicated to helping international students studying at Radboud University to make the most of their stay in the Netherlands.

**[www.ru.nl/io/english/students/ris/](http://www.ru.nl/io/english/students/ris/)**

### *Campus maps*

Where is everything located on campus?

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

## Programme contact information

### *Contact numbers for secretarial offices*

AI	024 – 361 26 33
BS	024 – 361 55 50
CAOS	024 – 361 30 58
CNS	024 – 361 16 69
CW	024 – 361 23 72
PSY	024 – 361 61 63
PWO	024 – 361 25 12
SCS	024 – 361 25 12
SOC	024 – 361 30 13

### *General alarm number*

024-3655555

## Abbreviations

AI	Artificial Intelligence
BS	Behavioural Science
CAOS	Anthropology and Development Studies
CW	Communication Science
CNS	Cognitive Neuroscience
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
RU	Radboud University
RSC	Radboud Sports Centre
SCS	Social Cultural Science
SOC	Sociology
SP	Spinozabuilding
TvA	Thomas van Aquinostraat
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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