

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 approached by certain pre-arrival services that operate at the central level of Radboud University, 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 the practical pre-arrival 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 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 you or refer you to the person in charge.

Student Admissions (Central Level): exchangeadmissions@ru.nl	International Mobility Office: imo@fm.ru.nl
Radboud University (Central) Berchmanianum Building, Houtlaan 4	Nijmegen School of Management Elinor Ostrom Building, Heijendaalseweg 141
Registration at Radboud University Activation RU account	Learning Agreements Anything study related
Visa (visa@io.ru.nl) Housing (housing@ru.nl)	General questions exchange 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 on the ground floor of the Elinor Ostrom Building, N 00.210. You can also visit [their website](#) for more information.

** When you receive a voucher from the Housing department but you have not officially been accepted yet as an exchange student, please accept this voucher as you can always cancel your housing before 1 August (1st semester) or 1 January (2nd semester).*

Learning Agreement

Before you come to Nijmegen, you have to create 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 for exchange students. Please note that you cannot choose courses that are not included in the exchange course list.

There are some restrictions and points to consider 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**¹
- 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.
- At least 50% of the courses should be followed at Nijmegen School of Management²
- 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 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 description³, 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*

Ba1	Bachelor year 1
Ba2	Bachelor year 2
Ba3	Bachelor year 3
KV	Electives
PM	Pre-Master courses. Selected courses from the three bachelor years that form a direct preparation for the master programmes at NSM
Ma	Master courses

You can submit your Learning Agreement through '[OSIRIS Application](#)'. The Examining Board will then assess your eligibility for the courses based on your Transcript of Grades. If you receive their approval, you will receive an email confirming your acceptance and we can register you in due time 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 in Osiris](#), 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 Semester 1 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 semester 2 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
- **December/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 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**. 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](#).

Semester 1		Semester 2	
Block 1	Block 2	Block 3	Block 4
September – October	November – January	February – March	April – June

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 per semester.

Several weeks before the start of the new block, the International Mobility Office will register you for the approved courses on your finalised 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](#).

⁴ Check the [Exchange Check list](#) for a yearly overview and the [website of STIP](#) for the current dates & deadlines

Buddy

At 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 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 our [website](#).

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 Nijmegen School of Management, you can make an appointment with us via the IMO [website](#).

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 \(a.k.a. During the Mobility Form for Erasmus students\)](#). This is a form with which you can add or drop courses.

The course registration deadlines are very strict at 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 (the IMO registers you for your courses per block).

This 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 one day before the exam takes place.

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 two weeks 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 see [this website](#) for more information.

3. Before you leave Nijmegen

What	When	How
Correction Learning Agreement	Before the registration deadlines	Submitting Change Forms / During Mobility Forms
Certificate of Stay/departure form	Maximum two weeks before you leave	By e-mail
Official deregistration Nijmegen	Before you leave	Inform the City Hall
Transcript of Grades	Once all grades are in OSIRIS	Via the Transcript request Form

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 one day before 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 (de)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).

As indicated, we can only sign departure forms maximally 14 days before you leave.

General issues

When you leave Nijmegen and you end your housing contract, you will need to deregister yourself, in writing, at the local city hall (De Stadswinkel, Mariënborg 75, 6511PS, Nijmegen; tel.: 024 329 9595). You have to enclose a copy of your passport or ID, mention your last address in the Netherlands, your permanent address in your home country and the date of departure. Please send an email to burgerzaken@nijmegen.nl. If you live outside of the borders of the municipality of Nijmegen you must cancel your registration there.

Transcript of Records

Once all your grades have been entered in Osiris, you can request your Transcript of Records. In order to receive it, 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 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 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		
What	Deadline	How
Learning Agreement	5 weeks before your semester starts	Choose courses from the course list and submit via OSIRIS.
Course registration	2 weeks before the course starts	IMO will take care of this.
Buddy	Semester 1&2: preferably before the start of the semester but registration during the year is also possible.	Application form Buddy
When you arrive Nijmegen		
Student card	First week of your stay in Nijmegen	Go to the Central Student Desk
Certificate of Arrival		Submit via e-mail
Change Forms	3 weeks before the course starts	Submit a Change Form / During Mobility Form
Course registration	2 weeks before the course starts	IMO will take care of this.
Exam and resit registration	2 weeks before the exam	Check in OSIRIS
When you leave Nijmegen		
Checking your Learning Agreement	3 weeks before the last block of your exchange starts	Submit a Change Form / During Mobility Form if necessary
Certificate of departure	Maximum a week before you leave	Submit via e-mail
Transcript of Grades	Once all grades appear in Orisis	ToR request form
Deregister from the municipality	At the end of your stay in Nijmegen	E-mail the Stadswinkel