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1. Preliminary note

To enrol in courses, retakes and tutorial groups, students need their student number. Student numbers are generated from April to June (first semester) and from September to November (second semester). Please check your spam folders regularly for emails from the University of Groningen during this time!

In short:

- You need to enrol in courses via Progress before the course enrolment deadline. The course enrolment closes 1 week before the start of the semester. If you registered before the course enrolment deadline, you will automatically be registered for the exam and, if necessary, the resit.

- 1. Select the courses you would like to take in Ocasys: watch the tutorial

- 2. Check whether the courses/exams of your selection do not overlap by using the schedule wizard: watch the tutorial

- 3. Once you have received your student number, please register for courses/exams in Progress: watch the tutorial

2.1 Registration before the deadline

The course enrolment deadline is 1 week before the block starts. You will only be guaranteed a place on the course unit if you register before the deadline.

2.2 Registration after the deadline

Limited possibilities up until 1 week after the block starts: If you register after the deadline, you will not be guaranteed a place on the course unit.

- If a course is not closed after the deadline has passed, you can register via Progress until the course enrolment closes, which will happen at the latest 1 week after the block starts. You will be granted access to the course unit in Student Portal and you will be registered for the exam.

- If the course enrolment is closed after the deadline has passed, the course coordinator of a course can give you access to the course unit via Student Portal/Nestor. In this case you will not be enrolled in the course via Progress. Therefore you will need to register yourself for the exam in week 5 of the block.
Once the first week of the block has finished, you will not be permitted to register for course units. Depending on the course unit concerned, it may be possible to take the course in the next semester or academic year.

2.3 Exam enrolment check week – week 5 of each block

In this week, you need to check and/or update your exam registrations in Progress.

It is crucial that you are enrolled in exams. If you are not enrolled in an exam but take it anyways, you will not receive a grade for it. Your last chance to enrol in an exam is during the enrolment check week in week 5 of each block. If you fail to enrol yourself then, you will receive no grade for the exam.

Avoid problems and follow the checklist for week 5:

- Check whether the list of exams and resits in Progress is correct: You will see a list of the exams you may take. These are the exams for which the Faculty has registered you automatically, and which you are entitled to take. You may not take any exams if you do not fulfil the admission criteria. You will receive an e-mail informing you about which exams you are and are not registered for.
- Manage your registrations: add any exams you want to take, or delete the exams you do not intend to take. Registration in Progress is possible during the whole of week 5 of the block. Add exams: You can now register for exams or resits for course units for which you were not registered. You must obviously fulfil the admission criteria for the course unit concerned. You will be given automatic access to that course unit in Student Portal. Delete exams: You must delete any exams you do not intend to take. If you delete an exam enrolment, you can still take the resit. Make sure you enrol for the retake.
- Print-out of exam registration: Make sure that you make a print-out of your exam registration. You will need this as proof at the exam session that you have registered for the exam. You will also be asked to produce your student card.

2.4 After the regular exams: registering for resits

The following applies to Semester 1A:
The Faculty will automatically register you for the retake of a particular course unit if you registered for its regular exam but did not pass.
No resits are officially scheduled for this period. If a course unit in Semester 1A is concluded with a resit, students will be registered for this resit in consultation with the lecturer.

The following applies to Semester 1B:
The Faculty will automatically register you for the retake of a particular course unit if you registered for its regular exam but did not pass. If you passed the course unit but you still want to take the resit, you must register for it yourself in week 5 (‘enrolment check week’) of the block.
The following applies to Semester 2A:
The Faculty will automatically register you for the retake of a particular course unit if you registered for its regular exam but did not pass. If you passed the course unit but you still want to take the resit, you must register for it yourself in week 5 (’enrolment check week’) of the block.

The following applies to Semester 2B:
The Faculty will automatically register you for the retake of a particular course unit if you registered for its regular exam but did not pass. The results need to be registered in Progress on time.
You can check whether you have indeed been registered from 7 days before the date of the resit.
You can also register for the resit yourself between 7 and 3 days before the date of the resit. This also applies to students who have passed the course unit but still want to take the resit.

If you have any further questions, please come to the Student Support Desk in plenty of time.

3. Retakes

At least 2 weeks before taking a resit, students need to inform the Exchange Office about it. The Exchange Office will then prolong the student’s enrolment at the Faculty of Economics and Business.
Students who are not enrolled while taking a resit will not receive a grade for it. It is not possible to subsequently prolong the enrolment at FEB.

Please be aware that all students need to come back to Groningen to take a FEB resit. The Board of Examiners strictly forbids to take FEB exams at other universities. It is also not possible to take exams from other universities at FEB.

4. Courses at other faculties

Generally it is possible for exchange students to attend courses at other faculties, but there are some rules.
1. Students cannot enrol themselves in courses at other faculties, but must send a list of courses they would like to take at other faculties to the FEB Exchange Office. The Exchange Office will then ask the Exchange Office of the other faculty for permission to enrol the student in those courses.
2. Exchange students cannot take more than 2-3 courses at other faculties.
3. Exchange students must take at least half of their courses at the faculty they are enrolled at.
4. Exchange students can only be enrolled in courses at other faculties if they meet the requirements of the other faculty, e.g. basic knowledge in a certain field of study.
5. Tutorial groups

If you register for a course which includes tutorials, the lecturer will assign you to a tutorial group. These groups are published by the lecturer on the electronic learning environment Student Portal (formerly known as Nestor), usually a few days before courses start. You will need to discuss with the lecturer if you need to switch groups. Please do not contact the Exchange Office about this matter since you will have to arrange this with the lecturer concerned.

6. Grading system

Quote from “Dutch education system” on Nuffic site: “The grading system has been the same for several decades: the scale is from 1 (very poor) to 10 (outstanding). The lowest passing grade is 6; 9s are seldom given and 10s are extremely rare and grades 1-3 are hardly ever used.”

This means that 0 to 5.4 is fail; 5.5 to 10 is pass.
The lowest passing grade is 5.5.
The average highest grade is about 8.0.

Several countries use grading systems that look similar to the one used in The Netherlands. One example is the 1-100 system. However, it would be inaccurate to compare a 90-100 grade in such a system with a 10 in the Dutch system, or a 80-90 with a 9, and so on. In some countries, an 80 might, for example, be considered an average grade. In the Dutch system, however, an 8 is a very good grade, since most grades are between 6 and 8; only excellent students achieve a grade higher than 8.

The conversion of grades is important for exchange students. The Faculty of Economics and Business has a standardized conversion table that is used for "our" outgoing exchange students. Our partners decide for themselves how they do the conversion of "Groningen" grades for the students they sent to us. However, they may also find our conversion table informative. You can find the conversion table here.

7. About our teaching

1. 100 % from day one

Each block of a semester consists of 7 weeks of lessons, directly followed by an exam period. As you will need to learn a lot in such a short time, you will need to give 100% from day one on to successfully complete your courses.

As a consequence, students need to definitely decide which courses they will attend before the start of the semester. It is not possible to deregister from courses or to enroll in other
courses once the semester has started. This means that students also cannot attend courses for a couple of weeks before they decide which to keep and which to drop. Therefore it is important that students inform themselves about the course syllabi and only enroll in courses they will attend.

2. **Exchange students and degree students study together**
   FEB does not offer any courses exclusively for exchange students. Exchange students and regular students attend classes together and work together on group assignments. Our degree students are motivated to perform well in their courses and they expect the same from you.

3. **Group work**
   Small group teaching is an important element of our educational system. It means that students - exchange and degree - work together on assignments, papers, presentations etc. For many of the courses, the final grade consists of the grade for the final written exam (e.g. 50%), and the grades for the written assignments/presentations/group discussion (e.g. also 50%).

4. **Research driven education**
   Furthermore, the Faculty of Economics and Business offers research driven education. This means that our education focusses on the independent practice of research-oriented work in an academic setting. Visiting exchange students find our teaching, in general, to be very academic.

5. **Interactive learning**
   When you decide to do your study abroad at our faculty, please realize that the educational system here is different from what you may be used to. Our teaching style centers on students working together as a team and on self-study and self-discipline. The teacher will act as a facilitator and guide in the learning process. Interaction in class is highly appreciated. You are expected to think about the knowledge that is presented to you and develop and express your own opinion. You are free to ask questions and to be critical of what lecturers or fellow students say. Use your own creativity to apply your newly-gained knowledge.