Handbook for International Students

2011/2012

Faculty of Arts
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### Studying in Groningen: Do’s and don’ts in the classroom

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WELCOME TO THE FACULTY OF ARTS

The Faculty of Arts of the University of Groningen attaches great importance to having students from outside the Netherlands in its programmes of study. International students raise cultural awareness in higher education. This is a highly desirable goal. Generally, students - like all people - take their own cultural frame of mind for granted. To lose their cultural innocence, students (and teachers as well) have to learn to look at the world through the eyes of persons from different cultural backgrounds. The interaction with foreign students creates favourable conditions for this learning process. Therefore, the Faculty strongly appreciates the active participation of international students, both inside and outside the class room.

We hope you will have a fruitful, inspiring and enjoyable stay in Groningen!

Gerry C. Wakker, Dean of the Faculty of Arts
About this handbook

In this handbook you will find specific information about studying at the Faculty of Arts of the University of Groningen.

General information for international students about living in Groningen and studying at the University can be found in the brochure *Welcome to the University of Groningen 2011-2012*. In the *Health Guide for International Students* you can find up-to-date and very useful information about health issues. We recommend you to read these brochures carefully and keep them so you can use them during your stay here.

There is also a lot of general and practical information on the website for (prospective) international students [www.rug.nl/prospectiveStudents/information](http://www.rug.nl/prospectiveStudents/information)

In this handbook we address exchange students and degree students. Not all the information applies to both types of students.

*Degree students* have come to the Faculty of Arts to obtain a BA and MA degree in Groningen. For this, they have gone through an admission procedure.

*Exchange students* are in Groningen for one or two semesters and will obtain their degree at their home university.

We hope this handbook will help you find your way around our Faculty, and we wish you an enjoyable and memorable time in Groningen.

The staff of the International Office

Margo Slebus  
Anja de Vries  
Rutger van Dijk  
Maaike Moltzer  
Annelies van Urk  
Ingrid Sennema
Entrance Harmonie Building, home of the Faculty of Arts
INTERNATIONAL OFFICE / INTERNATIONAL
STUDENT ADVISER

The International Office and Admissions Office

The information desk of the International Office and Admissions Office of the
Faculty of Arts is located on the first floor of the Harmonie Building, in the
corridor to the right of the large red students’ desk.

Office hours: Mondays to Thursdays, from 1 – 4 p.m.
In the week of the Welcoming Ceremony and in the first two weeks of the
semester, we will also be open on Fridays from 1 – 4 p.m.

Internet: www.rug.nl/let/internationaloffice
E-mail: international.office.let@rug.nl or admissions.office.let@rug.nl
For degree students: admissions.office.let@rug.nl
☎️ +31 (0)50 363 4420 (exchange)
☎️ +31 (0)50 363 5968 (MA admissions) and +31.50.363 2952 (BA admissions)
☎️ +31 (0)50 363 7422
Exchange students

For all practical questions about your stay here exchange students can contact Annelies van Urk, co-ordinator incoming exchange students.
E-mail address: a.van.urk@rug.nl or international.office.let@rug.nl
☎️ +31 (0)50 363 4420.

Student adviser exchange students

For questions about courses and academic matters, and in case of serious personal problems that affect your studies, you can contact the international student adviser Ingrid Sennema. Her office is next to the International Office (Harmonie Building, 1311.0104).

E-mail: int.studyadvice.let@rug.nl
☎️ +31 (0)50 363 2029
Office hours: Friday 11 a.m. – 1 p.m., or by appointment

Degree students

If you have come to Groningen to study for a degree, please contact your new department (the secretariat or the coordinator of your degree programme) in case you have questions or problems. If you have problems with your university registration, please contact the Admissions Office.

The International Office and Admissions Office team

Rutger van Dijk, Annelies van Urk, Anja de Vries, Maaike Moltzer, Ingrid Sennema and Margo Slebus.
ARRIVAL AND DEPARTURE

ARRIVING IN GRONINGEN

Checking in at the International Office: exchange students
After you have arrived in Groningen, you need to go to the International Office to check in and collect your welcoming package, containing student card, computer account, the Health Guide, and the latest information on courses and timetables.

Degree students have received their computer account and information about courses and timetables through e-mail.

Welcoming Ceremony: 31 August and 1 September
Before classes start, the university organises an introduction programme for all incoming international students. We strongly advise you to attend this Welcoming Ceremony, because you can arrange lots of practical matters before classes start. Staff members of the faculties will be present and you can gain useful information on social, cultural, language, sport, housing office, computer, banking, health insurance and other University facilities. You can also pick up your welcoming package here.

The Welcoming Ceremony for students starting the first semester (Fall/Winter) takes place on Wednesday 31 August and Thursday 1 September 2011.

The provisional date for the Welcoming Ceremony for the second semester (Spring/Summer) is Thursday February 2, 2012.

You will receive information on exact dates, times and locations from the International Office.

Faculty introduction: 5 September
In addition to the Welcoming Ceremony, there is a welcoming event especially for new international students of the Faculty of Arts. This takes place on Monday 5 September from 5 pm onwards. You will receive an invitation for this event by e-mail.

Residence Permit
[You can either pick up your residence permit at the University’s International Student Desk (first floor, Academy Building, Broerstraat 5), or apply for your residence permit, depending on the procedure applicable to you.
For detailed information, consult your Welcome to Groningen guide.
- Residence permit: see page 28 of the Welcome to Groningen guide
- Non-EU degree students: hand in a copy of your visa or residence permit at the International Office.
Municipal registration at the City Hall
Anyone staying in the Netherlands for three months or longer must register with the Municipal Personal Records Database Gemeentelijke Basis Administratie (GBA) at the City Hall. You are advised to register as soon as possible as you may need your registration papers for other purposes. Non-EU/EEA students can only register after they have picked up the confirmation letter for the residence permit application from the International Service Desk (ISD).

You need to bring your:
- Passport or identity card
- Housing contract
- (legalized) birth certificate
- If applicable: residence permit

Detailed information about this procedure can be found in your Welcome to Groningen guide and on the website www.rug.nl/prospectivestudents/information/registrationTownHall

Address
City Hall
Kreupelstraat 1
9717 HW Groningen
☎: +31 (0)50 367 7070
✉: +31 (0)50 367 7075

Completing your learning agreement (exchange students)
You can change and complete your learning agreement until two weeks after the beginning of the semester. To register changes to the original learning agreement that was signed by your home university, use the special form for that purpose. When your course selection is definite, have your learning agreement or the second page of the learning contract (“Changes to the original proposed study programme”) signed at the International Office. You yourself are responsible for sending it back to your home university. At the International Office desk you can get help with faxing or scanning the document.

Address in Groningen
It is important that your address in Groningen is registered at the University, because all official mail is sent to that address. Therefore, if you move to another room during your stay in Groningen, you must let the university know.

Degree students have to change their address via Studielink (www.studielink.nl)
Please check whether your address and personal details are correct. The information on Studielink will be used for official university mail and for official documents such as your diploma and transcript of records.

Exchange students: if you change rooms, please inform Annelies van Urk.
LEAVING GRONINGEN

Checking out at the International Office (exchange students)
Your period of registration will end automatically on 1 March or 1 September, but still we would like to know when you are leaving Groningen. If you have a visa or residence permit you need to inform the ISD (International Service Desk in the Academy Building) that you can be de-registered.

Statement of study stay (exchange students)
Your home university may require a confirmation of the duration of your registration at the University of Groningen as an exchange student. This is your own responsibility and is not provided automatically. Some universities have a standard form to fill out. If not, the International Office will write you a confirmation letter (on your request).

Academic Record (exchange students)
If you need an official transcript of your study results, you need to apply for an Academic Record at the International Office. You can use a special form to do this. As soon as we have received all your grades from the lecturers, we will make up the Academic Record and send it to the address you prefer, either your home address or the address of your home university. Indicate this clearly on your form.

Deregistration at City Hall (exchange and degree students)
Please note that when you leave Groningen and the University after finishing your studies, you need to deregister at the City Hall.

Informing the ISD
If you have a residence permit, inform the International Students Desk (ISD) of your departure. They will deregister you for the Immigration Service (IND).

And don’t forget to ....
• Close your Dutch bank account
• Return your books to the library
• Pay any rent arrears
• Go to the Housing Office for a refund of your deposit (if applicable)
Notes
THE FACULTY OF ARTS

ACADEMIC FIELDS AND DEPARTMENTS

The Faculty of Arts is a large dynamic faculty in the heart of the city of Groningen with over 5,000 students and 700 members of staff. With 19 Bachelor’s degree programmes and more than 35 Master’s degree programmes, the faculty focuses on the study of the languages, cultures and history of Europe, the Mediterranean area and the North American continent. Special attention is paid to the language, culture and history of the Netherlands and particularly the Northern Netherlands region. In addition, the faculty coordinates a large number of interdisciplinary programmes.

Departments
There are twenty departments in the Faculty of Arts in the following academic fields:

- Art and Cultural Studies
- Communication and Information Studies
- Historical Studies
- International relations and Regional Studies
- Language, Literature and Cultural Studies
- Linguistics

More information on the research and teaching taking place in the departments can be found on the Faculty’s website (www.rug.nl/let).

ORGANISATION: HOW THE FACULTY IS MANAGED

- Faculty Board
The Faculty Board is in charge of overall management and administration of the Faculty and consists of the Dean, two members and, in an advisory capacity, a student member.

- Faculty Council
The Faculty Council advises the Board in matters concerning teaching, learning and research as well as the Faculty budget. In some cases, such as decisions about teaching, the approval of the Faculty Council is required.

- Institute for Undergraduate and Graduate Studies
The Institute for Undergraduate and Graduate Studies, headed by a Director, manages and organises all BA and MA degree programmes in the Faculty. Support services, such as the Office of Student Affairs and the International Office are part of the Institute, as well as student advisers.
Research schools
Research is organised at so-called “research schools” which have their own research programmes and are responsible for the PhD trainings of students. In many cases, research schools involve several faculties. The Faculty of Arts participates in seven research schools.

Graduate School of Humanities
The Faculty of Arts at the University of Groningen provides advanced training and research supervision at the Research Masters and PhD levels to the most promising students in Archaeology, Literature and Culture Studies, and Linguistics. Several research institutes participate in the Graduate School.

At departmental level there are:

Departmental Committees and Sections
A Departmental Committee is responsible for the practical implementation of a degree programme.

Curriculum Committees
The Curriculum Committees are important advisory bodies for the degree programmes. They are also in charge of the evaluation of degree programmes. Half of the members of the Curriculum Committee are students and half are staff.

Examination Boards
Every degree programme has its own Examination Board, consisting of all the lecturers involved in that programme. The Board of Examiners ensures that the Teaching and Examination Regulations are implemented correctly. Among other things, it issues degree certificates and deals with complaints by students concerning examinations, cases of fraud and cheating, and admission to courses or exams.
ADDRESS

Map

We have included a map of the city of Groningen and the Zernike area with this handbook, so you can find out where everything is. If you need a new map, you can buy one for €1 at the University Shop.

LOCATIONS AND ADDRESSES Faculty of Arts

The Faculty of Arts is housed at a number of locations in the centre of the city. Most of the departments and all the facilities, such as the International Office and the Arts Library, can be found at the central address, as well as most of the departments. Classes often take place there as well, but also at one of the other locations or the Academy Building (the central university building).

Central address
Faculty of Arts, Harmonie Building
Visiting address:
Oude Kijk in ’t Jatstraat 26
9712 EK Groningen
The Netherlands

Postal address:
University of Groningen
Faculty of Arts
PO Box 716
9700 AS Groningen
The Netherlands
☎️ +31 (0)50 363 5900 (faculty office)
☎️ +31 (0)50 363 5901 (porters’ desk)
✉️ +31 (0)50 363 4900
E-mail: info.let@rug.nl
Faculty website: www.rug.nl/let

Opening hours during semesters:
Monday to Thursday 8.00 am – 10.00 pm
Friday 8.00 am – 6.00 pm
### Where to find... Departments and Secretarial Offices?

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<thead>
<tr>
<th>Department(s) / programmes</th>
<th>address secretarial office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archaeology</td>
<td>Poststraat 6</td>
</tr>
<tr>
<td>Art History</td>
<td>Oude Boteringestraat 34</td>
</tr>
<tr>
<td>Art, Culture and Media</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>Harmonie Building, 5th floor Room 1311/511</td>
</tr>
<tr>
<td>International Relations and Organisations</td>
<td></td>
</tr>
<tr>
<td>Journalism</td>
<td></td>
</tr>
<tr>
<td>MA Euroculture</td>
<td></td>
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<tr>
<td>MA Humanitarian Action (NOHA)</td>
<td></td>
</tr>
<tr>
<td>English Language and Culture</td>
<td>Harmonie Building, 2nd floor room 1315/263 (Information Desk)</td>
</tr>
<tr>
<td>German Language and Culture</td>
<td></td>
</tr>
<tr>
<td>Scandinavian Languages and Cultures</td>
<td></td>
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<tr>
<td>American Studies</td>
<td></td>
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<tr>
<td>Classical Studies</td>
<td></td>
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<tr>
<td>Romance Languages and Cultures (French, Italian, Spanish)</td>
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<tr>
<td>Slavic Languages and Cultures</td>
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<tr>
<td>Languages and Cultures of the Middle East</td>
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<tr>
<td>Finno-Ugric Languages and Cultures (Finnish, Hungarian)</td>
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<tr>
<td>MA Applied Linguistics: Teaching English as a Foreign Language (TEFL)</td>
<td></td>
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<tr>
<td>MA Multiculturalism: Learning and Teaching of Spanish</td>
<td></td>
</tr>
<tr>
<td>Dutch Language and Culture</td>
<td>Harmonie Building, 4th floor Room 1312/407</td>
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<tr>
<td>Frisian Language and Culture</td>
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<tr>
<td>Communication Studies</td>
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<td>Information Science</td>
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<tr>
<td>Linguistics</td>
<td></td>
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<tr>
<td>MA Clinical Linguistics (EMCL)</td>
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<tr>
<td>MA Language and Communication Technologies</td>
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WHERE TO FIND... LECTURE AND SEMINAR ROOMS?

**Harmonie Building, Oude Kijk in’t Jatstraat 26**  
The Harmonie Building has various wings (parts of the building) which have their own number. These are the main ones:

<table>
<thead>
<tr>
<th>Building part 12 (beginning with 1312)</th>
<th>Ground floor, in the corridor to the right: lecture and seminar rooms 1312.006, 1312.007, 1312.012, 1312.013, 1312.018, 1312.019, 1312.024, 1312.025, 1312.030</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building part 13 (beginning with 1313)</td>
<td>On the ground floor, take the corridor to the right, at the end turn right and right again, and take the stairs or elevator to the second floor. Seminar rooms 1313.309, 1313.316, 1313.338, 1313.340, 1313.342, 1313.344; Arts Library and Law Library</td>
</tr>
<tr>
<td>Building part 14 (beginning with 1314)</td>
<td>Under the arches, in the old part of the building: lecture halls 1314.014 and 1314.026.</td>
</tr>
<tr>
<td>Building part 15 (beginning with 1315)</td>
<td>On the ground floor, take the smaller exit and cross the bicycle area. Seminar rooms 1315.031, 1513.036, 1513.037, 1513.042, 1513.043, 1513.048, 1513.055.</td>
</tr>
</tbody>
</table>

There are also smaller seminar rooms elsewhere in the building. You can locate them easily once you know which part of the building they are in.

**Academy Building, Broerstraat 5**  
This is the central university building with the stairs in front, opposite the University Library. It is very close to the Harmonie Building, on the other side of the Oude Kijk in’t Jatstraat. Follow the signposts in the building.  
Lecture halls and seminar rooms:

- A2, A3, A7, A8, A12
- Zernikezaal (Zernike Hall; not to be confused with the Zernike University Area to the north of the city centre). Abbreviation: AZern
- Offerhauszaal (AOffh)
- Van der Leeuwaal (ALeeuw)
- Heymanszaal (AHeym)
- Geertsemazaal (AGrts)

☎ +31 (0)50 363 9111 / 5250 (porters’ desk)

Opening hours:  
Monday to Thursday 8.00 am – 10.00 pm  
Friday 8.00 am – 8.00 pm
**Broerstraat 9**
This annexe is next to the Academy Building; lecture rooms A900 and A901.

**Oude Boteringestraat 23**
The Oude Boteringestraat is the street parallel to the Oude Kijk in’t Jatstraat, where the Harmonie Building is, at the other end of the Broerstraat.

☎ +31 (0)50 363 7270
Opening hours:
Monday to Friday 8.00 am – 4.30 pm

**Oude Boteringestraat 32-34**
☎ +31 (0)50 363 7533
Opening hours:
Monday to Friday 8.30 am – 5.00 pm

**Poststraat 6**
☎ +31 (0)50 363 6707
Opening hours:
Monday to Friday 9.00 am – 12.30 pm and 1.30 – 4.45 pm

**A-weg 30**
This is about one kilometre away from the Harmonie Building. Starting from the Oude Kijk in’t Jatstraat, turn right until you reach the Vismarkt. Then turn right again and keep going. The name changes to Brugstraat, A-Kerkhof and, across the bridge to A-straat and finally A-weg. A-weg 30 is on your right.

☎ +31 (0)50 363 5920
Opening hours:
Monday to Friday 8.00 am – 6.00 pm

**Turftorenstraat**
This building is part of the Faculty of Law, but Arts courses take place there as well. The building is next to the cafeteria of the Harmonie Building. You can enter it from the Uurwerkersgang by following the blue line from the Harmonie Building main hall. In your timetable, seminar rooms at the Turftorenstraat are preceded by ‘Turft’ followed by the room number.
WHERE TO FIND... EXAM LOCATIONS?

Zernike Exam Hall
Many exams will take place in the Harmonie Building or Academy Building, but
sometimes you have to go to the Exam Hall in the Zernike area, about 3.5
kilometres north of the city centre. To get there, you need a bike or you can take
Citybus 15 to Zernike.

After entering the Zernike area, the Exam Hall can be found on the left side of the
road.

NB Don’t confuse the Zernike Hall in the Academy Building (AZern) and the
Zernike Exam Hall!!

WHERE TO FIND... OTHER FACULTIES?

Faculty of Law
Turftorenstraat 21, 9712 BE Groningen, room T-68. Here you can also register for
law courses (if approved beforehand).
Opening hours: Monday – Friday 1.30 – 3 p.m
Closed on Wednesdays.
exchange.law@rug.nl

Faculty of Behavioural and Social Sciences
Grote Kruisstraat 2, 9712 TS Groningen
The international officer is Dr G.E. Muda (g.e.muda@rug.nl).
In order to register for courses, go to the Students’ Desk on the first floor by the
library.
Opening hours: Monday to Friday, 9 – 12 a.m., 1 – 5 p.m

Faculty of Philosophy
Oude Boteringestraat 52, 9712 GL Groningen
The student adviser is Mrs K.E Gardiner (k.e.gardiner@rug.nl)

Faculty of Theology and Religious Studies
Oude Boteringestraat 38, 9712 GK Groningen
Internationaloffice.thrs@rug.nl

The following faculties are located in the Zernike University Area, which is about
3.5 kilometres from the Harmonie Building, to the north of the city centre. You
need a bike, or you can take Citybus 15 to Zernike.
Faculty of Economics and Business
Nettelbosje 2, 9747 AE Groningen, Duisenberg Building, room 045

Opening hours:
Monday, Wednesday and Friday 10 a.m. – 12.30 p.m; 1.30 – 4 p.m.
Tuesday and Thursday 10 a.m. – 12.30 p.m.
exchange.in.feb@rug.nl

Faculty of Spatial Sciences
Landleven 1, 9747 AD Groningen
Room 0.19 (P.J.M. van Steen), room 028 (D. Nauta).
p.j.m.van.steen@rug.nl

Faculty of Mathematics and Natural Sciences
Bernouilliborg Building
Neijenborg 9, Groningen
STUDENT FACILITIES AT THE FACULTY OF ARTS

STUDENT ADVISERS

Every degree programme has its own student adviser or student councillor. If you go to the website of your degree programme, you will find his or her name and contact details. Exchange students have their own student adviser who works closely with the International Office (see page 8).

Student advisers give advice about your study programme or courses you can take, give feedback on your study progress and help you overcome study-related problems. Therefore, if you have study-related problems or personal problems that affect your studies, your student adviser may be able to help you help yourself. When you talk to a student adviser, what you say will be considered as confidential. This means that he or she won’t talk about it to other people or your home university without your permission.

OFFICE FOR STUDENT AFFAIRS

The Office for Student Affairs (Bureau Studentzaken) is the student administration office for the Faculty of Arts. Here your study results are processed and registered and your degree certificates organised. You can also get information on graduation and enrolment for courses and exams. For more information, go to www.rug.nl/let/voorzieningen/bureaustudentzaken. Please note that many things can be organised online.

The Office for Student Affairs Student Desk is located in the hall of the first floor of the Harmonie Building – you can’t miss it! 
☎️ +31 (0)50 363 5781 (from 8.30 a.m. – 5 p.m.)
Opening hours: Monday – Friday 12 p.m. – 4 p.m.

PLACEMENT OFFICE

The Placement Office helps to find internships for degree students as part of their BA or MA study programme. The Placement Office informs about placement possibilities and regulations, guides students in finding placements, organises information meetings, mediates in placement vacancies and takes care of all formal organisational aspects.

This service is only available for degree students. Exchange students who want to do an internship while they are in Groningen should arrange this through their home university.
The Placement Office is located in room: 1311 119 (hallway to canteen on 1st floor)
☎️ +31 (0)50 363 5844
E-mail: stages.let@rug.nl
Website: http://www.rug.nl/let/stagebureau
Office hours: weekdays 1.00 - 2.30 p.m.

**FACILITIES FOR SPECIAL NEEDS STUDENTS**

Students with a mental or physical disability may need extra facilities to follow courses and take exams. Please contact your student adviser to discuss any arrangements you need, such as visual aids, extended time for exams, etc. The earlier you do this, the better. More information is also available on http://www.rug.nl/studenten/studiebegeleiding/hoehetanderskan/index.

**COMPUTER FACILITIES**

All students receive a computer account which gives them access to computers that are installed in the computer rooms at the Faculty of Arts and other University Buildings and to the university network. Computer accounts for international students are free of charge.

You will also be given a student email account. Please check this frequently, as university mail will often be directed to your official student account!

A helpdesk and computer rooms (IT rooms) for students can be found on the first floor of the Harmonie Building.

Helpdesk for students:
Harmonie Building, room 12.101 (first floor, to the right of the stairs). Further down the corridor you can find the IT rooms.
E-Mail: servicedesk.binnenstad@rug.nl
☎️: +31 (0)50 363 5959
Opening hours: Monday – Friday: 8.30 am – 17 pm
LIBRARIES

University Library (Universiteitsbibliotheek, UB)
The University of Groningen Library includes the main University Library and eight separate faculty libraries. All the libraries together have around three million books and periodicals. You can find out where books, documents and journals are via the Library Portal www.rug.nl/library. In order to borrow books, you need your student card.

You can order books online via the University catalogue. Use the number on your student under the barcode and the first three letters of your family name to log in. The library sends an e-mail to your student e-mail account to remind you to bring back your books or to renew the loan. If you enter the catalogue of the library and click on 'borrower information' you can see which books are in your possession.

University Library
Broerstraat 4 (opposite the Academy Building)
Information desk: +31 (0)50 363 5020
Opening hours:
Mondays – Fridays: 8.30 a.m. – 10 p.m.
Saturdays and Sundays: 10 a.m. – 5 p.m.
During vacations, holidays and exam time opening hours may change. Check the website for actual opening hours.

Writing coach
The Writing Centre at the University Library offers free tutoring sessions with student writing coaches for four days a week. These sessions are for students who got stuck in writing their essay, paper or thesis, or for those who just want some advice on how to improve their text. The working language in the Writing Centre is – in principle - Dutch. However, the coaches can help with English texts when it comes to topics such as: perspective / thesis, text structure, use of sources. For more information, go to http://www.rug.nl/studenten/voorzieningen/schrijfcentrum.

Library of the Faculty of Arts
In addition to the University Library, each faculty has its own library, containing text books, literature and journals that are currently used in degree programmes. The library contains a number of seats reserved for the purpose of studying. Books may be borrowed for one month, after which the lending period can be extended for another month. The Faculty Library has an open-shelf system. This means that you have access to the books and can collect them yourself. In order to borrow a book or a magazine, you need your student registration card.
The library of the Faculty of Arts is situated in the old part of the Harmonie building. On the ground floor, take the corridor on the right and at the very end turn right. Turn to the right again and take the stairs or the elevator to the second floor.

☎ +31 (0)50 363 5940  
E-mail: letteren-bibliotheek@rug.nl  
Opening hours:  
Mondays – Thursdays: 9 am – 9.30 pm, Friday 9 am – 5 pm  
Different opening hours may apply during vacations; check the website for actual opening hours

There is a separate location of the Archaeology collection at Poststraat 6 (the street behind the University Library).  
☎ +31 (0)50 363 7557  
Opening hours:  
Mondays – Fridays: 9 a.m. – 5 p.m. (closed 12.30 – 1 p.m.)  
Different opening hours may apply during vacations.

**Library instructions**  
For those who want to find out how to use the library efficiently, there are library instructions available. For more information, go to [http://www.rug.nl/bibliotheek/instructies](http://www.rug.nl/bibliotheek/instructies).

**Library of the Faculty of Law**  
The Library of the Faculty of Law is situated next to the Library of the Faculty of Arts.

**THE LANGUAGE CENTRE**

The Language Centre of the University of Groningen offers elementary and advanced courses in several languages. Of particular interest to international students are the Dutch courses, which are taught at four levels. You have to pay a fee for language courses taught by the Language Centre of around € 250. If you are an exchange student of the Faculty of Arts this fee may be refunded under certain conditions. More information is available from the Language Centre.  
There are 3-week Dutch intensive courses, levels 1-3, from 8 – 26 August 2011, and in January 2012. Regular courses are taught from 5 September to mid-December. There are special intensive courses for German students.

The Language Centre also offers courses at various levels in English, French, Italian, Japanese, Chinese, German, Spanish and Portuguese. It is also possible to have your level of English proficiency tested in terms of the internationally recognized Common European Framework of Reference for Languages (CEFR).
The Language Centre is located on the first floor of the Harmony building (room 15.129)
☎: +31 (0)50 363 5802
✉: +31 (0)50 363 5886
E-mail: talencentrum@rug.nl
Interet: www.rug.nl/languagecentre
Opening hours secretarial office:
Mondays – Fridays: 11 a.m. – 4 p.m.
Thursdays: 11 a.m. – 8 p.m.

REPRO SHOP

At the Repro Shop you can make copies and use the printers. Students can make photocopies using the machines on the ground floor of the Harmonie Building and the Faculty of Arts Library. You cannot use the other photocopiers in the building! For making copies and printouts you need a XAFAX card. You can buy those for € 5 or € 10 at the Repro Shop and in the copy-card machine outside the Repro Shop.

The Repro Shop is located on the ground floor of the Harmonie Building in the corridor on the right, first door on the left.
Opening hours: Mondays – Fridays 8.30 a.m. – 4.30 p.m.

For printing and photocopying, you can also go to CopyCopy on the Oude Kijk in’t Jatstraat 52.

‘KLAPPERWINKEL’ / SHOP FOR READERS

At the ‘klapperwinkel’ (shop for class readers) you can buy readers which you need in some of your classes. Check this in the course descriptions. Make sure you buy your readers at the beginning of the semester as you need them to prepare for classes!

The Klapperwinkel is on the ground floor of the Harmonie Building in the corridor to the left of the porters’ desk.
Opening hours: Mondays – Fridays 9.30 a.m. – 1.00 p.m.

CAFETERIA

In the Cafeteria in the Harmonie Building, you can get coffee, tea, sandwiches, soup, drinks, candy ... Don’t expect a daily hot meal, however. An experiment is going on whereby hot meals are sold at lunchtime on Wednesdays, but it is not certain whether this will be continued or extended to other weekdays. There are wireless internet connections and a lounge area. In fact, some students seem to live there ...
OUTHEATRE / WEBER FOYER

The Harmonie Building houses a theatre, the OUTheatre, which is part of the University Cultural Student Centre (USVA). You get there by taking the corridor on the right on the ground floor. When you enter the old part of the building, the Weber Foyer is on your right, the OUTheatre on your left.

For more information and the theatre programme, go to www.usva.nl

CENTRE FOR STUDY SUPPORT AND ACADEMIC SKILLS
(university service)

The Centre for Study Support and Academic Skills is the University’s centre of expertise for academic skills. The Centre organises workshops to help (international) students organise their studies and adapt their study behaviour. There are courses in:

- Academic writing skills
- Effective studying
- Managing study stress
- Successful studying
- Study planning and time management
- Studying in the Netherlands

Participation is free of charge. If you want to join one of the workshops, you are required to register online, or send an email to h.w.uildriks@rug.nl

Besides the workshops, there is weekly Student Support Group on Thursdays from 5 to 6.30 p.m. Participation costs € 20,- (to be paid only once). For more information, go to www.rug.nl/studyskills.

PSYCHOLOGICAL COUNSELLING
(university service)

If you have problems adjusting to your life in Groningen, or experience other personal problems that affect your studies, you can make an appointment with your student adviser at the Faculty of Arts. Student advisers are experienced listeners and take students and their problems seriously. They can also give practical advice how to organise or readjust your studies. If your problems are really serious and fundamental, you can ask one of the psychological counsellors of the Student Service Centre for help. They are trained and experienced psychologists who are accustomed to helping people from many different backgrounds and cultures. Psychological counselling is strictly confidential and is free of charge for all students.
For more information, go to www.rug.nl/bsp.

Visiting address: Uurwerkersgang 10, 9712 EJ Groningen (next to the Harmonie Building)
☎️ 31 (0)50 363 8066
E-mail: studentenpsychologen@rug.nl (please have your student number ready)
website: www.rug.nl/bsp

UNIVERSITY SERVICE DESK / USD
(university service)

At this information desk you can get general information about studying at the University of Groningen, including administrative and financial matters.
Visiting address: Academy Building, Broerstraat 5, first floor
E-mail: www.rug.nl/usd
Opening hours: Monday to Friday, 12 – 4 p.m.

INTERNATIONAL SERVICE DESK / ISD
(university service)

For general information for international students, and visa and immigration procedures in particular.
Visiting address: Academy Building, Broerstraat 5, first floor
☎️+31 (0)50 363 8181
E-mail: isd@rug.nl
Opening hours: Monday to Friday, 12 – 4 p.m.

UNIVERSITY NEWSPAPER (UNIVERSITEITSKRANT OR UK)

Every week on Thursday, except during holidays, the UK appears. It is written in Dutch, but has a page in English for international students. Copies are free and can be found, among others, in the entrance hall of the Harmonie Building. Always check the Announcements page for upcoming events or important information.

Website: www.uk.rug.nl

STUDIUM GENERALE
(university service)

Studium Generale organises interesting and challenging lectures and debates about science, culture and society for a wide audience. The activities are described as an antidote to over-specialization and are meant to supplement the regular curricula at both the Hanzehogeschool Groningen and the Rijksuniversiteit Groningen (though you get no ECTS/credits for following lectures!).
You can usually find posters and flyers about their programme in the entrance hall of the Harmonie Building.
University Shop
(university service)

If you want to buy university souvenirs for your friends at home or get your own RUG hooded sweater, you can go to the University shop. You can also order and see all products online.

Visiting address: Oude Kijk in’t Jatstraat 39
Opening hours:
Monday: 1 – 5 p.m.
Tuesday to Friday: 9 a.m. – 5 p.m.
Saturday: 1 – 5 p.m.
Website: http://shop.housing.rug.nl/shopuw

Other Student Services

All information about student health care, pastoral care, sports facilities, cultural and social activities, can be found in Welcome to the University of Groningen, A handbook for International students and the Health Guide which you have already received, or will receive after arrival.
STUDYING AT THE FACULTY OF ARTS: THE RULES A - Z

ACADEMIC CALENDER 2011-2012

The academic calendar for the Faculty of Arts is printed at the back on the inside cover of this guide for quick reference. In the schedule below, you can find when the semesters start and end, when exams take place and when the University is closed due to the holidays. If you take courses in other faculties as well, please note that every faculty has its own academic calendar which may differ from the one of the Arts Faculty. At the back of *Welcome to Groningen* is a survey of all academic calendars.

As you can see, there are very few holiday weeks and teaching goes on until a few days before Christmas. Bear this in mind when you plan to go home for the Christmas or summer holidays (see also under Class attendance and Exams).

However, Dutch Studies courses usually end before regular courses, with exams in the first half of December (before the Christmas break) and in April/May.

### Semester 1

<table>
<thead>
<tr>
<th>Lectures and classes</th>
<th>Dates</th>
<th>Calendar weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 September – 21 October 2011 (block 1)</td>
<td>36 - 42</td>
<td></td>
</tr>
<tr>
<td>7 November – 23 December 2011 (block 2)</td>
<td>45 - 51</td>
<td></td>
</tr>
<tr>
<td>Mid-term exams</td>
<td>24 October – 4 November 2011</td>
<td></td>
</tr>
<tr>
<td>Final exams</td>
<td>9 January – 20 January 2012</td>
<td>2 - 3</td>
</tr>
<tr>
<td>Resits</td>
<td>23 January – 10 February 2012</td>
<td>4 - 6</td>
</tr>
</tbody>
</table>

### Semester 2

<table>
<thead>
<tr>
<th>Lectures and classes</th>
<th>Dates</th>
<th>Calendar weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 February – 30 March 2012 (block 1)</td>
<td>7 - 13</td>
<td></td>
</tr>
<tr>
<td>16 April – 8 June 2012 (block 2)</td>
<td>16 - 23</td>
<td></td>
</tr>
<tr>
<td>Mid-term exams</td>
<td>2 April – 13 April 2012</td>
<td>14 - 15</td>
</tr>
<tr>
<td>Final exams</td>
<td>11 June – 22 June 2012</td>
<td>24 - 25</td>
</tr>
<tr>
<td>Resits</td>
<td>25 June – 13 July 2012</td>
<td>26 - 28</td>
</tr>
<tr>
<td>Extra resits (2nd and 3rd-year courses)</td>
<td>20 – 31 August 2012</td>
<td>34 - 35</td>
</tr>
</tbody>
</table>
**Holidays**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bommen Berend *</td>
<td>28 August 2011</td>
</tr>
<tr>
<td>Christmas vacation</td>
<td>24 December 2011 – 8 January 2012</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday 6 April 2012</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 9 April 2012</td>
</tr>
<tr>
<td>May vacation</td>
<td>Monday 30 April – Friday 4 May. (Saturday 5 May: Liberation Day)</td>
</tr>
<tr>
<td>Ascension Day</td>
<td>Thursday 17 May 2012</td>
</tr>
<tr>
<td>Whit Monday</td>
<td>Monday 28 May 2012</td>
</tr>
</tbody>
</table>

* Every year on the 28th of August, the city of Groningen celebrates its liberation from “Bommen Berend”, the bishop of Munster, in 1672. This liberation is celebrated with many activities in the city and large firework displays.

**Intensive Dutch Language Course**

The intensive Dutch language course is from 8 – 26 August 2011 and in January 2012. (More information is available at [www.rug.nl/languagecentre](http://www.rug.nl/languagecentre)). In the second half of August, there are also intensive English language courses.

**Academic Record (Exchange Students)**

At the end of your period of study in Groningen an academic record will be made listing all your grades. We usually only include courses which you passed, but if you wish we can also list the courses which you did not pass (or for which you did not take the exam). Annelies van Urk will send you an application form for an academic record. You have to make sure yourself which courses should be on it. Go to your enrolments in Progress to make sure you do not miss anything.

**Address in Groningen**

It is important that your address in Groningen is registered at the University, because all official mail is sent to that address. Therefore, if you move to another room during your stay in Groningen, you must let the university know.

**Degree students**

Degree students have to change their address via Studielink. Please check whether your address and personal details are correct. The information on Studielink will be used for official university mail and for official documents such as your diploma and transcript of records.

**Exchange students**

If you change rooms, please inform Annelies van Urk.
ANNOUNCEMENTS

Formal announcements are made in the University Newspaper (Universiteitskrant or UK), through Nestor and via your university e-mail account. In addition, there are also noticeboards near secretarial offices or other designated places. Here last-minute announcements are made, for example when a lecturer had been taken ill.

CLASS ATTENDANCE

Students are required to attend at least 80% of all classes for each module. If you are absent more often, you may be excluded from taking part in the exam and not gain any credits for the class. Some lecturers are willing to give extra assignments to make up for missed classes, but only if you were absent for a valid reason and if you notified him/her in time! Therefore, if you are unable to attend a seminar due to illness or other special circumstances, you must notify your lecturer in advance if possible, otherwise as soon as possible. You are not required to do this if you miss a lecture.

Lecturers like students to be there for the first class of the semester, as that is the time that procedures are explained, schedules for assignments and presentations are drawn up, etc. You must therefore make sure you are in Groningen during the first week of the semester, and make sure you attend all classes during that week!

Students arriving late in the semester are not guaranteed admission to classes.

COURSE SYLLABUS

For all classes you will receive a syllabus at the beginning of the course. Here you’ll find all the information you need about contents, literature, assessment, how to contact the lecturer, exam dates, etc. Make sure you keep the syllabus throughout the semester. It also provides extra information for your supervisor at home, so take it home with you.

CREDITS

The University of Groningen works with the European Credit Transfer and Accumulation System (ECTS). This is a student-centered system based on the student workload required to achieve the objectives of a programme of study.

ECTS is the official Dutch credit system. 60 ECTS credits represent the workload of a full-time student in one academic year (42 weeks, 40 hours per week). One semester has 30 ECTS. According to the Dutch law on Higher Education one credit represents 28 student working hours. Student working hours include class hours, reading, independent studies, preparation for examinations, etc.
Most courses taught at the Faculty of Arts are worth 5 or 10 ECTS or credits. In a semester students can take, for example, six courses of 5 credits or three courses of 10 credits, or any other combination. It is allowed to take more or less than 30 credits per semester, but please plan realistically. Exchange students must consult their home university on the number of credits they are required to take home.

Some courses have been divided into an A-part and a B-part, each with their own means of assessment (usually an exam and/or an essay). The results of both parts make up the end grade. Students should take both A and B parts, otherwise the course will be considered as incomplete and no end grade or ECTS/credits will be registered in Progress. Both grades should be sufficient (at least 5.5).

For exchange students it is possible to include incomplete courses on the Academic Record. Therefore, if you have only finished part A or B, or have an insufficient grade for one of the parts, it can still be registered on your Academic Record. It is up to your home university how many credits can be awarded for such courses. Please ask your lecturer for an exam slip for the part you have completed, with the correct number of ECTS/credits and your grade.

**Dropping courses**

*Degree students*
It is a good idea to discuss dropping a course with your student adviser first, for it may have consequences for the progress of your study programme. If you have decided, de-register yourself for the course in ProgressWWW. If the course is a seminar or small lecture and the lecturer knows you personally, inform him or her.

*Exchange students*
First, make sure whether the coordinator of your home university approves and whether you still earn enough credits to meet the requirements of your home university or exchange programme. If you have decided, please inform Annelies van Urk of the International Office; she will de-register you for the course in ProgressWWW. If the course is a seminar or small lecture and the lecturer knows you personally, inform him or her. If you need advice for alternative courses, make an appointment with the student adviser for international students.

**E-mail account**

Make sure you check your university e-mail account on a daily basis, as all important messages from the university services will be sent there. You can also forward your e-mails to your personal e-mail account so you are sure you receive them.
ENROLMENT FOR COURSES AND EXAMS: SEE ProgressWWW

ENROLMENT FOR SEMINARS/WORKING GROUPS

Some seminar courses or combined lecture/seminar courses with many students have more than one seminar or working group. Each student is assigned to a working group by the Secretarial Office of the relevant Department. In order to find out which working group you are in, you have to go the Secretarial Office in person. You can sometimes switch groups if this fits in better with your timetable. For some courses you can enrol yourself via Nestor (see under Nestor). If you are not sure, contact the International Office for more information.

The addresses of secretarial offices can be found under Addresses: where to find..

EXAM BOARD

If you have a problem regarding a course or an exam which you cannot sort out with the lecturer, or in cases of plagiarism, you may be referred to the Exam Board. If there are any problems, always contact your student adviser as well.

EXAM DATES

For exam periods, go to the Academic Calender or see page 29 of this handbook.

The dates for exams are final and all students, exchange students included, are expected to take their exam or resit on the specified date.

Sometimes exchange students cannot be in Groningen during the exam period in January because the semester at their home university has started. In that case, an exception can be made. If you know you won't be able to be here in January, inform the International Office or student adviser for exchange students as early as possible. Please bear in mind that (early) holidays are never a ground for exception. Other grounds for exceptions include health reasons or exceptional personal or family circumstances. You need documentation (such as a doctor's note) to prove this. Inform your student adviser as well.

If you are ill during an exam or resit, or cannot be present for urgent reasons, please inform your student adviser as soon as possible so that he/she can contact the exam board for an extra exam opportunity. For formal requests like these, it is necessary to submit documentation stating the reasons why you couldn't attend the exam (for example a doctor's note). Again: early flights or holidays are never a good reason to miss an exam.
If a course is assessed by way of an essay or paper, there is usually no problem, as you can send the paper from home. If necessary you can ask the lecturer for an extended deadline (but it is not guaranteed that you’ll get this!).

Dutch Studies exams are earlier than regular courses: early to mid-December and May.

**Grades**

Examination and assessment results are usually expressed in grades. There are many different grading systems in Europe. To help institutions interpret the grades awarded to students, an ECTS grading scale was developed which provided additional information on the student’s performance in addition to the host institution’s grade.

Since 2010-2011, the Faculty of Arts has employed the new ECTS grading table, a simplified version of the grading scale. In addition to the grade awarded for a particular course, information will be given on how often (in %) individual grades are awarded in the Faculty of Arts. This facilitates the interpretation of each grade by a student’s home university. The ECTS grading table is part of the Academic Record. For more information on the ECTS grading table, see the ECTS Users’ Guide 2009 (available on-line).

**Dutch grades and grading practice**

<table>
<thead>
<tr>
<th>Dutch grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Excellent</td>
</tr>
<tr>
<td>9</td>
<td>Very good</td>
</tr>
<tr>
<td>8</td>
<td>Good</td>
</tr>
<tr>
<td>7</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>6</td>
<td>Sufficient (pass)</td>
</tr>
<tr>
<td>5-1</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The Dutch grading scale runs from 10 (highest mark) to 1 (lowest mark). The grade 6 is the pass grade. Depending on what you are used at home, you may find that Dutch lecturers give low grades. For most students and lecturers, an 8 is considered very good indeed, while a 9, let alone a 10 are very rarely given. Most students are awarded a 6 or a 7. If you are used to getting higher grades at home, you (and your supervisor at home) may feel disappointed. Remember, however, that this may be due to the modest Dutch grading practice, not just any poor performance on your part. The ECTS grading table will help you interpret your results by showing the statistical distribution of grades. This will make it easier for your supervisor at home to transfer the Dutch grade to an equivalent used in your home university.
A grade has to be sufficient (5.5 or more), otherwise you will not be awarded any ECTS/credits in Progress. This is also the case when a course has an A-part and B-part: both parts have to be sufficient. See also under Credits.

**Conversion table for American and Dutch grades**

Although the ECTS grading table mentioned above may also be used by non-European universities to interpret Dutch grades, here is a table with suggested American equivalents, taking into account the difference in Dutch and American grading practice.

<table>
<thead>
<tr>
<th>Dutch grade</th>
<th>Description</th>
<th>Suggested American equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Excellent</td>
<td>A+</td>
</tr>
<tr>
<td>9.5</td>
<td>Excellent</td>
<td>A+</td>
</tr>
<tr>
<td>9</td>
<td>Very good</td>
<td>A+</td>
</tr>
<tr>
<td>8.5</td>
<td>Very good</td>
<td>A+</td>
</tr>
<tr>
<td>8</td>
<td>Good</td>
<td>A</td>
</tr>
<tr>
<td>7.5</td>
<td>Good</td>
<td>A-</td>
</tr>
<tr>
<td>7</td>
<td>Satisfactory</td>
<td>B+</td>
</tr>
<tr>
<td>6.5</td>
<td>Sufficient</td>
<td>B</td>
</tr>
<tr>
<td>6</td>
<td>Sufficient (pass)</td>
<td>B-/C</td>
</tr>
<tr>
<td>5.5</td>
<td>Sufficient (pass)</td>
<td>D</td>
</tr>
<tr>
<td>5 - 1</td>
<td>Fail</td>
<td>F</td>
</tr>
</tbody>
</table>

* The table can be found on the NUFFIC website (www.nuffic.nl)

**GRADUATION (DEGREE STUDENTS)**

If you have (almost) completed your degree programme, apply for your degree certificate online. For this, you can use the Preliminary Final Assessment Application Form. Go to the website of the Office for Student Affairs and on the menu on the left click ‘Graduation, what do you need to do?’. The link will be found on this page. ([www.rug.nl/let/voorzieningen/bureaustudentzaken](http://www.rug.nl/let/voorzieningen/bureaustudentzaken)).

**LANGUAGE REQUIREMENTS (EXCHANGE STUDENTS)**

If courses are taught in English, a near-native level of English proficiency is required. This means that students need to have at least a TOEFL score of 550, or IELTS 6-6.5, or CEF (European Framework of Reference) B2/C1. Students who want to enrol in courses taught by the English Department or Department of American Studies should have a higher level of proficiency (TOEFL 620 (paper based), IELTS 7, CEF (Common European Framework of Reference) C1/C2 or Cambridge Exams: CAE.
If your results fall below that, you will probably have trouble understanding books and lectures and participating in discussions. The consequence may be that you fail courses or get bad results, or even that you are denied admission to courses or are evicted from courses.

While you are in Groningen, you can enroll in our course “English Proficiency for International Students”, which focuses on academic skills in English, especially writing papers and giving presentations. There is a limited capacity for this course (up to twenty students).

If you wish to enroll in courses not taught in English but in another language that is not your mother tongue, you need to send a certificate or statement from your language instructor at your home university indicating your level of proficiency in that language. If you want to take proficiency courses in, for example, German or French, you will be tested again before you can be finally admitted. If you wish to enrol in courses taught in Dutch, your level needs to be at least CEF B2 to C1.

If you have problems writing papers and essays, you could apply for a writing coach of the Writing Centre in the University Library. For more information, go to http://www.rug.nl/studenten/voorzieningen/schrijfcentrum.

**LEARNING AGREEMENT (EXCHANGE STUDENTS)**

You can change your learning agreement until the second week of the semester. The final version of your learning agreement has to be signed and sent to your own university within two weeks after the start of the semester. This is your own responsibility!

If you stay for a whole year, you can get a separate learning agreement for the second semester. In November/December you will be asked to submit a course selection for the second semester.

**NESTOR**

Nestor is the electronic learning environment for the University of Groningen. It enables you to download study material from the internet, make individual or group assignments, take part in discussions, exchange data, etc. Many courses now work with Nestor.

The International Office also has its own Nestor page! Here you can find announcements from the International Office and enter into discussions with other students (exchange students only). As an exchange student, you are registered automatically.

You are automatically enrolled in Nestor once you are registered for a course in Progress. It may take one or two days before the transmission is made. If you are not in Nestor, contact your lecturer.

You enter Nestor via http://nestor.rug.nl.
Preferences for Relevant Courses updated.

Tools
- Announcements
- Calendar
- Tasks
- My Grades
- User Directory
- Address Book
- Personal Information

Hot Links
- Strategic Plan
- Midterm Reviews
- Questions and answers

Academic calendar
- Internships
- Information for students
- Online course catalogue (Courses)
- Overview Bachelor's degree programmes
- Overview Master's degree programmes
- Overview Minor's and optional modules
- Organization of Faculty of Arts
- Progress
- Study guides

News and Announcements
- Academic quarter disappears
  From next September all lectures begin on the hour.
  The Reader Shop is closed as of Monday 11 July till Friday 22 July.

Cafeteria renovations (part 2)
  ground floor of the cafeteria closed as of Monday 18 July

Master's Honours Programme "Leadership: making the difference"

Application open now!

Academy Assistantships

For excellent Research Master students at the Faculty of Arts

Online independent study programme Tell me more via the Language Centre

Want to learn a language independently?

Comments about your degree programme?

Do you have a complaint or would you like to file an objection or appeal?

My Announcements

- No Institution Announcements have been posted in the last 7 days.
- No Course or Organization Announcements have been posted in the last 7 days.

more announcements...

My Organizations

Organizations you are leading:

- International Office Faculty of Arts

Announcements Office for Student Affairs

New opening hours and location Student Desk

The Faculty of Arts Student Desk on the first floor of the Harmoniebuilding is open from 12.45 PM.

Enrollment starts

Please be aware that you will also need to enrol for exams.

Important: enrollment exams June/July

Enrollment for exams is now possible until 5 June.

Enrollment modules semester 2

Enrollment for semester 2 modules is now only possible at the secretariat of your degree program.

(Nearly) Completed your degree programme?

Then please apply for your degree certificate.

Relevant Courses

Courses in which you are enrolled:
- Communication in & about the Netherlands
- Dutch Studies Lecture Series, semester 1

Edit Notification Settings.

Print screen Nestor page
Ocasys (Online Course Catalogue)

All courses offered by the Faculty of Arts can be found in the online course catalogue Ocasys. The catalogue is available in English and Dutch http://www.rug.nl/ocasys/let

Beware, however. Although the catalogue is available in English, only a small number of courses are taught in English! Apart from the language of instruction, courses may also not be available to you because of entry requirements. Therefore, all courses have to be approved by the study adviser for international students.

Plagiarism and Cheating

The University of Groningen wants to maintain high standards of academic teaching. Therefore fraud, cheating and plagiarism are considered serious offences with serious consequences. Students suspected of cheating or plagiarism will be reported to the Board of Examiners. If the charges are found to be true, a sanction will be imposed. This may mean that the exam in question is declared invalid and that you are barred from taking it again. Your home university will be informed as well.

The Faculty works with a plagiarism detection programme Ephorus which is available to all staff and students. It can help you avoid plagiarism. See www.ephorus.nl.

Cheating is unfair behaviour at exams. Examples are ‘cribbing’ (copying another student’s answers), using ‘cribbing sheets’ (pieces of papers with information about the subject matter which you use illegitimately), using your mobile telephone during exams and impersonating someone else (pretending you are someone else, or have someone else write the exam for you).

Plagiarism is theft of another person’s intellectual property for your own benefit. A clear example is using the information or arguments from an article or book in your own essay or thesis without giving the source. Another widespread example is copying chunks of text from books or from the Internet and passing it off as your own writing. Therefore, always use quotation marks if you copy a text literally and mention the source. If you paraphrase other people’s arguments or ideas (that is, represent them in your own words), give the source as well.

MLA (Modern Language Association) style for documentation is widely used in the humanities, especially in writing on language and literature. You can find information on the correct usage of the MLA style on-line, or in handbooks.

(This text is based on the brochure Cheating and Plagiarism in assignments, theses and exams, Stafafdeling Marketing & Communicatie, Erasmus University Rotterdam, May 2008)
PRESENCE AND ABSENCE

Students are required to be present 80% of the time. For seminars, this is registered. If you fall below the 80% without valid reasons, you will be excluded from the exam.

Students are also required to be present from the beginning to the end of the semester, including exam periods. Only in very exceptional cases is it possible to take exams on other dates than are specified in the official exam timetables.

PROGRESSWWW: ONLINE ENROLMENT AND RESULTS

Progress WWW is an internet application for online enrolment for courses and exams and for checking your study results. You enter Progress if you go to https://progresswww.nl/rug/, or to the university website and click ‘Information for ... current students’ and then ‘ICT’. You log in with your student number and password.

In your welcoming package you find an orange leaflet with information about ProgressWWW.

Print screen ProgressWWW login screen
**Enrolling for courses/modules: exchange students**
For exchange students the international office will take care of course registration in ProgressWWW after your course selection has been approved. Changes can be made until two weeks after the start of the semester. If you take courses in other faculties, you are sometimes required to go there in person to get registered. You will be informed of this.

**Enrolling for courses/modules: degree students**
Degree students have to register themselves. Course registration takes place in particular weeks which can be found in the academic calendar at the back of this guide and the guide of your degree programme.

This is how you register for modules in ProgressWWW:
- If necessary, click ‘Switch to English Language’
- Log in with your student number and password
- Click ‘enrolling’ at the top
- Select ‘Faculty of Arts’ on the left
- Select ‘Enrolling for Modules Semester 1’ or ‘Semester 2’
- Click on the right phase: bachelor or master
- Click on the right department
- Choose the right year of study and semester: now a list of available courses appears
- Click on the checkbox of the courses you want to take and click on ‘enrol’.

To deregister for a course, you click on the checkbox of a module in your course overview.

**Exam registration: degree students and exchange students**
It is compulsory for all students, including exchange students, to sign up for exams in ProgressWWW. The weeks in which you can sign up for exams can be found on the academic calendar at the back of this guide. Exchange students will also receive a reminder of the registration periods by email. If you fail to register for exams during the above mentioned periods, you can sign up during the late registration periods at the Office for Student Affairs, Bureau Studentzaken (BSZ), Harmony Building, first floor. Degree students have to pay a 15 euro fee for late registration.

This is how you register for exams in ProgressWWW:
- Log in with your student number and password
- Click ‘enrolling’ at the top
- Select ‘Faculty of Arts’ on the left
- Select ‘Enrolling for exams’ (not ‘Exam application’)
- Select the department.
- Select the correct exam period (‘tentamens’) or resits (‘hertentamens’)
- Select the course(s) and press the ‘enroll’ button.
- Alternatively, press ‘Search’ and provide the code or title of the course
- Your enrolment will be confirmed by an e-mail to your student’s e-mail account.

The exam periods and registration periods for 2011-2012 are:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Period</th>
<th>Exam period</th>
<th>Registration in ProgressWWW</th>
<th>Late registration at the Office for Student Affairs (BSZ)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Finals</td>
<td>9 Jan 12 – 20 Jan 12</td>
<td>28 Nov 11 – 30 Dec 11</td>
<td>2 Jan 12 – 18 Jan 12</td>
</tr>
<tr>
<td></td>
<td>Resits</td>
<td>23 Jan 12 – 10 Feb 12</td>
<td>28 Nov 11 – 30 Dec 11</td>
<td>2 Jan 12 – 8 Feb 12</td>
</tr>
<tr>
<td>Sem 2</td>
<td>Midterm</td>
<td>02 Apr 12 – 13 Apr 12</td>
<td>12 Mar 12 – 23 Mar 12</td>
<td>26 Mar 12 – 11 Apr 12</td>
</tr>
<tr>
<td></td>
<td>Finals</td>
<td>11 Jun 12 – 22 Jun 12</td>
<td>7 May 12 – 1 Jun 12</td>
<td>4 Jun 12 – 20 Jun 12</td>
</tr>
<tr>
<td></td>
<td>Resits</td>
<td>25 Jun 12 – 13 Jul 12</td>
<td>7 May 12 – 1 Jun 12</td>
<td>4 Jun 12 – 11 Jul 12</td>
</tr>
<tr>
<td></td>
<td>August*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*not for all courses!

**NB:** Exam periods and registration periods in ProgressWWW vary per faculty! Make sure to be informed about the proper dates (you can ask the international office of the concerning faculty) and *always* register for exams! If you miss the registration, you will have to pay a 15 euro fee per exam (fee may vary; other than at the Faculty of Arts, no exceptions will be made for exchange students). If you fail to register all together, access to the exam may be denied, or your grade won’t be registered.

**Results**
You can see your results if you click ‘results’ after logging in.

**Enrolments**
You can check for which courses / exams you have been enrolled by clicking ‘enrolments’ after logging in.

**Messages**
On the message board you find personal and general messages, for example the relocation of exams.

**STARTING TIME OF CLASSES**
In general, classes start on the hour and continue to a quarter to the hour (e.g. from 9.00 to 10.45 a.m). This gives you time to go from to the next class.
NB: Until this year, classes started a quarter past the hour. It may be that your fellow students or your lecturers are not used to the new system yet and arrive fifteen minutes too late ...

**STUDENT CARD**

After registration at the University of Groningen all (international) students receive their student card (by post or during the Welcoming Ceremony). On the personalised student card you can find your name, student number and registration dates. You need your student card for the libraries (borrowing books), registration for student facilities such as the Aclo sports centre, and you have to bring your card with you during exams. Without the card, you might be refused at the exam.

If you have lost your student card or if it has been stolen, you can apply for a new card at the University Student Desk (Academy building). After a PIN payment of € 12.50, you will receive the card in the mail around ten days later (exchange students: your card will be sent to the International Office).

**STUDENT NUMBER**

Your student number is used as your user name to log into many university and library services. Make sure you have it with you (or know it by heart). You also need a password. An initial password is provided upon arrival. After the first time you log in, you will be asked to change the password.

**STUDIELINK (DEGREE STUDENTS)**

Studielink is a national web-based system in the Netherlands used for enrolment of degree students. Studielink can be used for organising your registration, payment of tuition fees, signing out and changing your correspondence address.

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

**TIMETABLES**

*Timetables for courses*

The timetables of the courses offered by the Faculty of Arts are available on-line. This information is partly available in English. If you click on the link in the timetable, you will be redirected to Ocasys (our on-line course catalogue). There you will find detailed information about the courses. Conversely, the course description in Ocasys will contain a link to the up-to-date timetable.

Location: [www.rug.nl/let/roosters](http://www.rug.nl/let/roosters)
When course timetables are available on-line exchange students will be notified by e-mail. Please be aware of the fact that the times of courses may overlap and that you have to change courses. If the day and time of a seminar is problematic, you can sometimes switch groups.

**Timetables for exams**
Timetables for exams will only become available after the start of the semester. You can also find it on [www.rug.nl/let/rosters](http://www.rug.nl/let/rosters).

All students are expected to take their exams at the designated dates and times. Exceptions can be made only under very exceptional circumstances.

**TRANSCRIPT OF RECORDS (DEGREE STUDENTS)**

If you need an official, certified list of grades, you can apply online to the Office for Students Affairs. Go to the office website and click on the item on the menu on the left ([www.rug.nl/let/voorzieningen/bureaustudentzaken](http://www.rug.nl/let/voorzieningen/bureaustudentzaken)).

The printout will be available for pick-up the following working day from 12 p.m. Make sure you bring identification with you. This can be your student card or identity card. If you cannot pick up the list of grades yourself, it can posted to your Groningen address. You can authorize someone else to pick up the list, but this person will need to show identification.

*Exchange students* have to apply for an academic record at the International Office (see page 30 of this handbook).
STUDYING IN GRONINGEN: DO’S AND DON’TS IN THE CLASSROOM

Teaching, classes and exams are probably different at the University of Groningen compared to what you are used to in your home country. What, on the whole, can you expect when you arrive here as a new degree or exchange student?

CLASSES

At the Faculty of Arts, there are three types of classes: lectures, seminars, and practicals (only in the Archaeology Department).

Lectures usually take place in a big hall with many students. It’s mainly one-way traffic: the lecturer talks to the students, the students listen and take notes. Sometimes students can ask a few questions, but on the whole there is not much interaction.

Seminars (or working groups) take place in smaller rooms with a maximum of 20 to 25 students. Here, the role of the students is much more active. They are expected to contribute to discussions, give presentations and give feedback to the presentations of others. Students are also expected to think for themselves, and form and voice their own opinions, with due respect for those of others. You certainly don’t have to agree with your lecturer and classmates, but your opinion should be based on sound arguments. Some seminars are a combination of small-scale lectures and seminars.

During practicals you practice certain methods or techniques you learnt, e.g. in laboratory.

WORKLOAD, SELF-STUDY AND PLANNING

You may find that you have to spend very few hours in class. Two to four hours per week for a class is quite normal. Though it is tempting to spend the remainder of the week talking to friends or going to the numerous parties in international student houses, you are, in fact, supposed to prepare next week’s classes, study the literature, work on presentations and study for your final exams. In the Dutch system self-study is a substantial part of the workload for courses. You are in charge of your own time; no-one will tell you when to start studying for your exam or preparing your essay, this is all down to your own (hopefully realistic) time management. Many Dutch students study in one of the libraries rather than just in their own room as they find this helps them get into a routine of regular study.
It is important that you start working from the first week onwards, as it is difficult to catch up later! You have to plan your academic work carefully and realistically!

If you are not used to this deceptive freedom, or if you fear that you will find it difficult to handle, you are strongly recommended to join one of the courses of the Study Support Group (see the Welcome to Groningen guide, or go to www.rug.nl/so) to help you on your way.

For a further explanation of workload and ECTS (the European credit system), see page 33/34 of this guide.

**WORK ATTITUDE, EXPECTATIONS AND DEADLINES**

The Dutch study environment may seem very friendly and informal, but do not be mistaken. Students are expected to work hard, fulfill all obligations with regard to their classes and hand in assignments and essays on time. A deadline is a deadline and is non-negotiable, except under very exceptional circumstances. You are also expected to arrive in class on time.

When you don’t meet all the requirements for a course, fail to hand in your things in time or fail to cooperate with other students, you will not be admitted to the exam and you will fail the course. When you don’t stick to the rules, you will notice that people will not be so forthcoming anymore, no matter how friendly and informal they normally are.

**STUDY SUPPORT**

Studying in Groningen may be very different from what you are used to. The adjustment to a different way of working may cost you more time than you think. As your time here is limited, you may fail classes and not bring back enough credits/ECTS when you return home. It is therefore a good idea to enrol in one of the courses offered by the Centre for Student Support and Academic Skills, for example in the Study Support Group. For more information, go to www.rug.nl/studyskills.

**EXAMS AND (SEMI-)CONTINUOUS ASSESSMENT**

Mostly lectures have one final exam at the end, which means that there is only one moment that you can prove your worth. Sometimes there is a mid-term exam as well. For seminars you are often expected to do assignments throughout the semester which add up to your grade in addition to a final exam or essay. Some classes have a system of continuous assessment whereby you have to hand in assignments every week, for other classes you have to do less assignments and/or less frequently. In most cases, you will need to pass all part of a course to get a final grade and to earn the ECTS/credits.
When you are used to a system of continuous assessment at home, you may find the classes relatively easygoing and not very intensive. The danger here is that you may underestimate the final or mid-term exam or the requirements for the final essay. Don’t be deceived, those may be much more demanding than you were led to expect on the basis of the weekly class routines!

On the other hand, if you are used to a system where all effort is geared towards the final exam, you may find the work you have to do each week quite overwhelming. In addition, you may not be used to writing essays, giving presentations or participating in classroom discussions. If you fear this may become a problem, you could consider joining a Study Support course.

Ways of assessment and the relative weight of assignments and exams should be written out in the study hand-out for each class and/or on Nestor. If you are not sure what is expected of you, you should ask the lecturer at the beginning of the course.

Students can only take final exams at the given dates as given in the exam schedules – exceptions can only be made under specific circumstances.

**THE LECTURER AND FELLOW (DUTCH) STUDENTS**

Depending on what you are used to, you may find professors and lecturers quite accessible, friendly and helpful, especially in small seminar groups. Most lecturers welcome exchange students provided they work hard and join in with the rest of the group. In Dutch universities, the atmosphere is generally relaxed and not very hierarchical.

Lecturers often have office hours, specific times when they are in their office and available for students. If you want to talk to a lecturer, please observe the office hours or make an appointment. If you write an e-mail to a lecturer, bear in mind that he or she is not a fellow student, but should be addressed properly (for example, dear Professor X or dear Mr / Mrs X).

If you cannot come to a seminar, you should inform the lecturer by e-mail. For big lectures you don’t have to do this. You should also inform the lecturer if you decide to drop a course altogether and not to come to his or her class any more, especially if it is a seminar or small lecture and the lecturer knows who you are. It’s very impolite to just stay away without informing the lecturer.

Depending on your own cultural background, you may find Dutch students quite outspoken and direct. Don’t be discouraged by this, they are usually quite open, friendly and willing to talk to you. The best way to make contact with them is by making the first move. Start talking to them and don’t be afraid to ask them about studying or other things you are not sure of.
Even though you may not be used to it, try to participate in discussions during seminars. What you say doesn’t have to be perfect, as long as it contributes to the discussion. Don’t be too scared to make mistakes – you’ll only learn from them!

To conclude...
We hope this handbook gave you the information you needed during your study stay at the Faculty of Arts. Should you miss any crucial details, please let us know (international.office.let@rug.nl). We appreciate all suggestions.