



university of
 groningen

faculty of philosophy

Handbook
for
International
Philosophy
Students

2023-2024



Handbook for International Students

2023/2024

Faculty of Philosophy

Contents

1. Welcome to the Faculty of Philosophy	6
1.1 About this Handbook.....	7
2. The Faculty of Philosophy	9
2.1 Organisation.....	10
2.2 Location and addresses	11
2.3 Lecture and seminar rooms.....	11
2.4 Other faculties	12
3. Student services	14
3.1 Student card.....	14
3.2 Canteen.....	14
3.3 Computer facilities.....	15
3.4 Information Services, visa and immigration	15
3.5 MSD - Mobility and Scholarship Desk	15
3.6 Library	16
3.7 The Language Centre	16
3.8 Readers	17
3.9 Printers	17
3.10 ESN - Erasmus Student Network.....	17
3.11 SSH Student housing.....	18
3.12 Studium Generale	18
3.13 University Shop.....	19
4. Courses	20
4.1 Course catalogue: Ocasys	20
4.2 Timetables	20
4.3 The Student Portal.....	20
4.4 Registration for courses: ProgressWWW.....	21
4.4.1 Enrolling for courses/modules: exchange students	21
4.4.2 Enrolling for courses/modules: degree students	21
4.5 Exams.....	21
4.6 Grading	22
5. Student wellbeing and support	24
5.1 Study advisor	24
5.2 Study support (SSC)/Psychological counselling.....	24
5.3 Special needs	24
5.4 Confidential advisor	25
5.5 Student mentors.....	25

6. Practical Matters, study related	26
6.1 Transcript of records for degree students	26
6.2 Transcript of records for exchange students	26
6.3 Graduation (degree students only)	26
7. Classes and class attendance	27
7.1 Course guide	27
7.2 Class attendance	27
7.3 Fraud or plagiarism	27
7.4 The lecturer and fellow Dutch students	27
8. Fun Facts	29
8.1 Coming to Groningen	29
8.2 Fun Facts	29
8.3 Tips for trips	29
8.4 German Cities	31
8.5 The Wadden Islands	31
8.6 Some other tips of things you can visit in The Netherlands:	32
8.7 Some Dutch expressions and sentences you should know	32
8.8 Dutch food and drinks	33
Annex	35
City map Groningen	35
City Centre map Groningen	36
Map Zernike complex	37

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1. Welcome to the Faculty of Philosophy

Dear students,

a warm welcome to the Faculty of Philosophy at the University of Groningen!

We are very happy that you have chosen Groningen and our faculty as your intellectual home for the coming semester, year, or even a longer period. We are a vibrant community of students and staff members, united by the love for philosophy. Our internationally renowned researchers study the history of philosophy, theoretical philosophy, and ethics and social and political philosophy; those are the three departments of our faculty. They bring their insights into the courses they teach, many of which are highly interactive. This offers students opportunities to grow intellectually and personally, so don't be shy and get engaged!

We welcome diversity – not only along lines of gender, nationality, or background – but also of opinions. Philosophy thrives on exchanging different points of view and engaging in arguments, always in a respectful way.

We hope that you will become an active member of our faculty, inside and outside the classroom. You are invited to take part in all the activities and events organized by the faculty and by our student organization STUFF.

We hope that you quickly find your way around the city and the faculty, and that you will have an inspiring, fruitful and enjoyable time in Groningen!



*Lisa Herzog
Dean of the Faculty of Philosophy*

1.1 About this Handbook

This handbook is about studying at the Faculty of Philosophy of the University of Groningen. It contains information for exchange students and for degree students. Not all information applies to both groups, so please read carefully what does and does not apply to you. *Degree students* have come to our faculty to obtain a bachelor or master degree in Groningen. They are registered as full-time students and have gone through an admission procedure. *Exchange students (or: non-degree students)* are in Groningen for one or two semesters during which they follow courses and obtain credits which will be recognized by their home university.

The brochure '*Road to the UG*' contains pre-arrival information (including a checklist), and information on living and studying in Groningen. Find the latest brochure here: <https://www.rug.nl/education/bachelor/international-students/study-in-the-netherlands-groningen/road-to-the-ug-guide-2022-2023.pdf>

We hope this handbook will help you find your way inside our faculty and the university, and we wish you an enjoyable and memorable time in Groningen!

Mr. Daan Evers – coordinator Research Master Philosophy

Mr. Andreas Schmidt – coordinator MSc in Philosophy, Politics, and Economics

Ms. Siepie Blom – student administration

Ms. Janine Weeting – study advisor Master & PhD

Ms. Anouk Labberté – study advisor Bachelor

Ms. Susan Garthaus – international officer

Ms. Ìsey Mous – international student mentor

Daan Evers



Andreas Schmidt



Siepie Blom



Janine Weeting



Anouk Labberté



Susan Garthaus



2. The Faculty of Philosophy

The Faculty of Philosophy is a small and dynamic faculty in the heart of Groningen, located in one of the oldest buildings in the city. It has about 500 bachelor students and 200 master students, 30 PhD students and almost 70 members of staff. The faculty offers a 3-year bachelor programme in Philosophy (mainly in Dutch, but with a wide range of courses in English) and a one-year bachelor in Philosophy of a Specific Discipline, which is followed by many students next to their full-degree bachelor programme in Groningen. At the master level, we offer a one-year Master in Philosophy, a one-year Master in Philosophy, Politics and Economics (PPE), a one-year Master in Philosophy, Science and humanities (PSH), and a two-year Research Master.

The faculty has three departments and a faculty office.

All support staff is in the faculty office. Our academic staff is in one of the three departments:

History of Philosophy,
Theoretical Philosophy,
Ethics, Social and Political Philosophy.

List of all Faculty staff members:

www.rug.nl/filosofie/contact/staff-members

Address

Oude Boteringestraat 52
9712 GL Groningen
Tel. +31 (0)50 36 36161
www.rug.nl/filosofie

Opening hours (for students): Monday to Friday 8.30 a.m. to 5.30 p.m.

The Faculty Office

For advice or support in practical matters related to your studies, you can contact one of the staff members in the faculty office: www.rug.nl/filosofie/contact/faculty-office

International Officer

For all questions concerning international mobility (and mobility documents), housing, visa issues, or your scholarship or grant, international students can contact Susan Garthaus:

E-mail address: phil.international@rug.nl

☎ +31 (0)50 36 37231, room nr. 1136.102

Study advisors for degree and for exchange students

For questions about courses and academic matters, and in case of personal problems which may affect your studies, you may contact either of the study advisors.

E-mail: fil-study-advisor@rug.nl
☎ +31 (0)50 36 36157, room nr. 0015
www.rug.nl/filosofie/contact/study-advisor

Degree students

If you have come to Groningen to study for a degree, please contact the coordinator of your degree programme first in case you have questions or problems related to the contents of the programme. Depending on the issue, you may be directed to the study advisor. If you have problems with your university registration, you can contact the Admissions Office: admission@rug.nl

2.1 Organization

Faculty Board

The Faculty Board is in charge of overall management and administration of the Faculty and consists of the dean, vice-dean, managing director, 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, e.g. decisions about teaching, the approval of the Faculty Council is required.

Graduate School of Philosophy

Research is organized in our so-called “research school”. Our research school offers the Research Master programme and is responsible for the PhD training of students. The school is closely linked to the Groningen Research Institute of Philosophy (GRIPh), a high-ranking institute that belongs to the top both within the Netherlands and abroad.

Centre for Philosophy, Politics and Economics

The Centre brings together researchers from different faculties at the University of Groningen who share an interest in the disciplines composing the field of PPE. The individual members of this interdisciplinary group share expertise in political theory, in philosophical disciplines such as ethics, philosophy of science and social epistemology, in economics, as well as in sociology and social psychology.

Programme Committee

The Programme Committee is an important advisory body for the degree programmes. They are also in charge of the evaluation of degree programmes. Half of the members of the Programme Committee are students and half are staff.

Programme Committee Graduate School

The Research Master Philosophy and the Graduate School have a separate Programme Committee. The committee consists of a student of the research master, a PhD candidate, the Graduate school director, teaching staff members and the study advisor.

Admission Boards

Every degree programme has its own admission board which decides on the admission of new students.

Examination Boards

The Faculty of Philosophy has one Examination Board. 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. For outgoing exchange students, the Examination Board decides on the recognition of credits that were obtained abroad.

STUFF

For the past 12 years, STUFF, the Study Association for the Faculty of Philosophy, has made an effort to connect and unite students at our faculty. STUFF organizes a great amount of activities, varying from study-related events like career days and film lectures to social events like the monthly drinks ('de borrel' in Dutch) and several excursions. More information on activities and events can be found on the website:

www.stuffgroningen.nl/en/home

International Student Mentor

One student mentor has been appointed especially for our group of international students. She is Philosophy student Ìsey Mous. You will meet her in person during the faculty introduction. As incoming international students you have been informed about the student mentor by mail and have been able to approach the mentor with practical questions already before your arrival.

2.2 Location and addresses

Map

You can find a small map of the city of Groningen and the Zernike area on the final pages of this handbook, so you can find out where everything is. If you want a bigger map, in full colour, you can buy one for € 1 at the University shop/ I-shop, Oude Kijk in 't Jatstraat, no. 19, or a more fancy (and expensive) one at the tourist office on the Grote Markt or any book shop in the city. Find an online map here: www.rug.nl/staff/location

2.3 Lecture and seminar rooms

Oude Boteringestraat 52

You will reach the main entrance to the Faculty of Philosophy by taking the small alley in between Oude Boteringestraat 52 and 54.

The Faculty has four lecture/seminar rooms and all classes are taught inside the faculty building. The rooms are Alfa (1st floor), Beta (1st floor), Gamma (ground floor), and Omega (ground floor).

The canteen (and informal meeting place for students) is on the ground floor

The secretary's office and study advisor can be found just walking straight on from the main entrance.

Other university buildings

Academy Building, Broerstraat 5

This is the central university building with the characteristic stairs in front, opposite the University Library. 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 Leeuwzaal (ALeeuw)
- Heymanszaal (AHeym)
- Geertsemazaal (AGrts)

☎ +31 (0)50 36 35250 (porters' desk)

Opening hours:

Monday to Thursday 8.00 am – 10.00 pm

Friday 8.00 am – 8.00 pm

2.4 Other faculties

Faculty of Arts

Harmonie building, Oude Kijk in 't Jatstraat 26, 9712 EK Groningen

Mobility Office is located on the first floor: exchange.in.arts@rug.nl

Opening hours: Monday to Friday 13.00 – 16.00h

Faculty of Law

Turftorenstraat 21, 9712 BE Groningen.

International Office faculty of Law: room 1314.0111 in the Harmonie Building.

Opening hours: Tuesday and Thursday, 15.00 – 17.00h

exchange.law@rug.nl

Faculty of Behavioural and Social Sciences

Grote Kruisstraat 2, 9712 TS Groningen

Opening hours International Office: Monday to Friday, 9.30-11.30 am

exchange.gmw@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 Campus*, which is about 3.5 kilometres to the north of the city centre. You need a bike, or you can take bus 11 or 15 to Zernike.

Faculty of Economics and Business

FEB Exchange Office is part of the Student Support Department.

Duisenberg Building Plaza, Student Support Desk, Zernike Campus, Groningen.
exchange.in.feb@rug.nl

Faculty of Spatial Sciences

Landleven 1, 9747 AD Groningen
Room 0.19 (P.J.M. van Steen), IOFSS@rug.nl

Faculty of Science and Engineering

Bernoulliborg Building
Nijenborg 9, Groningen
exchange.science@rug.nl

University College Groningen

Visiting Address: Hoendiepskade 23/24, 9718 BG Groningen
exchange.ucg@rug.nl

Campus Fryslan Leeuwarden

The youngest faculty of the University of Groningen is located in Leeuwarden, Leeuwarden is the capital of the province of Friesland, can be reached easily from Groningen by train and bus. For more information on how to get there, see www.9292.nl, the door-to-door public transport journey planner.

Visitors address: De Beurs, Wirdumerdijk 34, Leeuwarden
campusfryslan@rug.nl



3. Student services

3.1 Student card

All students at the University of Groningen receive a personalized student card.

The University card can be used:

- at the tea and coffee machines
- at the printers and photocopiers
- to borrow and order books from the University Library
- as proof of identity when you register for and sit exams
- at the Sports Centre facilities if the card is activated for this purpose.

For this student card to be made, you need to upload your picture yourself. How:

- logon to studentportal.rug.nl
- search for Enrolment and photo under RUG tools on the left, and click

More info: <http://www.rug.nl/education/faq/>

You can apply for the card as soon as you have received your student number. If you do this up to three weeks before your arrival to Groningen, your card should be ready by the time you arrive. You will receive mail from the Central Student Administration (CSA) Desk about when and where you can pick up your card (please check your spam folder as well)

On the personalized student card you will find your name, student number and registration dates.

By transferring money from your bank account to your student card you can use this card for printing, coffee machines etc. Read how to transfer money to your student card here: <http://student.portal.rug.nl/infonet/studenten/inuitschrijving/collegekaart>

Please bring your card with you during exams. Without the card, you may be refused to take the exam.

In case you should lose your student card, or if it has been stolen, you can apply for a new card at the University Student Desk (Academy building) for a € 15 fee. You will receive the card in the mail around ten days later (exchange students: your card will be sent to the international officer).

3.2 Canteen

Our Faculty has its own kitchen/canteen with two coffee & tea machines, and a fridge . The canteen is used by students and staff and serves as a meeting place as well. The canteen in the basement of the Academy building (very nearby) is open to all students and staff. Here, you can buy snacks, food and drinks. There is soup, various sandwiches, a salad bar and warm and cold drinks.

You can also use the canteen in the Harmonie building (Faculty of Arts) Warm meals are served there four days a week, from Monday till Thursday (two options, one of which vegetarian) between 17.00 and 19.00h.

3.3 Computer facilities

All students receive a computer account which gives them access to computers that are installed in study areas e.g. in the University Library and other University buildings and to the university network. Computer accounts for students are free of charge.

You will also be given a student email account. It is important to check this account frequently, as all university mail will be directed to your official student account! This includes information from the study advisor on exams and registration!

To find all student facilities: log on to My University, on www.rug.nl

IT Helpdesk for students:

Harmonie Building, room 1313.0231 (follow the green line, go to the first floor, and turn left to the study areas. The desk is located to the right). Further down the corridor you can find the multi media rooms.

E-Mail: servicedesk.binnenstad@rug.nl

☎: +31 (0)50 36 33232

Opening hours: Monday – Friday: 8.30 a.m. – 5 p.m.

Wifi:

In a large part of the university buildings students of the University and other educational institutions are able to use the wireless network 'eduroam'. Log on to this network with your username, which is s[your student number]@student.rug.nl and the password you use for all other university IT facilities.

3.4 Information Services / Immigration Service Desk

At this information desk you can get general information about studying at the University of Groningen, including administrative and financial matters (for degree students). This is also the place to be for help and advice concerning visa and immigration procedures.

Visiting address: Academy Building, Broerstraat 5, first floor

☎ +31 (0)50 36 38181

www.rug.nl/education/contact/information-services

For opening hours and for making an appointment with ISD, please see:

www.rug.nl/education/contact/information-services/immigration-service-desk

E-mail: isd@rug.nl

3.5 MSD - Mobility and Scholarship Desk

The MSD deals with the implementation of various scholarship programmes at the University of Groningen. Students who receive a scholarship through the MSD, should contact MSD for matters concerning this scholarship. Study related issues will be handled at faculty level.

Visiting address: Academy Building, Broerstraat 5, first floor

E-mail: msd@rug.nl

N.B.: Making an appointment with MSD

Appointments with either ISD or MSD can only be made online

www.rug.nl/education/contact/information-services

3.6 Library

The University of Groningen Library houses around three million books and periodicals. You can find out where books, documents and journals are via the Library Portal www.rug.nl/science-and-society/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 card 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.

Visiting address University Library:

Broerstraat 4 (opposite the Academy Building)

☎ Information desk: +31 (0)50 36 35020

Opening hours:

Mondays – Fridays: 8.30 am – midnight

Saturdays and Sundays: 10 am – 10 pm

www.rug.nl/library/

During vacations, holidays and exam periods, opening hours may change. Check the website for current opening hours, or download the Library Groningen University App for the Library opening hours and availability of computers. The app is available for iOS and Android.

3.7 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 language courses, which are taught at different levels.

Degree students can register for Dutch language courses free of charge (see website to check whether you are eligible: <https://www.rug.nl/language-centre/language-courses/dutch/rug-international-students/>).

Exchange students will have to pay a fee and may add a Dutch language course to their learning agreement and gain 5 ECTS for it (ask your home university about the possibility to get these credits recognized).

For all students, the Language Centre offers a free online Introduction to Dutch MOOC: www.rug.nl/language-centre/e-learning/online-dutch/introduction-to-dutch-mooc

The Language Centre also offers courses at various levels in English, French, Italian, Japanese, Chinese, German, Spanish and Portuguese. For these courses you usually won't get ECTS credits, but you will receive a certificate of attendance at the end. Exchange students: some home universities will award you ECTS credits for a language course, check this with your home Erasmus coordinator.

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 36 35802

E-mail: talencentrum@rug.nl

Internet: www.rug.nl/language-centre/

3.8 Readers

Check the course descriptions to see if any readers are needed. Make sure you buy your readers at the beginning of the semester as you need them to prepare for classes! The readers for the course units taught at the Faculty of Philosophy can be ordered online at the UG's online printshop portal: <https://rug.shop.canon.nl/nl/reloaded>

You will be asked to create a so-called Bookshelf account the first time you use this service. You should bear in mind that it will take at least a week for the reader to be delivered, and that some periods are busier than others, for example the weeks before the start of the lectures. Therefore, make sure you order your readers in good time.

3.9 Printers

400 machines are located throughout the University of Groningen. All machines can be used by both students and staff. Each machine (equipped with a card reader) can be used to pick up your prints, for scanning or for copying. Printing facilities are also located close to the student computer rooms. For printing you use your University card. This credit can be topped up through MyPrint or through Webdeposit. Identify yourself at a printer with a University Card or by entering your S-number and password to release the machine or print job. Steps:

1. First, top up your print credit.
2. Send your print request via Follow You and go to any printer or multifunctional.
3. Log in at the machine by passing your University card over the reader. You can then print your document, or start a scan or photocopy session.

N.B. Forgot your University card? Don't panic, you can also log in with your S-number and password.

Further instructions on topping up credit via MyOrder or RUG webdeposit can be found here: <http://student.portal.rug.nl/infonet/studenten/ict/printen/>

For printing and photocopying in large volumes, you can also go to a copy shop in the centre of the city.

3.10 ESN - Erasmus Student Network

Erasmus Student Network (ESN) is one of the biggest interdisciplinary student organizations in Europe, founded in 1989 for supporting and developing student exchange. The main focus of ESN is on the well-being of all international degree and exchange students in Groningen. ESN offers help and support in academic, social and practical integration processes. The latter is mainly done through the organization of a wide range of activities, including cultural events (international dinners, country nights, excursions to various places in and outside the Netherlands), social events (socializing or theme parties on Monday nights), educational programmes (language exchange, career events) and charitable events. Check out the website www.esn-groningen.nl or the ESN Facebook page to read more about all activities ESN organizes and to see what's coming up. Additionally, ESN provides internationals with a [Buddy Programme](#) linking international students to a mentor. These mentors help the international students when they arrive in Groningen and provide support for academic and practical integration.

3.11 SSH Student housing

SSH offers reserved student housing for international students of the University of Groningen during fixed rental periods:

Semester I: 7 August until 30 January 2024

Semester II: 2 February until 26 July 2024

Semester I+II: 7 August until 26 July 2024

For any question regarding your SSH application or rental agreement, you can contact the international officer (exchange students) or Admission Office (degree students).

3.12 Studium Generale

Studium Generale organizes 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 (University of Applied Sciences) and the University of Groningen (though you get no ECTS/credits for following lectures!).

You can usually find posters and flyers about their programme and upcoming events in the entrance hall of the faculty or in our canteen.

Visiting address: Oude Boteringstraat 13.

(+31 (0)50 36 35463

E-mail: studium@rug.nl

Website: www.sggroningen.nl



3.13 University Shop

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 19

Opening hours:

Monday: 11 am – 5 pm

Tuesday to Friday: 10 am – 6 pm

Saturday: 1 – 5 pm

Website: www.rug.nl/shop

3.14 Sports Centre

The ACLO is the overarching student sports organization of the University of Groningen and the Hanze University of Applied Sciences in Groningen, as well as for the 49 sports clubs of the ACLO. For the students of both higher education institutions ACLO offer sports in many different ways.

The ACLO was founded in 1945 and is the largest overarching student sport organization of the Netherlands.

The ACLO represents the students' sport in Groningen on a national level. At this moment nearly 19.000 students are active at ACLO for only €59,95 a year. ACLO is the most important supplier of sports for students in Groningen.

www.aclosport.nl/

3.15 Further reading

Please find additional and more detailed information on UG's webpages for international students:

www.rug.nl/education/bachelor/international-students/

and

www.rug.nl/education/master/international-students/

For example, the pages include links to an Arrival Guide, and information on Living in the Netherlands.

4. Courses

4.1 Course catalogue: Ocasys

All UG courses are in the online course catalogue Ocasys. The catalogue is available in English and in Dutch. Find Ocasys by logging in to the Student Portal / My University: <https://studentportal.rug.nl/> and then selecting Course Catalogue (Ocasys) under RUG tools. Also to be found here: <https://www.rug.nl/ocasys/?ocasyslang=en>

Please note: although the full catalogue is available in English, please look for the **language of instruction** and the **entry requirements**. Courses may not be available to you because of entry requirements. Therefore, all courses must be approved by the study advisor.

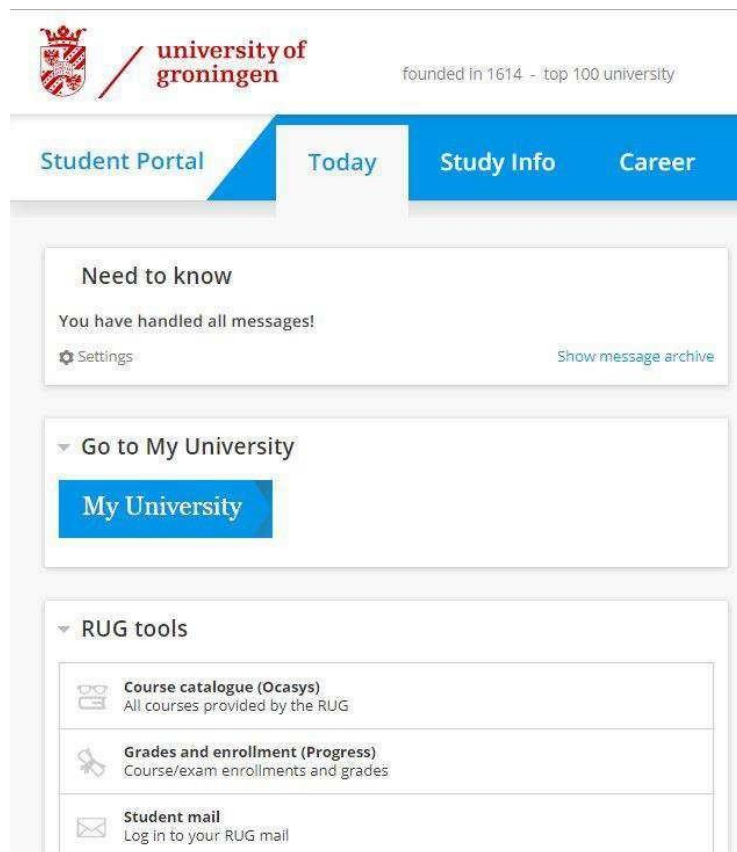
4.2 Timetables

The timetables (or schedules) of the courses offered by the Faculty of Philosophy are available online. This information is partly available in English. If you click on the link in the timetable, you will be directed to Ocasys. There you will find detailed information about the courses. Conversely, the course description in Ocasys will contain a link to the timetable rooster.rug.nl Timetables for exams will become available on rooster.rug.nl after the start of the semester.

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

4.3 The Student Portal

The Student Portal <https://studentportal.rug.nl/> is an important source of information for all UG students.



The screenshot shows the top navigation bar of the Student Portal with the University of Groningen logo and the text 'founded in 1614 - top 100 university'. Below the navigation bar, there are four tabs: 'Student Portal', 'Today', 'Study Info', and 'Career'. The main content area is divided into three sections: 'Need to know' with a message 'You have handled all messages!' and a 'Show message archive' link; 'Go to My University' with a 'My University' button; and 'RUG tools' with three items: 'Course catalogue (Ocasys)', 'Grades and enrollment (Progress)', and 'Student mail'.

It is the virtual learning environment of the University of Groningen. Lecturers and students interact on the Student Portal, e.g. the student portal is used to download documents (assignments, presentations, literature used) or to find out which tutorial group you are assigned to.

Furthermore, all information about individual courses, university news, announcements, schedules, study information and career opportunities are published here.

< *Student Portal home page*

The password for Student Portal is the same as the password for e-mail and ProgressWWW. In order to gain access to courses in Student Portal, you must first register for your courses via ProgressWWW. After enrolling for courses in Progress, these courses will appear on your Student Portal opening page the following day (the two systems synchronize overnight).

4.4 Registration for courses: ProgressWWW

Progress WWW is the official internet application for enrolment for courses and exams and for the registration of study results. Find ProgressWWW by logging in to the Student Portal / My University: <https://studentportal.rug.nl/> and then selecting Grades and Enrolment (Progress) under RUG tools.

4.4.1 Enrolling for courses/modules: exchange students

For exchange students the study advisor will take care of course registration in ProgressWWW after your course selection has been approved. Changes can be made until one week after the start of the semester. If you take courses at other faculties, you are sometimes required to go there in person to be registered. You will be informed of this.

4.4.2 Enrolling for courses/modules: degree students

Degree students have to register themselves. This is how you register for modules in ProgressWWW:

- If necessary, click 'Switch to English Language'
- Click 'enrolling' at the top
- Select 'Philosophy' on the left
- Click on the right phase: Year 1,2 3, or Master
- Now a list of available courses appears
- Check the box of the courses you want to take and click on 'enroll'.

To deregister for a course, please check the box of a module in your course overview on the right side of the screen and click 'deregister'.

Your enrolment/deregistration will be confirmed by e-mail to your student e-mail account.

4.5 Exams

For Philosophy courses, enrolment for a course equals enrolment for the exam (so you do not have to enroll for exams of the Faculty of Philosophy separately). This can be different for courses of other UG faculties!

NB1: Exchange students of the Faculty of Philosophy cannot always enroll for courses at another UG faculty. In case you wish to take a course at another faculty, always ask the international officer Susan Garthaus to contact the other faculty on your behalf.

NB2: Exam periods may vary per faculty! Make sure to be informed about the proper dates (you can ask the international office of the concerning faculty). When you register for a course, you will automatically be registered for the exam.

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, you should inform the International Officer and/or study advisor as early as possible. Please bear in mind that (early) holidays are never a ground for exception.

Valid grounds for exceptions also include health reasons or serious personal or family circumstances. You need documentation (such as a doctor's note) to prove this. Inform your study advisor as well.

If you are ill during an exam or resit, or cannot be present for urgent reasons, please inform your study advisor as soon as possible so that he/she can help you 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 valid 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!).

4.6 Grading

The Dutch grading scale runs from 10 (highest mark) to 1 (lowest mark). The grade 5,5 is the pass grade.

Depending on what you are used to 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 rarely given.

The ECTS grading table provides a statistical distribution of grades, calculated over the past three years. It indicates the percentage of students who gained the grades mentioned in the transcript of records and gives a clear indication of the student's performance in relation to the current and the previous cohorts.

The grading table will help you, and your supervisor at home, interpret your results by showing the statistical distribution of grades. This will make it easier for your home institution to transfer the Dutch grade to an equivalent used in your home university.

Grading system

Dutch grading system	10 = outstanding 9 = very good 8 = good 7 = more than satisfactory 6 = satisfactory	5 = almost satisfactory 4 = unsatisfactory 3 = very unsatisfactory 2 = poor 1 = very poor
	See also: www.rug.nl/education/find-out-more/studying-at-university/the-ects-grading-table	

ECTS Grading tables

(based on last three cohorts of students)

grade	Bachelor programme	Master programme	Research Master
10	1,08%	1,13%	1,48%
9	11,67%	17,25%	17,39%
8	32,28%	45,45%	46,92%
7	34,78%	30,61%	28,25%
6	20,19%	5,56%	5.96 %

5. Student wellbeing and support

As a student, many demands are made of you, and you can run into problems over the course of your degree programme. Your physical or mental health, your financial situation, your safety, or other personal circumstances can all play a part here.

Fortunately, you are not alone: Our wellbeing portal lists all points of contact, sources of support, and initiatives in the area of student well-being:

<https://student.portal.rug.nl/infonet/studenten/studenten-welzijn/>

5.1 Study advisor

The Faculty of Philosophy has two study advisers: Anouk Labberté for Bachelor and exchange students, and Janine Weeting for Master and PhD students. Contact details for the study advisers and information on when or how to schedule an appointment: view www.rug.nl/filosofie/contact/study-advisor

The study advisor can give advice on study programmes or courses to 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 study advisor may be able to help you help yourself. When you talk to a study advisor, whatever is being discussed will be considered and treated as confidential. This means that the advisor will not talk about it to other people or your home university without your permission.

5.2 Study support (SSC)/Psychological counselling

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 the study advisor. Student advisors are experienced listeners and take students and their problems seriously. They can also give practical advice on how to organize or readjust your studies. If your problems are more 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 students from many different backgrounds and cultures. Psychological counselling is strictly confidential. The intake session is free of charge, further sessions (max. 5) cost € 40, irrespective of the number of sessions.

For more information on psychological counselling, go to:

<https://student.portal.rug.nl/infonet/studenten/voorzieningen/studenten-service-centrum/>

Visiting address: Uurwerkersgang 10, 9712 EJ Groningen (opposite the Harmonie Building)

☎ +31 (0)50 36 38066

E-mail: ssc-info@rug.nl

5.3 Special needs

Students with a mental or physical disability (including dyslexia) may need extra facilities to follow courses and take exams. Please contact the study advisor to discuss any arrangements you need, such as visual aids, extended time for exams, etc. The earlier you do this, the better. Note that you will need to hand in official proof of your disability, i.e. a note from your psychologist, doctor or testing centre. Exchange students can hand in a

statement from their home university listing which facilities they use at home. More information is also available on

<https://student.portal.rug.nl/infonet/studenten/voorzieningen/studenten-service-centrum/extraordinary-circumstances/>

5.4 Confidential advisor

The confidential advisor assists staff and students who have experienced undesirable conduct (sexual harassment, aggression, violence, and discrimination) or unequal treatment. The confidential advisor is independent and has a right to access all necessary information.

<https://student.portal.rug.nl/infonet/studenten/regelingen-klacht-inspraak/vertrouwenspersoon/>

5.5 Student mentors

In case you feel more comfortable with a less formal talk, of course you can always get in touch with your student mentor Ìsey Mous.

6. Practical Matters, study related

6.1 Transcript of records for degree students

If at any moment you need an official, certified list of grades (transcript of records), you can ask for it at our student administration (ms Siepie Blom) or through the international officer.

Of course the transcript is included in the Diploma Supplement, and is therefore provided (automatically and free of charge) to all bachelor and master students upon graduation from our faculty.

6.2 Transcript of records for exchange students

Exchange students need a transcript of records of the courses they have taken while on exchange in order to get their results recognized at the home university. You can request this transcript from the student administration (ms Siepie Blom), or through the international officer once all your grades have been registered in ProgressWWW.

Only completed and successfully passed courses are included in the list. This means that if you have not taken the final exam of a course, no grade can be registered and the course will not be included in your transcript of records. Therefore, always contact the study advisor in case of problems with courses or exams.

6.3 Graduation (degree students only)

When you have (nearly) completed your degree programme, you can apply for your degree certificate in 3 steps:

1. Start the graduation procedure on ProgressWWW. Go to ProgressWWW and enroll for the Graduation Procedure
2. The second step: compile the list with your obtained results and submit this list for approval to the Board of Examiners. Download the manual for the Graduation Procedure on the Student Portal via <http://student.portal.rug.nl/infonet/studenten/wijsbegeerte/examencommissie> and carefully follow the instructions. The Board of Examiners will respond within several weeks.
3. When your last results have been entered in ProgressWWW, and your list has been approved, the student administration will contact you and ask you to confirm that the diploma can be applied for. You will receive a confirmation on your student email account and further instructions about the graduation dates.

7. Classes and class attendance

7.1 Course guide

At the start of classes, the professor will provide a course guide (*studiehandleiding*) via the Student Portal. This course guide provides all necessary information for the course, like attendance requirements, reading material, exam dates and other course specific requirements. Students are expected to have read the course guide and cannot claim not to know information that was in the course guide.

7.2 Class attendance

In several courses, students are required to attend at least 80% of all classes for each module. Always check the course's study guide for course specific attendance requirements. If you are absent more often, you may be excluded from taking part in the exam and may 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 or 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.

Lecturers require students to be there for the first class of the semester, as that is the time when 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.

7.3 Fraud or plagiarism

FRAUD OR PLAGIARISM ME?

What is plagiarism? What is fraud?

As you all know, the main point is that you are not allowed to present someone else's work or ideas as your own.

It is very important that you understand what plagiarism is and what you should do to avoid it.

Do take the time to read the information provided on the university's website!

If in doubt about, feel free to contact your lecturer.

More information can also be found on:

www.rug.nl/language-centre/communication-training/academic/hacv/handboek/schriftelijk/student/plagiaat

7.4 The lecturer and fellow Dutch students

We hope you will find the professors and lecturers accessible, friendly and helpful. Our lecturers welcome exchange students and expect them to - like all students - 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 check the office hours or make an appointment.

If you write an e-mail to a lecturer, please address him or her properly. Of course there are differences between lecturers on how familiar you can become, but after having attended classes a couple of times, it will be clear to you in what way someone prefers to be addressed.

It's considered impolite to just stay away without informing the lecturer. If you cannot come to a seminar, you should inform the lecturer by e-mail. Only for big lectures (without an attendance requirement) you don't have to do this. You should also inform the lecturer if you decide to drop a course altogether and not come to his or her class any more, especially if it is a seminar or small group lecture.

Depending on your cultural background, you may find Dutch students quite outspoken and direct. On the other hand, international students often find it hard to really mingle with Dutch students, as they tend to "be busy" all the time (agenda's filled with sports or other activities). Don't be discouraged by this.

As mentioned before, our student organization STUFF organizes events throughout the year. Do try to join these events and you will find it quite easy to make contact. Never be afraid to ask your fellow students about study related issues, practical matters, or things you are not sure of.



8. Fun Facts

8.1 Coming to Groningen

Going to another country for your study means arranging lots of things. Your first-day-enthusiasm could disappear completely when you find out what you need to do in order to register for courses, or when trying to arrange all kinds of practical things. It will take time to settle in and feel at home.

Of course studying should be the most important activity during your period abroad, but we understand it will not be the only thing. You will probably explore the Dutch way of living and get the most out of it during your stay. Therefore we would like to help you and give some tips and tricks about the Dutch way of living.

8.2 Fun Facts

Of course the Dutch have their special quirks. Here are some things you should know about the Netherlands and the Dutch:

- There are 17,1 million people living in The Netherlands. Only 0,23% of the people on earth are Dutch (compared to 18,45% Chinese people).
- The Netherlands is a small country. There is only 41,543 km² available (0,0083% of Earth's total land area). We therefore rank as the 31st most densely populated country in the world.
- There are more bicycles in the Netherlands than people living here (an estimated 22,7 million, which amounts to 1,3 bicycle per person).
- On average Dutch people cycle 1000km a year on their bikes (and most of us have more than one bike). They have 35,000 km of bike lane available.
- Many Dutch people are used to having a warm dinner at 6 pm sharp!
- 66% of the Netherlands (and the larger part of Groningen) is below sea-level. The country is protected by 80.000 km of dikes.
- Be aware that Dutch and Deutsch are not the same!
- Officially, the Netherlands and Holland are not the same. Holland is only the western part of the country (the provinces of North- and South Holland) whereas the Netherlands covers the entire kingdom.
- The national flag is red, white & blue but the national color is orange because the royal family is named 'Of Orange Nassau'.
- The Dutch are among the tallest people in the world. Men are on average 184cm tall and women 170cm.
- The highest point in The Netherlands is the Vaalser "mountain", which is 323 meters above sea-level.
- Dutch people eat on average 17 kilos of cheese in one year.
- Almost every fourth person living in Groningen is a student, which gives Groningen the highest student population density in the Netherlands.

8.3 Tips for trips

There are plenty of interesting places to visit while you're staying in the Netherlands. The Netherlands has a solid public transportation system. The easiest way to visit other places mostly is travelling by train. Train tickets can be very expensive. Some stores sell cheaper tickets every once in a while, e.g. HEMA, BLOKKER, Kruidvat, Jumbo and Albert Heijn

(AH). With these tickets you can travel by train for one day to any train station in the Netherlands. Some of these tickets are only valid during the weekend, or only during weekdays after 9 am. So you will have to check before you buy a ticket what the travel conditions are. These tickets usually cost around €15.

Groningen:

It will be your home city for a couple of months or even one or two years and it has many things to offer. If you already arrive by mid-August you should go to the Noorderplantsoen which is a park bordering on the city centre. For 10 days, there will be a festival called 'Noorderzon' and it will give you an opportunity to watch music, art work and theatre performances while sitting in the grass with good food and drinks. Website: <http://www.noorderzon.nl/en/startpagina>.

In the beginning of January there will be 'Eurosonic/Noorderslag' which is a festival where new bands can promote themselves for the festivals during that year, so it's a good opportunity to spot the new bands. Website: <http://www.eurosonic-noorderslag.nl/en/>

If you've missed these festivals you should check out the Oosterpoort and the Stadsschouwburg (city theatre) to find out about national and international acts performing in Groningen. Mostly they have special discounts for students. Website: <http://www.de-oosterpoort.nl/>

Bevrijdingsfestival: Every year on 4 May, the Netherlands commemorates war victims (main focus on World War II). On 5 May, Liberation Day, we celebrate the fact that we were liberated in 1945. During Liberation Day there are festivals throughout the country. One of the locations is the Stadspark in Groningen: <http://www.bevrijdingsfestivalgroningen.nl/english>.

King's Day ('Koningsdag') is a national holiday in the Kingdom of the Netherlands. On 27 April the Netherlands celebrate the birthday of King Willem-Alexander. Koningsdag is known for its nationwide vrijmarkt ('free market'), at which the Dutch sell their used items. Koningsdag sees large-scale celebrations, with many concerts and special events in public spaces, particularly in Amsterdam. In Groningen there will be concerts at the Grote Markt and Vismarkt. You can also find a free market in the Ubbo Emmiussingel and Praediniussingel.

Every year, on 28 August, the city of Groningen celebrates the breaking of the siege, also called 'Bommen Berend'. The Siege of Groningen was a battle that took place in 1672 during the Franco-Dutch war. It was a Dutch victory that ended all hope of the Bishop of Münster to push deeper into the Netherlands. The Bishop carries the nickname 'Bommen Berend' (Bernhard Bombs) because he unsuccessfully lay siege to the Dutch city of Groningen using bombs.

Amsterdam:

The capital of the Netherlands holds the best attractions in case you want to learn more about Dutch history and culture. Of course you should visit the Rijksmuseum with famous paintings like 'The Night Watch' by Rembrandt van Rijn, 'The Milkmaid' by Johannes Vermeer, and many other famous Dutch paintings. Next to the Rijksmuseum

you can find the Van Gogh museum which has paintings of probably the best-known painter in Dutch history. Another museum you should visit is the Anne Frank house, where the Jewish Anne Frank wrote her famous diary while in hiding for the Germans during the Second World War.

In Amsterdam you should just walk around the canals and watch the many bicycles passing by. Even a canal tour could be a good opportunity to get the feeling of living in Amsterdam and watch the Dutch people living in the canal houses and boat houses.



A tip if you want to visit the museums is to buy your tickets online to avoid waiting lines of hours (and we really do mean hours!!). Mostly you will get a ticket with a time on it to indicate when you can enter the museum. Most Dutch museums offer a student discount, so keep your student card ready.

8.4 German Cities

You may want to visit our neighboring countries during your time here. As Germany is close, we recommend Oldenburg, Bremen or even Berlin.

You can travel to these cities by bus (<https://www.tixys.com/publicexpress/>) from € 7 (one way, to Oldenburg) to € 65 (one way, to Berlin).

To Oldenburg, Bremen and Berlin you can also travel by train, but you have to change trains in Leer (just over the border in Germany): www.nsinternational.nl/en

Also check out the various cities you can reach with Flixbus: <https://www.flixbus.com/>

8.5 The Wadden Islands

The Wadden Islands form an archipelago at the eastern edge of the North Sea in northwestern Europe, stretching from the north-west of the Netherlands past Germany to the west of Denmark. The islands shield the Wadden Sea from the North Sea. During low tide large parts of the Wadden Sea fall dry, and during that time you can take guided walks ('wadlopen') to some of the islands. Of course you can also take the easy way and catch the ferry to the islands:

Texel: boat from Den Helder

Vlieland and Terschelling: boat from Harlingen

Ameland: boat from Holwerd

Borkum (Germany): train from Groningen to Eemshaven and boat from Eemshaven to the island

Schiermonnikoog: boat from Lauwersoog
Lauwersoog is closest to Groningen, you can get there by bus, directly from the city centre (bus times match departure times of the ferry!)

Most popular activity on the islands: cycling (of course!)

8.6 Some other tips of things you can visit in The Netherlands:

- Volendam: old Dutch fishing village where some people still wear the traditional clothing.
- Kinderdijk: to check out the wind mills in the flat Dutch landscape.
- Zaanse Schans: an area including wind mills and some old Dutch craft work factories.
- Small city trips to Den Haag, Rotterdam, Utrecht, Leiden, Delft, Maastricht... These cities are just as beautiful and lively as Amsterdam, but less touristic. Each Dutch city has its own Tourist Information Centre to help you find things to see and do. Another good idea is to just ask your fellow Dutch students for tips!
- Keukenhof: during spring more than 7 million flowers (mainly Tulips) grow into spectacular fields of colors:



8.7 Some Dutch expressions and sentences you should know

Learning Dutch in a few months is a challenge on its own, but we would like to give you a good start by providing some Dutch sentences and Dutch expressions. One of the first words you should learn is “Gezellig” which is hard to pronounce and hard to translate in English. It basically means cozy or sociable and it is used in all possible settings. Having dinner with your friends can be “gezellig” but also sitting in class with your classmates could be “gezellig”.

Another typical Dutch word is “lekker”. Even harder to translate, it can mean nice or good (lekker weer = nice weather), comfortable (een lekkere trui = a comfortable sweater), or even tasty (lekker eten = good or tasty food).

Some Dutch expressions:

- *Over koetjes en kalfjes praten* – Talk about little cows and little calves. This expression basically means small talk, dealing with unimportant subjects. The Dutch refer to animals in many of their idioms. ENG: small talk.
- *Nu komt de aap uit de mouw* – Now the monkey comes out of the sleeve. The Dutch use this saying when the true meaning of a situation or the true character of a person comes to the surface. The saying apparently has its origins in magic tricks during which a monkey popped out of the magician's long sleeves. ENG: now is the moment of truth
- *De kogel is door de kerk* – The bullet is through the church. This is the Dutch way of saying that, after long deliberation, a decision has been made. During past battles, out of respect churches were spared the shooting, so when an enemy did not subscribe to this unspoken agreement it meant that he was capable of committing any evil in the battle. Other opinions simply attribute this expression to the nice alliteration. ENG: the die is cast
- *Iets onder de knie hebben* – To have something under the knee. To have thorough knowledge of something, to master it. The expression first suggested dominating an opponent in a fight and, over time, its meaning extended to things one can learn. ENG: have mastered something
- *Nee heb je, ja kun je krijgen* – You already have a no, but could get a yes. ;) ENG: The least you can get is a no.

Some Dutch words / sentences (informal):

Hello	Hoi / Hallo
Goodbye	Doeg / Doei
How are you doing?	Hoe gaat het?
Thanks	Bedankt
You're welcome	Graag gedaan
I would like to order...	Ik wil graag...
Drinks	Borrel
Cheers	Proost
Bicycle	Fiets

8.8 Dutch food and drinks

The Dutch cuisine has some typical things, like:

- **Kroket:** small fried breaded roll stuffed with ragout of meat.
- **Bitterballen:** same as the kroket but in small round balls.
- **Herring** or also called 'Hollandse Nieuwe' is raw fish without the head and the tail. Mostly with onions as topping.
- **Stampot:** mashed potatoes with vegetables like 'boerenkool' (kale), 'andijvie' (endive) or hutspot (with carrots and onions). Eaten with 'rookworst' (smoked sausage), meatballs or thickly sliced bacon.
- **Beer:** one of the most famous (beer) brands in the world is Heineken. There are more famous brands like Amstel, Grolsch, and Brand. Groningen has its own breweries of which Martinus and Bax are the most famous.

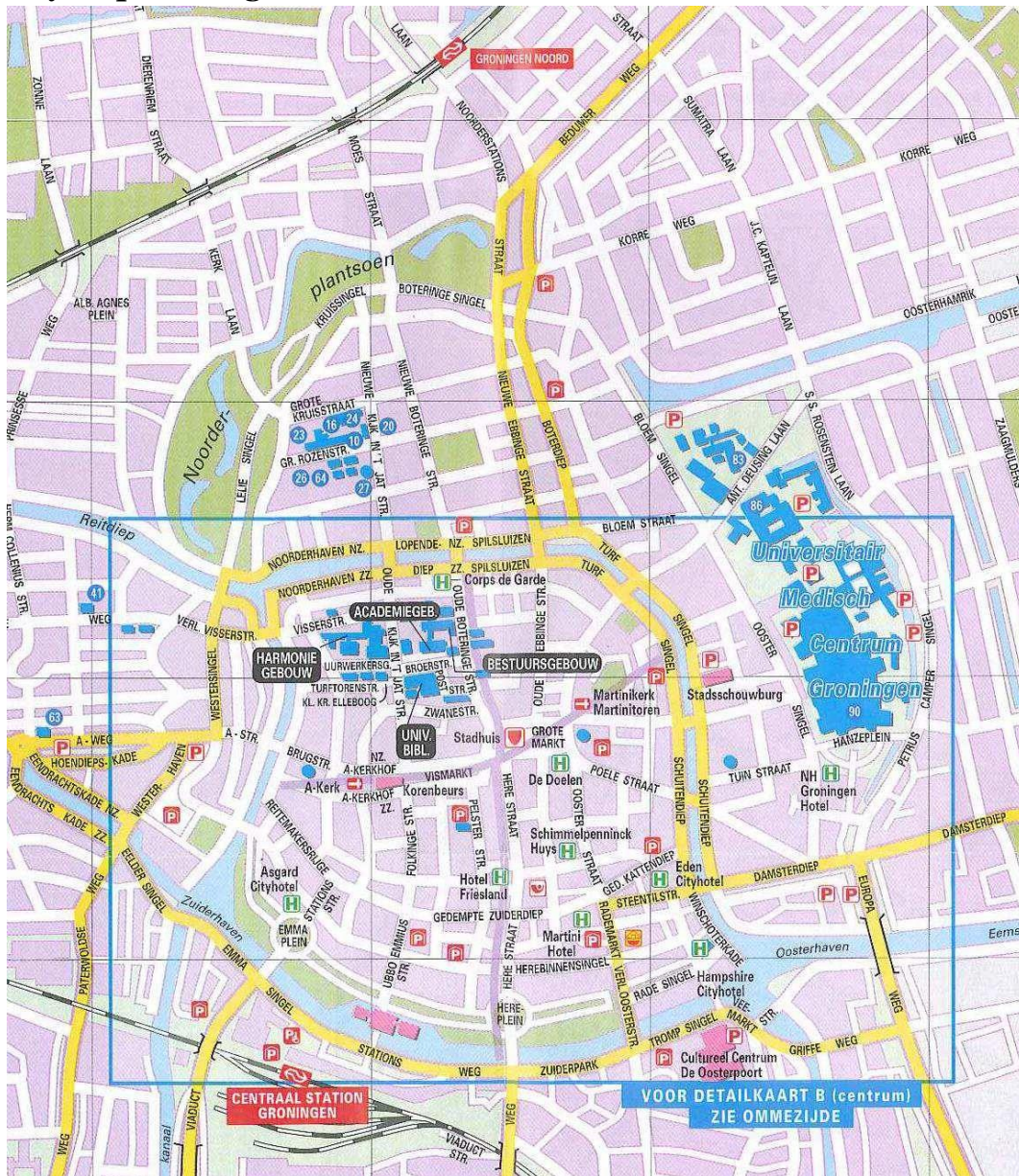
- Patat Speciaal (“special fries”). French fries with mayonnaise, curry and raw chopped onions
- Stroopwafels: very thin waffles with syrup in between. Can be eaten cold or warm and freshly baked (from the stall on the Vismarkt in Groningen for instance)
- Liquorice (‘drop’ in Dutch) is one of the most popular forms of sweets in the Netherlands. The types with aniseed oil, mint, menthol, or with laurel are popular.
- Boterham: literally translated as Butter Ham which is just a slice of bread. Often eaten with peanut butter, cheese, ham, or chocolate sprinkles. It is the main ingredient of a Dutch lunch.



Sandwich vs. Boterham with cheese

Annex

City map Groningen

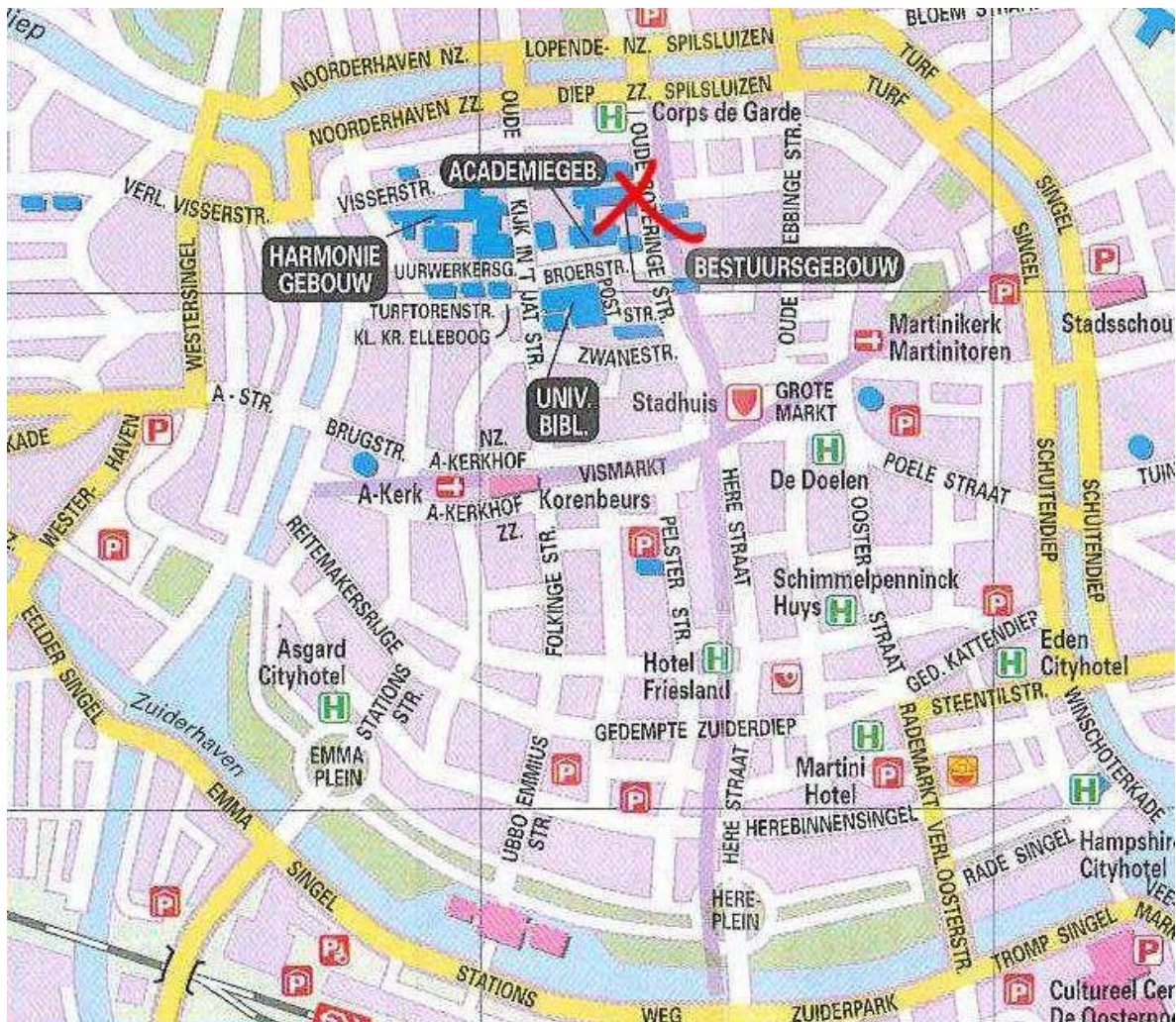


Important locations:

- Central Train Station
- Harmonie Building (Harmoniegebouw; Faculties of Arts and Law)
- Academy Building (Academiegeb.)
- University Library (univ.bibl.)
- University Medical Centre Groningen / UMCG / Faculty of Medical Sciences, hospital
- Faculty of Social and Behavioural Sciences (Grote Kruisstraat)
- City Hall (close to the Martini Church)
- Police station (Rademarkt)

The Faculty of Philosophy is located just to the right of “Academiegeb.”

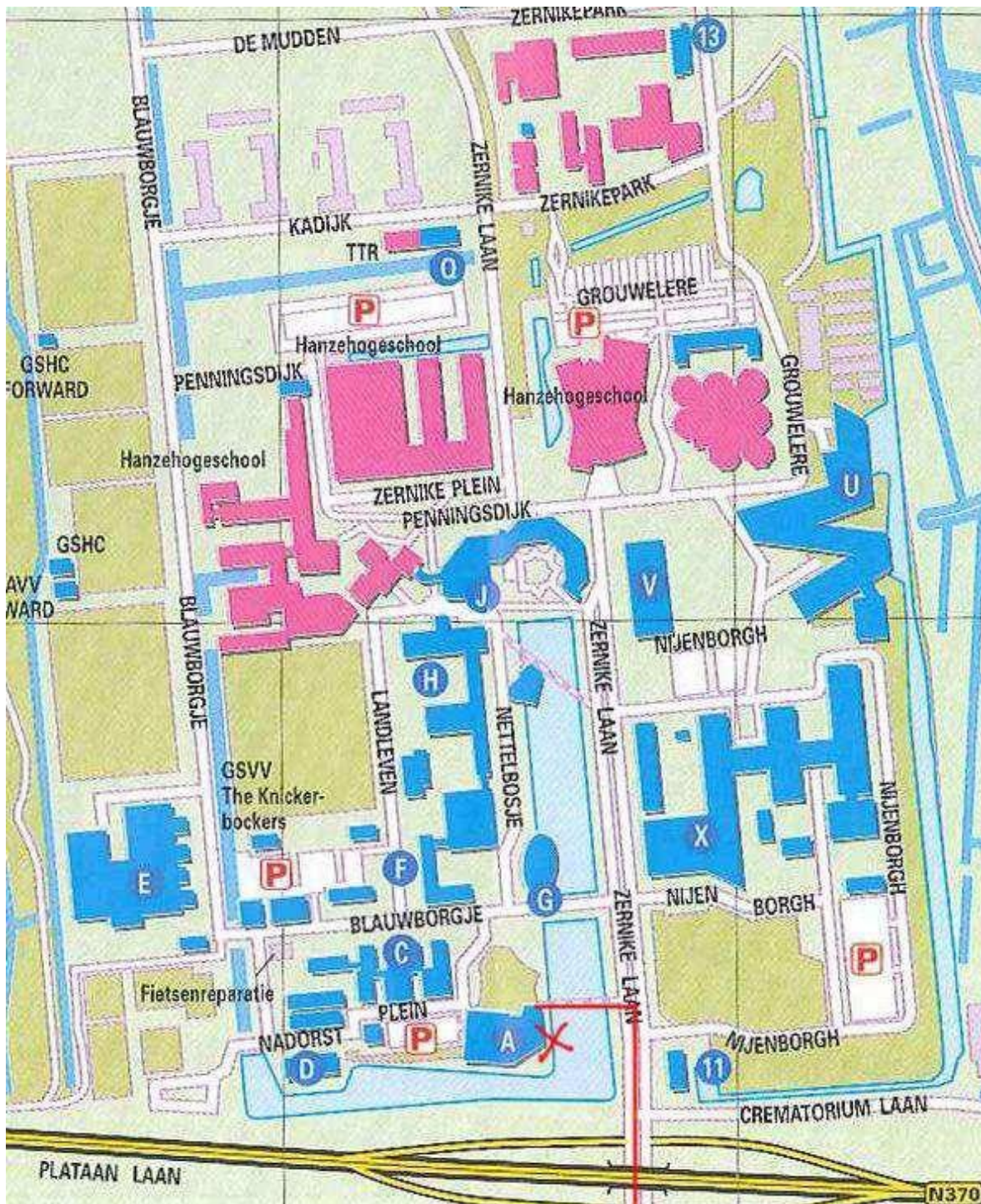
City Centre map Groningen



The Faculty of Philosophy is marked with a red cross.

Overview of University buildings: www.rug.nl/staff/location/

Map Zernike complex



- Examination Hall Zernike (Aletta Jacobs-hal, marked with a red cross)
- ACLO sports centre (E)
- Faculty of Spatial Sciences (F)
- Faculty of Economics and Business (H)
- Faculty of Science and Engineering (V and X)
- Life Sciences building (Linnaeus building, U)