Welcome to the Faculty of Arts of the University of Groningen. This handbook will provide you with useful information about studying at the Faculty of Arts, about student services and support, and about ‘leisure management’ in Groningen.
Welcome to the Faculty of Arts
A word of welcome from the Dean of the Faculty of Arts, as well as from your exchange coordinators at the Office for Student Affairs.

The Faculty of Arts
A description of the organisational structure of the Faculty of Arts, where to find the various departments and secretarial offices, locations of lecture rooms and contact details for other faculties of the University of Groningen.

Practical Matters
How to enroll for courses and exams? Where to find course descriptions and time tables? How to get a student card or a Transcript of Records? All is explained here! Including the all-important academic calendar.

Student Services
Information about most student services, ranging from the cafeteria to the library and from the Information Services Desks to the Ishop.

Student support
The University of Groningen offers general student support at central level. At faculty level, the exchange coordinators and the study adviser for incoming exchange students are at your disposal.
Do's and Don'ts in the classroom
The interaction with teachers and other students in the classroom may be very different from your home university. Also the rules and regulations regarding class attendance and fraud/plagiarism may be stricter than you are used to. We expect every student to know these rules and regulations, which you will find in this chapter.

Maps
Find your away around the city, with these maps of the city, the city centre, the Zernike complex and a bus map.

Fraud or plagiarism
Fraud or plagiarism...me?

ESN
The Erasmus Student Network is the student organisation for international students.

Funny facts
The fun part: get to know some Dutch phrases, read about the Dutch and typical Dutch food and our tips for a days away from the university.
Words of Welcome by the Dean of 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 classroom.

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

Gerry C. Wakker,
Dean of the Faculty of Arts

Welcome to the Faculty of Arts

A description of the organisational structure of the Faculty of Arts, where to find the various departments and secretarial offices, locations of lecture rooms and contact details for other faculties of the University of Groningen.

About this Handbook

In this handbook you will find specific information about studying at the Faculty of Arts of the University of Groningen. It contains information for exchange students and degree students, but not all the information applies to both types of students.

Degree students have come to the Faculty of Arts to obtain a BA or 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.

General information for international students about living in Groningen and studying at the University can be found in the digital UG Welcome Guide and the Pre-departure Guide. On the website about health matters you can find up-to-date and very useful information about health issues.

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 exchange staff of the Office for Student Affairs: Janet Caspers, Joyce Gelling, Sigrid Hasper, Arne van Lienden, Margo Slebus and Annouck van Zutphen
The Faculty of Arts

A description of the organisational structure of the Faculty of Arts, where to find the various departments and secretarial offices, locations of lecture rooms and contact details for other faculties of the University of Groningen.

The Faculty of Arts is a large, dynamic faculty in the heart of the city of Groningen. It has more than 5000 students and 700 staff members, who are working at the frontiers of knowledge every day. The Faculty offers a wide range of degree programmes: 15 Bachelor’s programmes and over 40 Master’s tracks. Our research, which is internationally widely acclaimed, covers the following fields: Archaeology, Cultural Studies, History, International Relations, Journalism, Language and Literary Studies, and Linguistics.

The Office for Student Affairs

The Office for Student Affairs of the Faculty of Arts caters to outgoing exchange students, incoming exchange students, international double/joint degree students and degree students arranging an internship.

If you have questions about your exchange, courses, registration at the university, visa, internships, or any other matters, you can contact the exchange coordinators of the Office for Student Affairs. If we are not the correct desk to answer your question, at least we will be able to point you in the right direction.

The information desk of the Office for Student Affairs of the Faculty of Arts is located in the central area on the first floor of the Harmonie Building.
Office hours: Monday to Friday, from 1 – 4 p.m.
Website: www.rug.nl/let/mobilityoffice

The Office for Student Affairs has four exchange coordinators: Arne van Lienden, Janet Caspers, Sigrid Hasper and Annouck van Zutphen

You can contact them at
E: exchange.in.arts@rug.nl or
☎ +31 (0)50 36 36050
Study adviser for exchange students

For questions about courses and academic matters, and in case of serious personal problems that affect your studies, you may contact the study adviser for exchange students, Joyce Gelling. Her office is opposite the Office for Student Affairs (Harmonie Building, 1311.0104).

E-mail: int.studyadvice.let@rug.nl
☎ +31 (0)50 36 34420
Office hours: Monday 1-4 p.m., Wednesday 1-4 p.m., Friday 1-4 p.m.

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, is part of the Institute, as well as study advisers.

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

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.
The Harmonie Building

The Harmonie Building has 5 wings (parts of the building) which have been numbered from 1311 to 1315. The number of the room comes after the wing number. This is how you can find the main lecture and seminar rooms in the Harmonie Building:

| Building part 11 | Ground floor: cafeteria  
| Building part 12 (beginning with 1312) | First floor: cafeteria and Office for Student Affairs  
| Building part 13 (beginning with 1313) | Ground floor, in the corridor to the right: lecture and seminar rooms 1312.0006, 1312.0007, 1312.0012, 1312.0013, 1312.0018, 1312.0019, 1312.0024, 1312.0025, 1312.0030  
| Building part 14 (beginning with 1314) | On the ground floor (follow the green line), take the corridor to the right, at the end turn right and right again, and take the stairs or elevator to the first floor: Law library, study facilities  
| Building part 15 (beginning with 1315) | Second floor: seminar rooms 1313.0805, 1313.0816, 1313.0838, 1313.0840, 1313.0842, 1313.0844  
| 'Aquarium' | Under the arches, in the old part of the building: lecture halls 1314.0014 and 1314.0026  
| | On the ground floor, take the small stair and cross the bicycle area. Seminar rooms 1315.0031, 1315.0036, 1315.0087, 1315.0042, 1315.0043, 1315.0048, 1315.0055.

There are smaller seminar rooms elsewhere in the building. You can locate them easily once you know which part of the building they are in. Otherwise ask at the porters’ desk on the ground floor, or follow the corresponding coloured lines on the floor.

This digital map will show you all university buildings, the Harmonie building is number 1311 on this map.
Other university locations in the city centre:

Academy Building, Broerstraat 5
This is the central university building with the characteristic 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. Lecture halls and seminar rooms in the Academie Building and are indicated with the letter A:
- 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)

Broerstraat 9
This annex is next to the Academy Building; lecture rooms A900 and A901.

Oude Boteringestraat 23 / OBS 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.

Oude Boteringestraat 32-34 / OBS 34
Lecture rooms and Arts, Culture and Media department

Poststraat 6
Home of the Archaeology department.

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

Turftorenstraat
This building is part of the Faculty of Law, but Arts courses can take place there as well. The building is next to the cafeteria of the Harmonie Building. You can enter it from the Uurwerkergang by following the blue line on the ground from the Harmonie Building main hall. In your timetable, seminar rooms at the Turftorenstraat are preceded by ‘Turft’ followed by the room number.
Other faculties

In certain circumstances it is possible to take courses at other faculties. For exchange students this can only be arranged by the study adviser for exchange students.

Faculties in/near the city centre:
- Faculty of Law: Turftorenstraat 21, Groningen
- Faculty of Behavioural and Social Sciences: Grote Kruisstraat 2, Groningen
- Faculty of Philosophy: Oude Boteringestraat 52, Groningen
- Faculty of Theology and Religious Studies: Oude Boteringestraat 38, Groningen

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: Duisenberg Building Plaza, Student Support Desk, Zernike Campus, Groningen
- Faculty of Spatial Sciences: Landleven 1, Zernike Campus, Groningen
- Faculty of Mathematics and Natural Sciences: Bernouilliborg Building, Neijenborg 9, Zernike Campus, Groningen
- University College: Hoendiepskade 23/24, Groningen
- NHL Campus Leeuwarden: Sophialaan 1, Leeuwarden

Courses that are part of the MA programme Multilingualism are taught at the campus of the Noordelijke Hogeschool Leeuwarden (Van Hall Larenstein University of Applied Sciences), about 60 km away. Leeuwarden, the capital of the province of Friesland, can be reached easily by train and bus. For more information on how to get there, see www.9292.nl, the door-to-door public transport journey planner.
Student services

Information about most student services, ranging from the cafeteria to the library and from the University Student Desk to the Ishop.

Cafeteria
In the cafeteria on the ground floor of the Harmonie Building you can get sandwiches, salads, soup, lunch meals, and drinks.
On the first floor you will find the C-bar for a good cup of coffee, (small) breakfast, tea and assorted cakes.

Computer facilities and Wifi
All students receive a computer account which gives them access to computers that are installed in the study areas at the Faculty of Arts 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 exchange coordinators about exams and registration!

In most university buildings students of the university and other educational institutions you can 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.

For problems with your student account: the IT helpdesk for students can be found in the Harmonie Building, room 1313.0231 (follow the green line, go to the first floor, and take a left to the study areas. The desk is located to the right).

E-Mail: citservicedesk@rug.nl
Opening hours: Monday – Friday: 8.30 a.m. – 5 p.m.

Information Services: Central Student Administration and the Immigration Service Desk
The Central Student Administration handles registration, tuition fees, and statement requests and is therefore mainly of importance to degree students.
More important to exchange students is the Immigration Service Desk, which takes care of visa and immigration procedures for all non-EU international students and staff.
Contact details for both the Central Student Administration and the Immigration Service Desk can be found here.

Library
The University of Groningen Library has 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 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)

Opening hours:
Mondays – Fridays: 8.30 a.m. – midnight
Saturdays and Sundays: 10 a.m. – 10 p.m.

During vacations, holidays and exam time 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.
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 different levels.

Courses at the Language Centre are not part of the regular curriculum, which means you will have to pay a fee for language courses taught by the Language Centre. The fee varies from €180 to approximately €350. It is not possible to receive ECTS for these courses, but you will receive a certificate of attendance. Language course(s) can be included in your Transcript of Records upon your request.

If you are an exchange student of the Faculty of Arts, part of the language course fee may be refunded under certain conditions. More information is available from the Dutch Studies administrator (dutch.studies@rug.nl).

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 1315.0129) www.rug.nl/languagescentre

Repro & Reader shop:
printing and picking up pre-ordered course readers

At the Repro Shop you can make photocopies, use the printers and pick up pre-ordered readers. The Repro Shop is located on the ground floor of the Harmony 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 you use your University card. Steps:
1. Send your print request via Follow You and go to any printer or multifunctional.
2. 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.

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

Student police officer
The Groningen Police force has a special police officer for university students. If, for example, your laptop has been stolen or you have questions about security in your neighbourhood, you may contact this officer. His name is Edwin Valkema.

📞 +31 (0)900 – 8844
E-mail 1: studentagent@groningen.politie.nl
E-mail 2: Studentencontactfunctionaris@groningen.politie.nl
Twitter: @studentagent
Studium Generale
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.

www.sggroningen.nl

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

The Ishop is located at Oude Kijk in ‘t Jatstraat 19

www.rug.nl/shop
Practical matters

How to enroll for courses and exams? Where to find course descriptions and time tables? How to get a student card or a Transcript of Records? All is explained here! Including the all-important academic calendar.

University Card: what, where and how
Every student at the University of Groningen will receive a University card. You will need the student card for library services, to identify yourself at exams etc.
How to get and use a student card:
- upload your photo in your student account
- cards for exchange and degree students can be picked up at the Central Student Administration Desk
- topping up your credit: download the My order app or go to www.rug.nl/universitycard

Course catalogue: Ocasys
All courses offered by the Faculty of Arts can be found in the online course catalogue Ocasys
www.rug.nl/ocasys

Beware, however. Although the catalogue is available in English, please look at the language of instruction and the entry requirements. 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 exchange students, or, for degree students, by your own study adviser.
Timetables
The timetables of the courses offered by the Faculty of Arts are available online: rooster.rug.nl
If you click on the link in the timetable, you will be redirected to Ocasys. There you will find detailed information about the courses. Conversely, the course description in Ocasys will contain a link to the timetable.

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, and only after consulting the study adviser for exchange students.

The student portal
When logging in to My University you enter the Student Portal. Here you will find various widgets regarding the university, the Faculty of Arts and the courses you are attending. All other applications, like ProgresWWW and Nestor Blackboard can be found in the Today section of the student portal.

Registration for courses
Progress WWW is the only official application for enrollment for courses and exams and for the registration of study results.

You find ProgressWWW in the student portal.

Enrolling for courses/modules: exchange students
For exchange students the Office for Students Affairs will take care of course registration in ProgressWWW after your course selection has been approved by the study adviser for exchange students. 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.
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 in this Handbook 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
- Check the box of the courses you want to take and click on 'enrol'.

To de-register for a course, you 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.

Enrolling for seminar groups

Some courses will have more than one seminar group. You have to be enrolled in only one of those seminar groups. For most courses you can enroll yourself in Nestor. During the Final Course Registration office hours, organized by the Office for Student Affairs in the week before the start of the semester, we can assist exchange students with their seminar group registration. Degree students can contact the secretariat of their department about their seminar group registration.

Exams

Enrollment for course enrollment for exam (so you do not have to enroll for exams of the Faculty of Arts separately). The exam periods can be found in the academic calendar.

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 Office for Student Affairs or study adviser for exchange students as early as possible. Please bear in mind that (early) holidays are never a ground for exception.

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

If you are ill during an exam or resit, or cannot be present for urgent reasons, please inform your study adviser 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!).

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

ECTS grading tables 2017-2018

Transcript of records for degree students
If you need an official, certified list of grades, you can apply for it online at 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/bsz). The printout will be available for pick-up the following working day from 1 p.m. Make sure you bring identification with you. This can be your student card or identity card.

Transcript of records for exchange students
Exchange students often need a transcript of records of the courses they have taken while on exchange. You have to apply for this transcript when all of your grades are registered in ProgressWWW.

The list can be sent directly to your home university, or to your home address. Only completed courses (passed or failed) can be included in the list. This means that if you have not taken the final exam of a course, no grade will be registered and it cannot be included in your transcript of records. Therefore, always contact the study adviser for exchange students in case of problems with courses or exams.

Graduation (degree students only)
When you have (nearly) completed your degree programme, you can apply for your degree. The procedure is described [here](#).
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<thead>
<tr>
<th>Start/end date of semester</th>
<th>Calendar week</th>
<th>Lecture registration</th>
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<tbody>
<tr>
<td>Semester 1</td>
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<td>Start: 03/09/2018</td>
<td>03 Sep</td>
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<td>Christmas: 25/26 Dec</td>
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<td>21 Dec</td>
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<td>End: 04/02/18</td>
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<td>Semester 2</td>
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<td>Start: 04/02/18</td>
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<td>01 Apr</td>
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<td>08 Apr</td>
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<td>Good Friday: 19 April</td>
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<td>Easter: 21/22 April</td>
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<td>King's Day: 27 Apr</td>
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<td>Liberation Day: 3 May</td>
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<td>20 May</td>
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<td>Ascension Day: 30 May</td>
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<td>03 Jun</td>
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<td>Whitsson: 9/10 June</td>
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* 19 Nov – 02 Dec: lecture registration for 2nd semester 2018-19
* 17 June – 30 June: lecture registration for 1st sem. 2019-20

Start of academic year 2019 – 2020: 02 September 2019
Student support

The University of Groningen offers general student support at central level. At faculty level, the exchange coordinators and the study adviser for incoming exchange students are at your disposal.

Study advisers for degree students

Every degree programme has its own study adviser or student counselor. On the website of your degree programme, you will find his or her name and contact details.

Study advisers give advice about 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 adviser may be able to help you help yourself. When you talk to a study 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.

Exchange students can talk about any study-related problems with the study adviser for exchange students, Joyce Gelling.

Office for Student Affairs

The Office for Student Affairs (Bureau Studentzaken) is the student administration office for the Faculty of Arts. Here study results are processed and registered and degree certificates organised. You can also get information on graduation and enrollment for courses and exams. For more information, go to www.rug.nl/let/bsz

Please note that many things can be taken care of 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 6050 (from 8.30 a.m. – 5 p.m.)
Opening hours: Monday – Friday 1 p.m. – 4 p.m.

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 your study adviser at the Faculty of Arts. Study advisers are experienced listeners and take students and their problems seriously. They can also give practical advice on how to organise 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) a one-off payment € 40, irrespective the number of sessions.

www.rug.nl/ssc

Special Needs

Students with a mental or physical disability (including dyslexia) may need extra facilities to follow courses and take exams. Please contact your study adviser 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 this website.
Do’t and Don’ts in the classroom

The interaction with teachers and other students in the classroom may be very different from your home university. Also the rules and regulations regarding class attendance and fraud/plagiarism may be stricter than you are used to. We expect every student to know these rules and regulations, which you will find in this chapter.

Study guide
At the start of classes, the professor will provide a study guide. This study 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 study guide and cannot claim not to know information that was in the study guide.

Class attendance
Students are mostly 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/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 like 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.

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 check 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). Also, try to avoid “Hi”, or “Heya”.

It is considered very impolite to just stay away without informing the lecturer. If you cannot come to a seminar, you should inform the lecturer by e-mail. 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 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.

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!
Fraud or plagiarism
FRAUD OR PLAGIARISM .... ME?

Over the past years plagiarism and fraud have been a problem for a relatively high number of international students. Without intending it, students often commit this academic offence. The consequences can be serious: students may be expelled from classes or even from the university. 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 following as this concerns you too! What is plagiarism? What is fraud? The main point is that you are not allowed to present someone else’s work or ideas as your own.

Do’s and don’ts

1. Copy/paste
Don’t copy text from books, articles or the Internet without acknowledging your source. Even if you only use a sentence or a couple of words you must mention the author and publication. If you copy a text literally, use quotation marks and mention the source. If you paraphrase other people’s ideas or arguments (that is, represent them in your own words) you must also give the source.

2. Recycling
Don’t self-plagiarise by re-using your own work (such as earlier assignments or essays).

3. You are responsible for your own work
Don’t ask others to do your assignments for you. This includes handing in assignments or essays as your own which have been edited or corrected by someone else.

4. Exams
Don’t cheat during exams by using your mobile phone, concealed notes, consulting with others, copying your neighbour’s answers, or by impersonating someone else.

Furthermore

The university has a plagiarism scanner, so plagiarism will always be detected!

Source referencing differs from one academic field to another. 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 (or other formatting styles used by some professors) on-line, or in handbooks available in the library.

If in doubt, contact your lecturer.

In general you should remember that the point of the courses you take is that you learn by doing the work yourself. Any instance of plagiarism shows that you do not take the course nor your own development seriously.

In short: do it yourself or don’t do it at all!
Life in Groningen

The fun part: get to know some Dutch phrases, read about the Dutch and typical Dutch food and our tips for a day away from the university

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

• Only 0.23% of the people on earth are Dutch (compared to 18.32% Chinese people).
• The Netherlands is a small country. For example: The United Kingdom is three times larger!
• There are more bicycles in The Netherlands than people living here.
• On average Dutch people cycle 900km a year on their bikes.
• Dutch people are used to have a warm dinner at 6pm sharp!
• 66% of the Netherlands 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 whole 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.
• Groningen is best liked by its inhabitants in a comparable survey from the EU, July 2007, among inhabitants of 75 cities in the EU, on aspects such as amenities, facilities, safety, pleasant people living there, clean air (1. Groningen, 2. Leipzig and 3. Krakow).
• Every fifth person in Groningen is a student, which gives Groningen the highest student population density in the Netherlands.
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. Trains 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 o’clock. So you will have to check before you buy a ticket what the travel conditions are. These tickets usually cost around €15.

Tips in Groningen
It will be your home city for a couple of months and it has many things to offer. If you arrive at the end of August you should go to the Noorderplantsoen which is a park just outside the city center. For 10 days there will be a festival called ‘Noorderzon’ and it will give you an opportunity to watch music, art work and theater performances while sitting in the grass with food and drinks. Website: [http://www.noorderzon.nl/en/startpagina](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/](http://www.eurosonic-noorderslag.nl/en/)

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

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

King’s Day (‘Koningsdag’) is a national holiday in the Kingdom of the Netherlands. On 27 April (26 April if the 27th is a Sunday) the Netherlands celebrate the birth 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.
**Tips in Amsterdam:**
The capital of The Netherlands with some of the best attractions to visit to learn more about The Netherlands. Of course you should visit the Rijksmuseum with famous paintings like ‘The Night Watch’ by Rembrandt van Rijn and ‘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 another well-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.

**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 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): [https://www.nsinternational.nl/en](https://www.nsinternational.nl/en)

Also check out the various cities you can reach with Flixbus: [https://www.flixbus.com](https://www.flixbus.com)

**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
- Schiermonnikoog: boat from Lauwersoog
- Borkum (German): boat from Eemshaven

Lauwersoog is closest to Groningen, you can get there by bus and by train. A popular activity on the islands: bicycling (of course!)
The Dutch language
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.

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.

Other places to 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:

Informal Dutch words/sentences:
Hello
Goodbye
How are you doing?
Thanks
You’re welcome
I would like to order...
Drinks
Cheers
Bicycle

Hoi / Hallo
Doei
Hoe gaat het?
Bedankt
Graag gedaan
Ik wil graag...
Borrel
Proost
Fiets
Dutch food and drinks

The Dutch cuisine has some typical things, like:

- **Kroket**: small fried breaded food rolls including 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 unions 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, Bavaria and Grolsh

- **Patie Oorlog**: War Fries. French fries with peanut sauce and mayonnaise and raw chopped onions
- **stroopwafels**: very thin waffles with syrup in between. Can be eaten cold (from the supermarket) 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. Mixing it with aniseed oil, mint, menthol, or with laurel is popular
- **Boterham**: literally translated as Butter Ham which is just a slice of bread. Often eaten with peanut butter, cheese or chocolate sprinkles and the main ingredient of a Dutch lunch.

Sandwich vs. Boterham with cheese
Maps

Find your way around the city, with these maps of the city, the city centre, the Zernike complex and a bus map.

City map Groningen >

Important locations:

- Central 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
- Building Faculty of Social and Behavioural Sciences (Gr. Kruisstraat)
- City Hall (close to the Martini Church)
- Police station (Rademarkt)
Zernike complex:

Important locations:
- Exam Hall Zernike (A)
- ACLO sports centre (E)
- Faculty of Spatial Sciences (F)
- Faculty of Economics and Business (H)
- Faculty of Mathematics and Natural Sciences (V)
ESN

The Erasmus Student Network is the student organisation for international students.

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 placed on all international 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 (Monday night social, theme parties), educative programs (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 Program 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.