



university of
 groningen

Faculty of Arts

Handbook for exchange students

rug.nl/arts-exchange

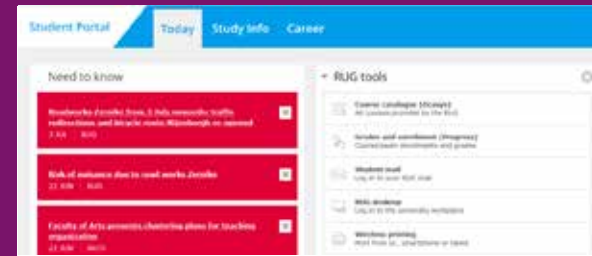
Welcome to the Faculty of Arts of the University of Groningen!

Studying and student life in Groningen may be different from what you are used to. 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.



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.



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.



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.



Student Services

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



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.



Fraud or plagiarism

Fraud or plagiarism...me?



Life in the Netherlands

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.



Maps

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



ESN

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

Welcome to the Faculty of Arts



Anthonya

The Faculty of Arts of the University of Groningen hosts almost 1500 students from outside the Netherlands in its 56 programmes. In international classrooms students (and teachers) learn to look at the world through the eyes of persons from different cultural backgrounds, thus avoiding to take their own cultural frame of mind for granted. To raise cultural awareness is an important goal, as the world has to find solutions for complex societal problems in international cooperation. Climate change is of course one of them, but also for example the way big globally acting enterprises deal with our personal data.

Therefore, the Faculty strongly appreciates the active participation of international students, both inside and outside the classroom. Moreover, to discover, interact and to learn in an international academic setting can be great fun!

On behalf of the Faculty, I wish you an inspiring and succesful stay in Groningen!

Anthonya Visser, Dean of the Faculty of Arts

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

General information for international students about living in Groningen and studying at the University can be found in the digital [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!

**Your exchange coordinators,
Sigrid Hasper and Emma van Sloten**



Emma



Sigrid

The Faculty of Arts

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: 16 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 Canteen



The Office for Student Affairs

The Office for Student Affairs

The Office for Student Affairs caters to all students of the Faculty of Arts.

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 student 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.

Contact us



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 Board

There is one Board of Examiners for all the degree programmes of the Faculty of Arts. The Examination Board does have so-called expert teams that issue advice about topics on assessment quality and student requests within the different degree programmes.

Locations and addresses

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

Corona?

In case Corona finds its way back to Groningen, you can read about the possible measures the UG is taking and implications for students of the faculty of Arts on: [Corona News](#)

Organization



The Harmonie Building

The Harmonie Building

+31 (0)50 363 5900 (faculty office)

+31 (0)50 363 5901 (porters' desk)

Visiting address:

Harmonie Building
Oude Kijk in 't Jatstraat 26
9712 EK Groningen, The Netherlands

Opening hours during semesters:

Monday to Thursday 8.00 am – 10.00 pm
Friday 8.00 am – 6.00 pm

Postal address:

University of Groningen
Faculty of Arts
PO Box 716
9700 AS Groningen, The Netherlands

Find your way in the building

Find your way in 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: cafetaria
1st floor: coffee bar & Office for Student Affairs

Building part 12

Ground floor (in the corridor to the right):
lecture and seminar rooms beginning with 1312

Building part 13

On the ground floor take the corridor to the right and follow the green line. At the end turn right and right again, take the stairs or elevator to the 1st floor for study facilities and the 2nd floor for seminar rooms beginning with 1313

Building part 14

Under the arches, in the old part of the building you can find lecture halls beginning with 1314

Building part 15

On the ground floor take the smaller exit and cross the bicycle area. Here you can find seminar rooms beginning with 1315

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.

Study support

Student counsellor for exchange students

For questions about courses and academic matters, and in case of personal problems that affect your studies, you may contact the student counsellor for exchange students of the Faculty of Arts.

E-mail: int.studyadvice.let@rug.nl

The Office for Student Affairs

The Office for Student Affairs is where you can find the Exchange Team!

You can reach them by [email](#), by visiting the Student Desk at the first floor of the Harmonie building (red desk across the elevators) or phone:

📞 + 31 (0)50 36 36050.



The Student Desk

More support

The University of Groningen offers general student support at central level as well.



Other university locations in the city centre

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.

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 Uurwerkersgang 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.

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.

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 Leeuwzaal (ALeeuw)
- Heymanszaal (AHeym)
- Geertsemazaal (AGrts)

Broerstraat 9

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

*Grote Kruisstraat 2
(Faculty of Behavioural
and Social Sciences)*



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
- Faculty of Behavioural and Social Sciences: Grote Kruisstraat 2
- Faculty of Philosophy: Oude Boteringestraat 52
- Faculty of Theology and Religious Studies: Oude Boteringestraat 38
- University College Groningen, Hoendiepskade 23/24

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 Science and Engineering: Bernouilliborg Building, Neijenborg 9, Zernike Campus, 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.

Find your way around the city

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, meals, and drinks. On the first floor you will find the Coffee bar for a special cup of coffee, tea and snacks.

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](#).



The University Library

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:

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. During exam time you need your student card to enter the library.

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. The Language Centre is located on the first floor of the Harmony building (room 1315.0129) www.rug.nl/languagecentre

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).

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 multi-functional.
 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](#)

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 myprint.rug.nl.

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

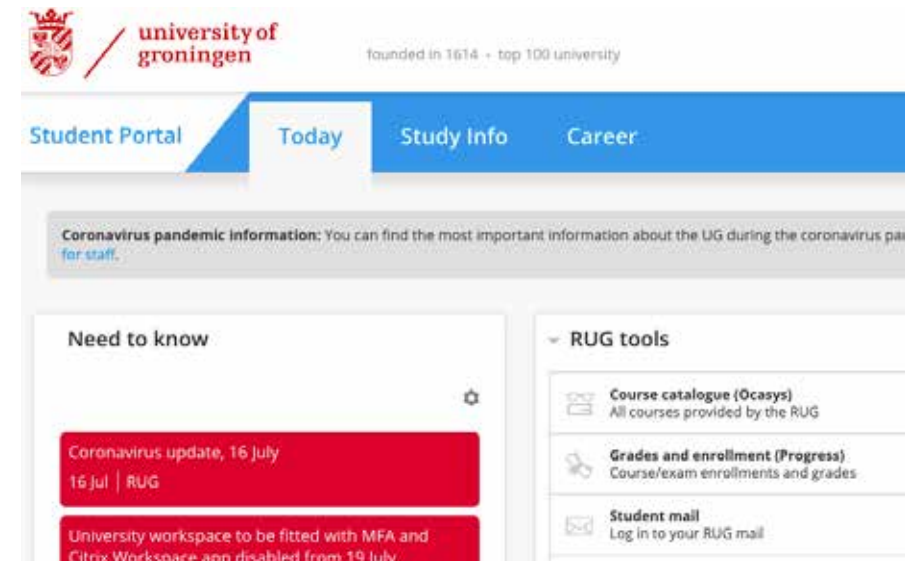
The timetables of the courses offered by the Faculty of Arts are available online: rooster.rug.nl If you click on the link in the timetable, you will be redirected to Ocasys. There you will find detailed information about the courses. Conversely, the course description in Ocasys will contain a link to 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.

Systems

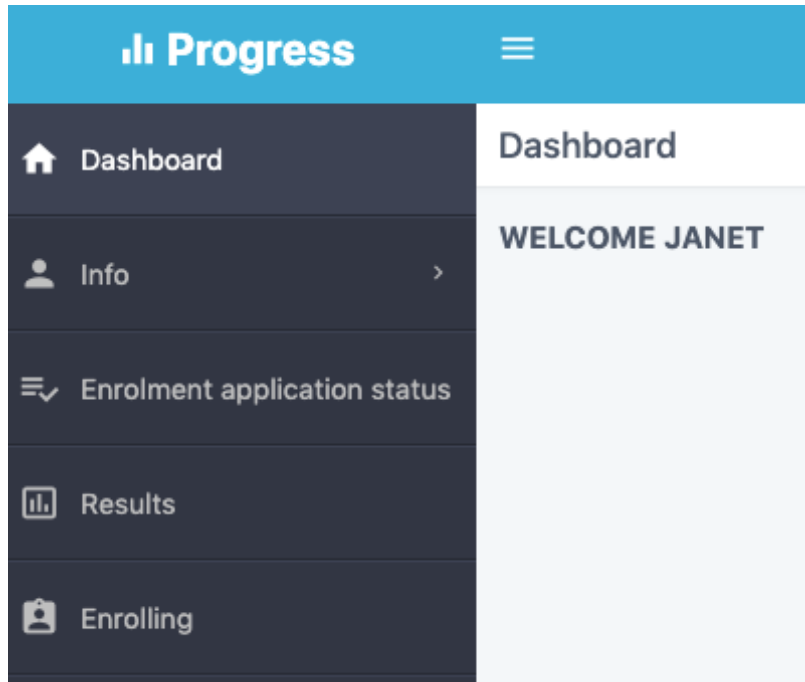
The Student Portal

When on the website of the UG you can log in to the [Student Portal](#). This is where you can find all the things you need to for your study period in Groningen. In the Study Info section of the portal you can find general information about the university and the Faculty of Arts and in the Today section you can find various handy widgets like the RUG tools (Ocasys, Progres and Student Mail), Faculty/University news, your timetable and an overview of your courses.



Progress

[Progress](#) is the official application for enrolment for courses and exams and for the registration of study results.



Enrolling for courses/modules

For exchange students the Enrolment Officer, Emma van Sloten will take care of course registration in Progress after your course selection has been approved by her. Last minute alterations to your study programme can be taken care of during a personal appointment in the introduction week.

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 [Brightspace](#). You will receive video instructions on registration for seminar groups. During the office hours in introduction week, we can help you with this as well.

Exams

You do not have to enroll for exams of the Faculty of Arts separately. You are automatically enrolled for the exam if you are enrolled for the course. The exam periods can be found in the academic calendar.

Sometimes exchange students cannot be in Groningen during the exam period 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 during the exam period, inform the Student Counsellor 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!).

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 2021-2022

BA, Faculty of Arts

Dutch grade	Description	Grading percentage*	Accumulative percentage*
10	excellent	1%	top 1%
9	very good	12%	top 13%
8	good	33%	top 46%
7	satisfactory	35%	top 81%
6	sufficient (pass)	19%	(100%)

MA, Faculty of Arts

Dutch grade	Description	Grading percentage*	Accumulative percentage*
10	excellent	1%	top 1%
9	very good	18%	top 19%
8	good	46%	top 65%
7	satisfactory	29%	top 94%
6	sufficient (pass)	6%	(100%)

Questions? Office for Student Affairs ☎ +31 50 363 6050

Transcript of records for exchange students

Exchange students often need a transcript of records of the courses they have taken while on exchange. Your transcript will be automatically provided when all the final grades have been registered in ProgressWWW. It will be sent to your home university directly.

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.



Academic Calendar | Faculty of Arts | 2022-2023

Academic calendar 2022 - 2023 Faculty of Arts, University of Groningen

Weeknr.	Start & end date		Remarks
35	Mo 29-08-22 - Fri 02-09-22	Start-up week	No education
36	Mo 05-09-22 - Fri 09-09-22	L1	
37	Mo 12-09-22 - Fri 16-09-22	L2	
38	Mo 19-09-22 - Fri 23-09-22	L3	
39	Mo 26-09-22 - Fri 30-09-22	L4	
40	Mo 03-10-22 - Fri 07-10-22	L5	
41	Mo 10-10-22 - Fri 14-10-22	L6	
42	Mo 17-10-22 - Fri 21-10-22	L7	
43	Mo 24-10-22 - Fri 28-10-22	Examinations 1.1	
44	Mo 31-10-22 - Fri 04-11-22	Examinations 1.1	
45	Mo 07-11-22 - Fri 11-11-22	Examinations 1.1	
46	Mo 14-11-22 - Fri 18-11-22	L1	
47	Mo 21-11-22 - Fri 25-11-22	L2	
48	Mo 28-11-22 - Fri 02-12-22	L3	
49	Mo 05-12-22 - Fri 09-12-22	L4	
50	Mo 12-12-22 - Fri 16-12-22	L5	
51	Mo 19-12-22 - Fri 23-12-22	L6	No education 23 Dec
52-01	Mo 26-12-22 - Fri 06-01-23		Christmas 25, 26 Dec New Year's Day 1 Jan
02	Mo 09-01-23 - Fri 13-01-23	L7	
03	Mo 16-01-23 - Fri 20-01-23	Resits 1.1	
04	Mo 23-01-23 - Fri 27-01-23	Examinations 1.2	
05	Mo 30-01-23 - Fri 03-02-23	Examinations 1.2	
06	Mo 06-02-23 - Fri 10-02-23	L1	
07	Mo 13-02-23 - Fri 17-02-23	L2	
08	Mo 20-02-23 - Fri 24-02-23	L3	
09	Mo 27-02-23 - Fri 03-03-23	L4	
10	Mo 06-03-23 - Fri 10-03-23	L5	
11	Mo 13-03-23 - Fri 17-03-23	L6	
12	Mo 20-03-23 - Fri 24-03-23	L7	
13	Mo 27-03-23 - Fri 31-03-23	Resits 1.2	
14	Mo 03-04-23 - Fri 07-04-23	Examinations 2.1	Good Friday 7 April
15	Mo 10-04-23 - Fri 14-04-23	Examinations 2.1	Easter 9 & 10 April
16	Mo 17-04-23 - Fri 21-04-23	L1	
17	Mo 24-04-23 - Fri 28-04-23	L2	King's Day 27 April
18	Mo 01-05-23 - Fri 05-05-23	L3	Liberation Day 5 May
19	Mo 08-05-23 - Fri 12-05-23	L4	
20	Mo 15-05-23 - Fri 19-05-23	L5	Ascension Day 18 May
21	Mo 22-05-23 - Fri 26-05-23	L6	
22	Mo 29-05-23 - Fri 02-06-23	L7	Whitsun 28 & 29 May
23	Mo 05-06-23 - Fri 09-06-23	L8	
24	Mo 12-06-23 - Fri 16-06-23	Examinations 2.2	
25	Mo 19-06-23 - Fri 23-06-23	Examinations 2.2	
26	Mo 26-06-23 - Fri 30-06-23	Resits 2.1	
27	Mo 03-07-23 - Fri 07-07-23	Resits 2.2	
28	Mo 10-07-23 - Fri 14-07-23		Summer Vacation
29	Mo 17-07-23 - Fri 21-07-23		Summer Vacation
30	Mo 24-07-23 - Fri 28-07-23		Summer Vacation

L=lectures

Start semester 1: 05-09-2022 - Start semester 2: 06-02-2023 - End of semester 2: 23-06-2023 - Last exams: 07-07-2023

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. Exchange students can talk about any study-related problems with the [student counsellor for exchange students](#).

Office for Student Affairs

As mentioned on page 7, the Office for Student Affairs (Bureau Studentzaken) is where our exchange coordinators have their office. Next to that, the Office for Student Affairs is the student administration office for the Faculty of Arts. Here study results are processed and registered and degree certificates organised.

For more information, go to [the website](#), visit the Student Desk (at the first floor of the Harmonie building), or contact them by [email](#) or phone: +31 (0)50 36 36050. Please note that many things can be taken care of online.



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 counsellors 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. 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 counsellor 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, ie 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.

DO'S & DON'TS!

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.

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 expect 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 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 (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 you 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 the best student city in the Netherlands according to the National Student Survey (NSE). Cities in the Netherlands with at least 1000 full-time students, were compared. Nijmegen and Utrecht have been named as second and third respectively. Students were most satisfied with Groningen's bars, clubs and cultural activities.
- Every fifth person in Groningen is a student, which gives Groningen the highest student population density in the Netherlands.



Noorderplantsoen Park

T(r)ips in and around Groningen

It will be your home city for a couple of months and it has many things to offer. Normally, Groningen is the place to be for festivals, like Noorderzon and Eurosonic, but due the Coronavirus, most festivals in Groningen have been canceled.

There are still plenty things to do, though! Here are some suggestions:

- If you arrive at the end of August you should go to **the Noorderplantsoen** which is a park just outside the city center (see map on [page 24](#)). There is lots of space to just hang out with your friends and observe the ducks and turtles (not kidding!).
- Another great park to spend your free time is **the Stadspark**. It is located on the west side of the city and is even bigger than the Noorderplantsoen. A family of Scottish Highlanders has made this area their home and there is a small petting zoo.

- Finally, you can't miss **the Forum** while you are here. The Forum's main location at the Nieuwe Markt is the place to be for: films, workshops, talks, children's activities and a stunning view on the rooftop terrace. The best spot for a selfie with the Martini Tower! On a clear day, you might even be able to see the Wadden island Schiermonnikoog. Besides the main location, there are eight other Forum libraries in the city of Groningen. They are home to the library collection and organize a range of activities for children and visitors from all over the world. Website: <https://forum.nl/en>
- If you really miss the festival-vibe you should check out **the Oosterpoort and the Stadsschouwburg** (city theater) to find out about their offer in national and international acts performing in Groningen. Mostly they have special discounts for students. Website: www.spotgroningen.nl
- Enjoy the complete experience of the varied and interesting collection and the innovative and sometimes provocative temporary exhibitions in **the Groninger Museum**.
- Or visit **the Piloersemaborg**, fifteen minutes by car from the city. This is the only manor farm still in existence in the Netherlands. The combination of farmer's antiques, stately architecture and filled animal enclosures brings 19th-century history back to life.
- Another option is a trip to **Bourtange**, one hour by car from the city. Explore the impregnable Groningen fortress that has been restored to its former glory!

View at the Martini Tower from the Forum



Tips for trips in the Netherlands

There are also plenty of interesting places to visit besides Groningen 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. Sometimes you can buy cheaper tickets on www.spoordeelwinkel.nl or check the website of the Dutch Railway <https://www.ns.nl/producten/en/losse-kaartjes-toeslagen>.



T(r)ips 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. 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.

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.

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:



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!)

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.

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:

www.flixbus.com/

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.

The Dutch monarch King Willem-Alexander and his family



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



Stroopwafel



Tompouce



Stamppot

Dutch food and drinks

The Dutch cuisine has some typical things, like:

- **Kroket:** small fried breaded food rolls including ragout of meat. It is often possible to get a vegetarian version with vegetables as well!
- **Bitterballen:** same as the kroket but in small round balls
- **Eierbal (eggball):** is one of the most popular snacks in Groningen and quite particular to the region. The eierbal is a boiled egg surrounded with a soft layer of stuffing. This layer is mixed with different spices, mainly curry. Then, the egg is fried and voilà, you have an eierbal.
- **Herring** or also called '**Hollandse Nieuwe**' is raw fish without the head and the tail. Mostly with onions as topping
- **Stamppot:** 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 Grolsch. Groningen has some famous local beer brewers as well: Bax, Martinus and Grunn Beer
- **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.
- **Poffertjes:** Dutch tiny pancakes, traditionally made in a poffertjes pan which has tiny divots that help them form into a distinctive UFO shape. They are served warm with a knob of butter and powdered sugar
- **Tompouce or Tompoes:** iconic pastry with two layers of puff. The icing is smooth and pink, or occasionally white. For many years however, the top layer has been orange on Koningsdag (King's Day), and a few days before.

Find your way around the city

with these maps of the city, the Zernike complex and the bus

Zernike Campus

City Centre



City buildings

- A Martini tower
- B City hall
- C A-Kerk
- D Cultural Student Centre USVA
- E Groningen Museum

Student Housing

- 1 Winschoterdiep
- 2 Blekerslaan
- 3 Frascati International Students House
- 4 Hoendiep
- 5 Hofstede de Grootkade
- 6 Albertine Agnesplein
- 7 Moesstraat 8
- 8 Moesstraat 16
- 9 Bisschop Nierman Centrum
- 10 Planetenlaan

University buildings

- 1 Academy Building
 - > University Student Desk
 - > International Service Desk
- 2 University Library
- 3 University Museum
- 4 Oude Boteringestraat
 - > Faculty of Theology
 - > Faculty of Philosophy
 - > Office of the University
- 5 Harmony Building
 - > Faculty of Law
 - > Faculty of Arts
- 6 Heymans Building
 - > Faculty of Behavioural and Social Sciences
- 7 Faculty of Medicine
- 8 University College Groningen
- 9 Bernoulliborg
 - > Faculty of Science and Engineering
- 10 Duisenberg Building
 - > Faculty of Economics and Business
- 11 Mercator Building
 - > Faculty of Spatial Sciences
- 12 Linnæusborg



ESN INTRODUCTION WEEK

2 - 7 SEPTEMBER

Copas · PALACE

KICK-OFF · CULTURE DAY
3 PARTIES · PUB CRAWL
MEET AND EAT · SPORTS DAY
DINNER · DUTCH LANGUAGE LESSONS
BAND NIGHT · MOVIE NIGHT
COMEDY NIGHT



Erasmus Student Network

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.

Please note: some events mentioned in above programme are subject to change depending on the COVID-19 measurements at the time of the Introduction Week.

*Activity during ESN Introduction Week
January 2020*

