Studying in Groningen
2022-2023
Congratulations!

You have been selected for studying at our University. We look forward to welcoming you to Groningen!

This brochure gives you some basic information about the Faculty of Arts, the University of Groningen and the application procedures for exchange students: practical matters to take care of while preparing your exchange to Groningen.

After applying you will receive updates about your exchange regularly.

More detailed information is available online: www.rug.nl/arts-exchange

Best wishes,
The Exchange Team
Emma, Jolanda, Joyce & Sigrid
Before your arrival

What happens next?

1. You have been officially nominated by your home university and you have received a link to apply in Mobility Online. You are now provisionally accepted as an exchange student at the Faculty of Arts. You can now complete your application.

2. Once you have completed your application (including all required documents), we will register you as an exchange student at the Faculty of Arts and you will be able to download your ‘Letter of Invitation’.

3. The Enrolment Officer, Emma van Sloten, will contact you about the assessment of your course selection.
The required documents to upload are:

For all exchange students:

• Official academic transcript, in English, showing credits and grades so far;

• English language certificate (see Language requirements);

• Motivation letter in English (300 words);

• Copy of your passport or EU identity card (valid on the start date of your exchange);

• Study Skills overview*;

If applicable:

• Language test results for other languages*;

• Copy of your bachelor’s degree (including an academic transcript in English)*.

*upload under ‘other documents’

Deadlines:

For starting in September:

• 1 June for students from Australia, Canada, EU/EEA countries, Japan, Monaco, New Zealand, Vatican City, United States of America, South Korea

• 1 May for students from all other nationalities

Deadlines:

For starting in February:

• 1 November for students from Australia, Canada, EU/EEA countries, Japan, Monaco, New Zealand, Vatican City, United States of America, South Korea

• 1 October for students from all other nationalities
Language requirements

**English**
Students should have a level of English Proficiency of at least:
- CEFR B2/C1 or
- IELTS 6.5 or (with a minimum of 6.0 for each section) or
- TOEFL iBT 92 (with a minimum of 21 for each section) or
- Cambridge C1 Advanced

**Master courses**
Students who want to enroll in Master courses taught by the departments of Linguistics, Journalism, and American Studies must have a level of proficiency of:

- CEFR C1 or
- TOEFL 100 (minimum of 25 for writing skills) or
- IELTS 7 (minimum of 6.5 for each section) or
- Cambridge C1 Advanced.

For Master courses at the department of English the requirements are:

- CEFR C1 or
- TOEFL 110 (minimum of 25 for writing skills) or
- IELTS 8 (minimum of 7.5 for each section) or
- Cambridge C1 Advanced

**Other languages**
If students wish to enroll in courses not taught in English but in another language that is not their mother tongue, they need to send a certificate or statement from the language instructor at the home university indicating their (CEFR) level of proficiency in that language. If students wish to enroll in courses taught in Dutch, their level needs to be at least CEFR B2/C1.

Most proficiency courses in other languages are sadly not open to exchange students, but the Enrolment Officer for incoming exchange students can try to place you. Keep in mind that placement is not guaranteed.

**How to inform us about your level of English?**

One of the problems many students from non-English speaking countries encounter is the required level of English when they attend courses taught in English. In the Netherlands, the level of English proficiency is high, and lecturers expect all students in their class to have adequate language skills to participate in their course.
Courses

On our website you can find the courses that are open to exchange students. The courses are listed by semester and by level:

- **Introductory** means that there are no specific entry requirements, no previous knowledge in that field of study is required.
- **Intermediate** means that you need basic knowledge in that field of study. This must be supported by your transcript of records.
- **Advanced** means that you can only be admitted to the course if your degree programme or major is in that field of study.
- **MA/master** means that you need a Bachelor’s degree in that field of study. Do not apply unless you have a BA in the relevant field of study. The Enrolment Officer will always discuss your admittance with the department.

Registration for courses

Students cannot register themselves for courses, they will be registered by the Office for Student Affairs after assessment of their file and course selection.

Timeline course selections

**Fall Semester:**

- **Week 26:** assessment of your course selection, returned to students by Enrolment Officer, Emma van Sloten.
- **July 31:** deadline to return your response on course selection to Enrolment Officer
- **Week 33/34:** receive instructions from Exchange Coordinator for seminar group registration
- **Week 34:** deadline for seminar group registration
- **Week 34/35:** introduction and personal appointments

**Spring Semester:**

- **Week 51:** assessment of your course selection, returned to students by Enrolment Officer, Emma van Sloten.
- **January 7:** deadline to return your response on course selection to Enrolment Officer
- **Week 2/3:** receive instructions from Exchange Coordinator for seminar group registration
- **Week 4:** deadline for seminar group registration
- **Week 4/5:** introduction and personal appointments
Study advice for exchange students
Exchange students may contact the Student Counsellor for exchange students, Ms Jolanda Dijkstra.

You can contact her:
• if you need advice on personal problems that affect your study;
• if you have a disability or special needs which we need to take into account in the preparation of your study period in Groningen.

Special needs
The University considers it important that students with physical disabilities, chronic illnesses, psychological complaints, dyslexia and other disabilities are able to study. Therefore, the University offers various arrangements for studying and taking exams for students with a performance disability.

If you have such arrangements at your home university or think you will need them during your exchange, please inform the study adviser well before the start of the semester, the earlier the better!

Testimonial from a former exchange student

“Everything seems very organized, you are always ready to help and give us advice and I appreciate it very much! And I know that you will be there if I have any problems in the future, this makes the exchange much easier and gives us a feeling of safety.”
# Academic calendar 2022-2023

*Faculty of Arts, University of Groningen*

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

The University of Groningen is located in various parts of the city and is not a campus university. The University has arranged a set amount of rooms for exchange students with a housing agency called SSH, but students have to find their own accommodation. You are also free to look for housing via other means.

SSH
SSH offers basic furnished rooms in international student houses. The website of SSH contains more detailed information about the types of accommodation on offer, the rental conditions, and the procedure.

SSH Rental period
SSH offers reserved accommodation for a fixed period only, other rental periods are not possible. The fixed rental periods correspond to the semesters at the university, which is 5 or 10 months. Information about rental periods and cancellations can be found in the Terms and Conditions provided by SSH, so make sure to read those thoroughly before you make a reservation.

Cancellations
The first payment to SSH is non-refundable. It is not possible to cancel a rental contract after commencement of the rental period, except in the following circumstances, and subject to approval by University of Groningen (RUG), depending on the individual student’s educational institution:

• death, sudden serious illness or a serious accident of the student or first/second degree family members, or
• the unforeseen withdrawal of the student’s residence permit (if required) by the proper authorities. Moreover, cancellation of the contract is only allowed if the abovementioned circumstance leads to a termination of enrolment.

Therefore, a claim for cancellation must be made through the contact person at the student’s faculty, which at the Faculty of Arts is your student counsellor.

Note: it is not possible to get a refund for your first payment to SSH when your exchange is cancelled due to the Coronavirus!

The housing situation in Groningen can be difficult. We advise you to start your search as soon as you have received your Letter of Invitation and your exchange programme has been officially confirmed.

More housing options: At home in Groningen SugarHomes
Go Green!
Do you live in Europe and do you want to make a difference? How about taking the train to the Netherlands instead of the plane? Groningen is only 5 hours and 45 minutes away from Paris! Plan your journey with NS International and take a look at the website from Erasmus by Train for useful information about planning your train journey. You might be eligible to apply for a Green Travel Scholarship as well. For instance, Interrail gives a 20% discount to Erasmus+ students from partner universities. Check with your home university if you are eligible for a discount with Interrail.

To Groningen
From Amsterdam Central Station or Schiphol Airport you can take a train to Groningen Central Station. From Schiphol the ride is direct and takes approximately 2 hours. From Central Station you can take the intercity train with a stop in Almere or Utrecht and the ride takes you approximately 2 and half hours. You can buy a ticket in the machine or at one of the information desks. A one way second class ticket costs about 26 euro. It is important that you purchase a train ticket to Groningen before you board the train. Passengers travelling without a valid ticket will be fined! On the website of the railway company NS you will find a journey planner.

Movin’ to Groningen
If you would like to meet some friendly faces when you arrive at Schiphol airport, you can register for Movin’ to Groningen and let the university know when you’re arriving. UG representatives will be there in red university shirts to say hello and help you on your way!

OV-chip card
The OV-chipkaart (a smart card the size of a bank card) is the means of travelling and payment for the public transport system in the Netherlands. You can upload credit or travel products (such as a single ticket or a seasonal ticket) at the machines at train and bus stations, post offices and supermarkets. You can choose either a personal, anonymous or disposable card. For more information on the OV-chipkaart, see www.ov-chipkaart.nl.

Discount for transportation
Exchange students can’t get a student discount on Dutch train and bus tickets. However, it is possible to get a combined travel discount when you travel with somebody who has an NS season ticket. You can also find offers on websites like www.ns.nl/spoordeelwinkel.
Insurance, visa & finances

Health Insurance
The statutory healthcare insurance in the Netherlands is called the basic healthcare insurance policy (basisverzekering). Most people in the Netherlands are required to take out the basisverzekering. However, there are exceptions, one of which applies to certain international students. You can check the UG website to check what healthcare insurance you need to take out.

Liability Insurance
The European Health Insurance Card (EHIC) does not include household contents insurance, luggage insurance or liability insurance. Liability insurance covers any damage that you may accidentally cause to other people or their property. At AON you will be able to take out an additional insurance package; we recommend that you do so.

Visa
If you do not have an EU/EER nationality and are not from country group 2, you need to apply for a visa (MVV) if you stay in the Netherlands for longer than 3 months. The University of Groningen will inform you about the procedure and the documents that are needed for this when you have been accepted as an exchange student to the Faculty of Arts. More information about the MVV application procedure, residence permit information and application documents can be found on the website of the Immigration Service Desk (ISD).

Please note: without a visa/residence permit you cannot study at the UG! Please carefully follow the instructions given by the ISD to have your document fixed in time.

Application fee & living money
The application fee for visa/residence permit applications charged by the Dutch Immigration and Naturalization Service (IND) can be found on this website. The application fee will not be refunded by the IND in case your application is cancelled. Furthermore, you will need to prove sufficient living money. The amount you need to show can be found on this website.

Finances
The UG has created a table to provide you a rough estimate of the costs of various aspects of student life in Groningen. Your general daily expenses include food, books, clothes, public transportation, and leisurely activities. You will also need to take into consideration the costs of housing and insurance. Experience shows that students will spend on average €800-€1.000 per month.

Before finalising financial arrangements, make sure that your programme at our university has been officially confirmed and you understand cancellation policies and terms and conditions of rental agreements. Your exchange programme is officially confirmed once you receive a Letter of Invitation from the Exchange Team.
The UG and Faculty of Arts find it really important that you think about your safety when you are here.
In case of an emergency you need to follow the instructions given by our authorities and personnel of the university. Naturally, we would like to hear from you when something is wrong. You can send us an email or even better: contact your student counsellor.

To keep track and stay informed, we strongly recommend you to register your international travel plans with the Embassy of your home country as well. Please check the website of your embassy for more information.

Finally, as part of your application with us, you will be asked to fill out the contact details of your family or friends we can contact in case of an emergency.

Tip: Download our Emergency Card, fill it out and give it to your friends and family after your arrival in the Netherlands!
Checklist: before departure

Organise your arrival to the Netherlands

1. Letter of Invitation
Get officially accepted as an exchange student at the University of Groningen

2. Money
- Plan the finance for your studies and life in host country. Apply for funding, etc. More info on page 11
- Arrange authorisation for finances, for example your parents
- Apply for a credit card, essential in a lot of countries

3. Immigration
Make sure you meet the immigration requirements for the Netherlands (if relevant).

4. Medical
- Check if you need vaccinations. Some insurances will cover vaccinations
- Medication: you might need a statement from your doctor and/or medical passport to take your medication abroad
- Check the COVID-19 instructions on www.rug.nl/corona

5. Accommodation
Apply for accommodation. See page 9

6. Health Insurance
Ensure that you have arranged for the correct health insurance to cover the duration of your studies. See page 11

7. Pack
Consult the packing lists to ensure you pack only what you need. See page 14

8. Travel to the Netherlands
Make travel arrangements to ensure your arrival during the recommended arrival period.

9. Administrative
**Must do:**
- Activate your UG account (activation instructions will be sent to your private email address, check your Spambox)
- Upload your photograph to get your student card
- Check with your home university which documents need to be signed and when
- Register your international travel plans with the Embassy of your home country and bring their address
- Leave your contact details at home (address, temporary telephone number)
- Check with municipality in your home city and Groningen if you need to (de-)register
- Make scans of important documents and save these in your mailbox
- Check cycling and driving regulations in the Netherlands

**Nice to do:**
- Get an international student identity card for several discounts (www.isic.org)
- Register for Movin’ to Groningen
- Subscribe for University Introduction activities
- Subscribe for the ESN introduction week and make plans with a buddy in the first weeks of your arrival
- Register for a language course with the Language Centre.

10. Join us on social media
/IntOffArtsRUG
What to pack?

### In your carry-on

1. Passport & all travel documents
2. Your student visa (if applicable)
3. Your letter of invitation
4. Letter of scholarship award (if necessary)
5. Details of your accommodation
6. Medical certificates
   - medication prescriptions, vaccination
7. Driver’s licence
   - translated into English
8. Contact details
   - of your family and bank
9. Insurance card & information
10. Money (cash as well)
11. Electrical equipment
    - laptop/tablet, charger
    - mobile phone, charger
    - universal travel adapter
    - power bank

### In your check-in luggage

1. Remove any items from your luggage which are prohibited in the Netherlands
2. Pack something that reminds you of your home country
3. Essential items of clothing
   - (make sure to check the climate in the Netherlands)
4. Bring documents that need a signature from the UG
5. Copy of your passport and some passport photos
During your exchange

Your first week

A good start is essential for study success and enjoying your time as an exchange student in Groningen. In order to make the most out of your stay in Groningen, it is necessary to get introduced to your new (academic) environment. When booking your travel ticket and/or accommodation, make sure to arrive in Groningen on time!

Welcoming Ceremony
Attending the Welcoming Ceremony for all new international students at the University of Groningen will help you arrange a lot of practical and legal matters in one day.

Faculty Introduction Week
The Faculty of Arts organizes its own introduction week and welcoming event especially for exchange students of the Faculty of Arts. We will inform you about studying and student life at the Faculty of Arts.

The Introduction Week for the Fall Semester generally starts in the last week of August and the Introduction Week for the Spring Semester in the last week of January. More information about the dates and programme of the Introduction Week can be found on the website below.

Personal appointments
In addition to the fun introduction events, you have to finalise your course registration, find out your timetable and register for seminar groups. During the introduction week, we will organise personal (online) appointments for these matters. You will receive an official invitation from us.

Academic Skills
During the Introduction Week all exchange students at the Faculty of Arts attend our mandatory Academic Skills lecture. In this interactive lecture we’ll tell you about the skills you need in order to be successful in your studies here.

Learning Agreement
If your Learning Agreement/Before Mobility form has not been signed yet, email it to exchange.in.arts@rug.nl.

Remember! Subscribe for the ESN introduction week and make plans with a buddy in the first weeks of your arrival!
After your exchange

In the last weeks of your exchange, make sure to check with your home university which documents need our signature. You can email your After Mobility documents to exchange.in.arts@rug.nl.

Your Transcript of Records will be automatically provided when all your final grades have been registered in our system. It will be uploaded in Mobility Online and sent to your email and to your home university automatically.

Dutch Grading System
Learn about our grading system and how your grades will be translated.

When you leave

Don’t forget to:
• Deregister at the City Hall
• Leave your accommodation in good order
• Buy some souvenirs as a reminder of your study period in Groningen!
Final tips & tricks

Want to get to know the Netherlands?
Volunteer with a local organisation and make local friends instead of sticking with other international students!

Dealing with a different culture
Living in a different culture is a learning process, and most students return with greater self-confidence and the ability to manage in an intercultural environment. However, it is also common to experience a culture shock in the first weeks of your exchange. You can have a feeling of disorientation or confusion. Not to worry though, the Student Counsellor for Exchange Students can tell you more about what you can expect when you arrive here and is always there to help you out.

Contact with other students
Let us know if you want to get in touch with other students and we will try to bring you together!

Reminder!
Nice to do before you arrive:
• Get an international student identity card for several discounts (www.isic.org)
• Register for Movin’ to Groningen
• Subscribe for University Introduction activities
• Subscribe for the ESN introduction week and make plans with a buddy in the first weeks of your arrival
• Register for a language course with the Language Centre
• Join us on social media: /IntOffArtsRUG
So, we are the Exchange Team!
You have already met Jolanda on page 7 and you have been in touch about your exchange application with either Emma or Sigrid. We have explained in which cases you can contact Jolanda and Emma. For practical matters such as: application procedures, housing, visa or other matters related to studying in Groningen, at the University of Groningen, you can contact Sigrid and Emma via exchange.in.arts@rug.nl. Always keep them informed about changes in your situation (cancellation of your exchange, new address or other contact details, updated grades).

Furthermore, you can also find us on Facebook: /IntOffArtsRUG Here you can meet other students who are coming to Groningen on exchange, students also post advertisements for rooms, books, furniture and even bicycles. We will also inform you about upcoming events and interesting topics. Please do not use Facebook for study related matters or questions regarding your registration.

See you in Groningen! Best wishes,
Jolanda Dijkstra (Student Counsellor), Joyce Gelling (Erasmus+ Coordinator), Sigrid Hasper (Exchange Coordinator) and Emma van Sloten (Enrolment Officer & Exchange Coordinator).
See you soon!

Contact us
T +31(0)50 363 6050
E exchange.in.arts@rug.nl
www.rug.nl/arts-exchange

/IntOffArtsRUG