Welcome to the University of Groningen and in particular to the department of Middle Eastern Studies! With this information, we would like to address a few things that are important for the start of your programme.

New to the University of Groningen?
For some of you, the next academic year will not be your first year as a student at the UG. Maybe you have followed courses as a bachelor’s student or maybe you did a pre-master. But if you are new at this university, it would be a good idea to check out the information provided on this website, where you can find a lot of information that will help you to start your master’s programme in the best way. Things like student accounts, student mail, access to Blackboard, and more are explained.

There will not be an informative introduction meeting (therefor please read the information on this website carefully), but there actually will be an introductory drink on Friday the 30th of August for everyone who’s going to start with the Master Middle Eastern Studies, together with the lecturers. More details (time and place) will be updated on this website soon.

The curriculum
In Ocasys, the online study guide, you can find the study programme for Middle Eastern Studies 2019-2020. As you can see, you are going to follow four courses in the first semester. One course in the first block, one course in the second block, and the other two modules throughout the entire semester. You will also find course descriptions on this website, as well as compulsory literature you will need. In the second semester the master thesis is planned, alongside a tutorial or placement. During the first semester, you will be informed about the possibilities for these modules.

Please note that you have to register yourself for the courses you are going to follow. You can enroll for the first semester courses as soon as you are admitted to the programme of Middle Eastern Studies. Students with a bachelor’s degree from the UG can enroll for the courses even before their application is successfully finished. Enrollments for the courses can be done in ProgressWWW. Make sure you are registered for the courses before the academic year starts. If you need any assistance, please contact the secretariat (050-3635850 or seccet@rug.nl).

Start of the academic year
Monday 2 September the academic year will officially start. In order to know when and where your seminars will be, please check out the schedules. As you can see, the seminars are planned on Mondays, Tuesdays and Wednesdays and Thursdays. Does that mean that you’ll have 3-day weekends? Well, that’s up to you, but at least you can use the Fridays to do your assignments and prepare the seminars for the upcoming week. And that probably won’t be a bad idea. After all, this is your master’s degree.

Prior knowledge of the Middle East
Some of you will have completed the bachelor in Middle Eastern Studies. Others may have followed a different (kind of) bachelor programme. For those who don’t have a lot of prior knowledge on the field of Middle Eastern Studies, we strongly recommend reading a couple of books. Don’t see these books as an obligation (we will not examine the content of these books), but look at it as an opportunity to make a better start in your master’s programme. These three books will give you a head start:

Study Adviser
It could be that your study does not go the way you wanted. Whether this is due to special circumstances (being sick for a while, personal issues, etc.) or disappointing results, you can contact the study adviser. Together with the study adviser you can discuss what is needed to get you back on track. You can either send me an email (studieadviseurmos@rug.nl), make an appointment or drop by during the walk-in consultation hours.
In this regard it is important to note that you need to contact me if you have a performance disability. That could be a physical disability, but also chronic illnesses, psychological complaints, dyslexia, etc. The university offers various arrangements for studying (and taking exams) for students with a performance disability.

Questions?
You might have some questions left after reading this website. Our secretariat is open during the summer and they would be happy to be of any assistance to you. You can contact them via email (seccet@rug.nl) or by phone (050-363 5850).

We are looking forward to see you in September. Have a wonderful summer!

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This overview below is designed to make you more familiar with the programme and the faculty. We have made a list of important things you might come across while studying at our faculty.

Ocasys
This is basically your main source of information. In this online catalogue you will find all necessary information on the different bachelor programmes within the faculty. You can find the it via: http://www.rug.nl/ocasys/. In Ocasys you will also find the course description, learning outcomes of the course, name of the teacher/coordinator, as well as the literature you should use and other necessary information about any specific course.

Student email
Your student email address is automatically generated when you apply for a programme at the University of Groningen, and uses the format X.Y.Z.Alphabet@student.rug.nl. To activate your student account, go to diy.rug.nl. You will need your student number (s1234567), your date of birth (yyyyymmdd) and your own private email address (as registered in Studielink or Online Application System, OAS). Please make sure to check your inbox regularly and carefully. Our advice: make sure to automatically forward all your student emails to your personal email account.

Lectures and exam schedules
Schedules (for lectures and exams) can be found on the web via the following link: https://rooster.rug.nl. Via this link you will find schedule information not only for your programme but for the whole faculty. Make sure to select the correct academic year in the right upper corner. For questions about schedules you can contact the scheduling office via roosters.let@rug.nl.

ProgRESSWWW
Prior to every semester you are required to plan the courses for the next semester. You can do this via the website ProgressWWW (https://progresswww.nl/rug/). Once you are enrolled for a course, you are automatically enrolled for the exam (if you meet the entry requirements). The Office for
Student Affairs (the administration department from this faculty) will inform you about the procedures regarding enrollments.

**Literature**
You can find the literature you need for your courses in Ocasys. Some courses will only use books, others will use articles that are made available via the Student Portal. For some courses, you might need to use readers. You can order them in the reader shop. Go to www.uorder.nl and use your student account to sign in.

**Secretariat Cluster MIILC (4th floor Harmony building, room 13.12.0407).**
You can contact the secretariat about questions regarding course enrollment, seminars, etc. Contact them by phone (050-363 5858) or email (sec-millac@rug.nl).

**Study advisors**
The study advisors provide information about choice of study and study programmes. They guide students during their programme and can be contacted when students have problems with study progress or difficult circumstances. You can book an appointment with a study advisor by making an appointment online. Depending on the programme you’re following, you can book an appointment with:

Master Middle Eastern Studies -> Sjors van Ooij (www.sjorsvanooij.youcanbook.me)

**Pigeonholes teachers**
In the central hall on the fourth floor, next to the coffee corner, you will find the pigeon holes for all teachers and study associations.

** Relevant documents**
A description of the study programme with corresponding arrangements can be found in the Teaching and Examination Regulations (TER). You should definitely check this document, since you’re expected to know about its content. You can find the TER in this link (please copy paste the link): https://student.portal.rug.nl/infonet/studenten/regelingen-klacht-inspraak/wet-en-regelgeving/onderwijs/onderwijs-en-examenregelingen/

An overview of the rights and obligations of both students and the university can be found in the Student Charter. You can find it here (please copy paste the link): http://www.rug.nl/about-us/organization/rules-and-regulations/onderwijs/studentenstatuut/

**Board of Examiners and Programme Committee**
It is important to familiarize yourself with the Board of Examiners. You will encounter them the moment that you deviate from the normal curriculum. You can send a request to the exam board on your own account or in consultation with the study advisor. He will be able to advise you on the best approach. Another important body you need to familiarize yourself with is the Programme Committee. The Programme Committee offers the possibility to students who would like to contribute to the important decisions within a programme. The Programme Committee is partially made up of students and partially of teachers.

More information about important organs in the faculty can be found here (please copy paste the link): https://student.portal.rug.nl/infonet/studenten/let/facultaire-organisatie-en-voorzieningen/bestuur/