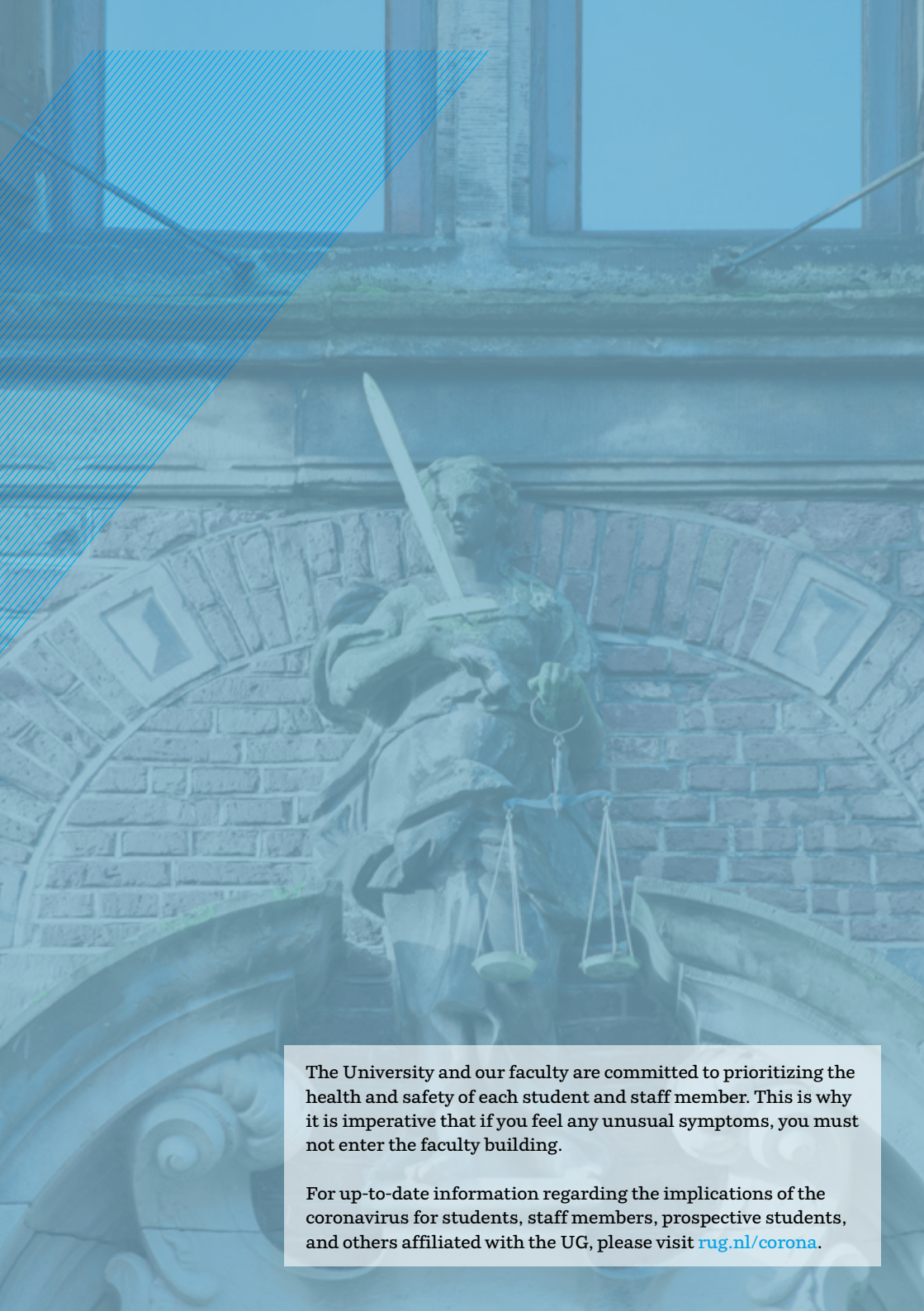




university of  
 groningen

faculty of theology and  
 religious studies

# Guide to the Faculty of Theology and Religious Studies



The University and our faculty are committed to prioritizing the health and safety of each student and staff member. This is why it is imperative that if you feel any unusual symptoms, you must not enter the faculty building.

For up-to-date information regarding the implications of the coronavirus for students, staff members, prospective students, and others affiliated with the UG, please visit [rug.nl/corona](https://rug.nl/corona).

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The Faculty of Theology and Religious Studies is located at Oude Boteringestraat 38, just around the corner from the Academy Building and the University Library.

Oude Boteringestraat 38  
NL-9712 GK Groningen  
T +31 (0)50 36 380 17  
thrs@rug.nl, receptie.ggw@rug.nl

[www.rug.nl/ggw](http://www.rug.nl/ggw)  
[www.facebook.com/TheoRS](https://www.facebook.com/TheoRS)  
[www.twitter.com/ReligieCultuur](https://www.twitter.com/ReligieCultuur)  
[www.instagram.com/religionculture](https://www.instagram.com/religionculture)

### Opening hours

Week days 8.30 a.m. to 6 p.m. On Tuesday and Thursday 8.30 a.m. to 9 p.m. during term time (during the summer break, the Faculty will be closed for a period of three weeks).

# 1 The Faculty of Theology and Religious Studies



### 1.1 / **Gerardus van der Leeuw Study Association**

The Gerardus van der Leeuw study association is the faculty association for students at the Theology and Religious Studies Faculty at the University of Groningen. The association was established in April 2003 and is named after Gerardus van der Leeuw, the theologian who first introduced religious studies to the University of Groningen. The association aims to make students feel at home in our Faculty. They organize social events such as games evenings, ice skating and Christmas carols, as well as more study-related events such as seminars and employability activities.

[gerardusvanderleeuw@gmail.com](mailto:gerardusvanderleeuw@gmail.com)  
[www.gerardusvanderleeuw.nl](http://www.gerardusvanderleeuw.nl)

### 1.2 / **Graduate School**

PhD and Research Master's students are part of the Faculty's Graduate School. The Director is Prof. Kim Knibbe.

[gradschool.thrs@rug.nl](mailto:gradschool.thrs@rug.nl)  
[www.rug.nl/research/gradschool-theology-and-religious-studies/](http://www.rug.nl/research/gradschool-theology-and-religious-studies/)

### 1.3 / **International Office**

We have a dedicated International Officer at the faculty, Ms. Debbie van den Berg. International students and exchange students, or students who have the intention to spend a semester at a partner university are welcome to contact her with practical questions. Please make an appointment to discuss your question in more detail.

Room 36  
T + 31 (0)50 36 341 61  
[internationaloffice.thrs@rug.nl](mailto:internationaloffice.thrs@rug.nl)

### 1.4 / **Nestor coordinator**

The Faculty Nestor coordinator is Henk van Putten. You can contact him in the event of technical problems with Nestor.

Room 36  
T +31 (0)50 36 345 89  
[h.t.van.putten@rug.nl](mailto:h.t.van.putten@rug.nl)



### 1.5 / Student Administration Office

For all matters relating to registration, course unit and exam enrolments, grade registration, graduation, etc.

Room 004

T +31 (0)50 36 355 68 / 384 21

[onderwijs.ggw@rug.nl](mailto:onderwijs.ggw@rug.nl)

Opening hours

Tuesday to Friday: 10.30 a.m. to 12.30 p.m.

### 1.6 / Study Advisors

For all questions relating to your studies, please contact one of the study advisors:

Kees van den Ende ([k.van.den.ende@rug.nl](mailto:k.van.den.ende@rug.nl)), or

Thea de Boer ([t.m.l.de.boer@rug.nl](mailto:t.m.l.de.boer@rug.nl)).

The study advisors' office is in Room 028 on the ground floor of the Faculty building.

Consulting hours Thea de Boer:

Thursday 1.30 - 4.30 p.m., or by appointment.

Consulting hours Kees van den Ende:

Friday 10 - 12 a.m., or by appointment

### 1.7 / Student Mentors for new students

The Faculty has a number of Student Mentors for newly enrolled Bachelor's and Master's students. These mentors will be very happy to help you settling in and are there to answer any questions you may have about studying at the RUG. You will meet them during the introduction events at the start of your studies.



## 2 Student Facilities A-Z



Most classes and exams are held at the Faculty of Theology and Religious Studies, but you will have to go to other Faculties if you take courses outside our Faculty.

An overview of all faculties can be found here:

[www.rug.nl/about-us/organization/faculties/](http://www.rug.nl/about-us/organization/faculties/)

### 2.1 / **Academy Building**

The main University building is just around the corner from the Faculty building. Here you can find the Cafeteria (see 2.3), the Honours College (see 2.10) and the Information Services Desk (see 2.11).

[Broerstraat 5, Groningen](#)

### 2.2 / **ACLO (student sports organization)**

The student sports organisation is called ACLO. Their mission is to get more students involved in sports. All experience levels are welcome. Team levels range from beginners to highly qualified. The ACLO is a very social place, it's a great way to meet new people whilst engaging in your favourite sports.

Locations

[Blauwborgje 16, 9747 AC Groningen](#)

[Stationsplein 7, 9726 AC Groningen](#)

[www.aclosport.nl](http://www.aclosport.nl)

### 2.3 / **Cafeteria**

You can buy coffee, tea, lunch and snacks at the cafeteria in the Academy and Harmonie buildings. Hot meals are provided as well. Coffee, tea and snacks are also available from a vending machine in the Faculty hall.

## 2.4 / Career Services

The University of Groningen aims to offer current and prospective students and alumni the best possible facilities to prepare for and develop their careers. Various activities are organized within the framework of Career Services to help them make choices – and study choices in particular – and prepare them for the job market. Career Services works actively with faculties, study associations, alumni organizations and other providers in the field of careers services. Career Services is located in the I-Shop, around the corner of the University Library. It offers various activities for students there, including job interview training, workshops, Linked In advice and CV checks. You can also have professional photographs taken to use for job applications.

I-Shop: Oude Kijk in't Jatstraat 19  
[careerservices@rug.nl](mailto:careerservices@rug.nl)  
[www.rug.nl/careerservices](http://www.rug.nl/careerservices)

Opening hours

Monday: 11 a.m. – 5 p.m.

Tue – Fri: 10 a.m. – 6 p.m.

## 2.5 / Confidential Advisor

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

Drs. Marjolein H.J. Renker  
Visserstraat 47-49, 9712 CT Groningen  
T +31 (0)50 36 354 35  
[www.rug.nl/about-us/organization/rules-and-regulations/integriteit/vertrouwenspersoon](http://www.rug.nl/about-us/organization/rules-and-regulations/integriteit/vertrouwenspersoon)

## 2.6 ESN – Erasmus Student Network

In addition to the Faculty's student mentors, the ESN also provides mentors to help new international students find their way in Groningen.

The Erasmus Student Network (ESN) was founded in 1989 to support international students and to help to develop exchanges. It is one of the largest interdisciplinary student organizations in Europe. ESN Groningen organizes a wide range of social activities, including cultural events but also educational programmes (language exchange, career events) and charitable events. Mentoring services are available throughout the year.

[Pelsterstraat 23, 9711 KH Groningen](#)

[T + 31 \(0\)50 36 371 76](#)

[info@esn-groningen.nl](mailto:info@esn-groningen.nl)

[www.esn-groningen.nl](http://www.esn-groningen.nl)

[www.facebook.com/groningen.esn](https://www.facebook.com/groningen.esn)

## 2.7 Green Office Groningen

Groningen is one of the greenest cities in Europe, and the The Green Office coordinates and initiates projects related to sustainability at the University of Groningen. They provide information to staff and students to inspire them to live more sustainable. Their goal is to make sustainability an integral part of the University of Groningen.

Locations

[Visserstraat 49 , 9712 CT Groningen](#)

(Monday and Wednesday morning, Tuesday and Thursday)

[Oude Kijk in 't Jatstraat 39 , 9712 EB Groningen](#)

(Monday and Wednesday afternoon)

[T +31 \( 0\)50 36 348 84](#)

[greenoffice@rug.nl](mailto:greenoffice@rug.nl)

[www.rug.nl/about-us/who-are-we/sustainability/greenoffice/](http://www.rug.nl/about-us/who-are-we/sustainability/greenoffice/)

## 2.8 / **GSp – student’s platform for religion and philosophy**

This student’s platform organizes courses, lectures, and study groups for all students in Groningen interested in religion and philosophy.

[Kraneweg 33, 9718 JE Groningen](#)

[T +31 \(0\)50 31 299 26](tel:+316503129926)

[info@gspweb.nl](mailto:info@gspweb.nl)

[www.facebook.com/gspweb/](http://www.facebook.com/gspweb/)

## 2.9 / **Harmonie Building**

The Harmonie Building is home to the Faculty of Arts and the Faculty of Law. Here you can find a Cafeteria (see 2.3), Language Centre (see 2.13) the CIT Service Desk (see 3.2) and the Placement Office (see 4.15).

[Oude Kijk in 't Jatstraat 26, 9712 EB Groningen](#)

## 2.10 / **Honours College**

Talented and motivated students, interested in leadership, can challenge themselves further by following the UG Honour’s College. In addition to your Bachelor’s or Master’s Degree, you can follow an extra course (Bachelor’s 45 ECTS/ Master’s 15 ECTS) without paying extra tuition fees. This will equip you with the skills to become a leader in any post-graduation situation!

[Academy Building \(in the tower, entrance ground floor near the A-Lounge / A-Café\)](#)

[Broerstraat 5, 9712 CP Groningen](#)

[T +31 \(0\)50 36 393 70](tel:+316503639370) or [+31 \(0\)50 36 393 71](tel:+316503639371)

[honours@rug.nl](mailto:honours@rug.nl)

[www.rug.nl/education/honours-college/](http://www.rug.nl/education/honours-college/)

## 2.11 / I shop

The University shop is the place to buy university souvenirs for your friends back home or a UG hooded sweater for yourself. All products can be viewed and ordered online. The University of Groningen is working towards a sustainable future in all aspects of its operations. The shop therefore has a range of 100%-sustainable goods.

Oude Kijk in 't Jatstraat 19, 9712 EA Groningen

T +31 (0)50 36 327 00

[universiteitswinkel@rug.nl](mailto:universiteitswinkel@rug.nl)

[shop.housing.rug.nl/shopuw/en-uk/index.html](http://shop.housing.rug.nl/shopuw/en-uk/index.html)

Opening hours

Monday: 11 a.m. – 5 p.m.

Tuesday to Friday: 10 a.m. – 6 p.m.

Saturday: 1 – 5 p.m.

Adjusted opening hours may apply during holidays.

## 2.12 / Language Centre

The Language Centre of the University of Groningen offers elementary and advanced courses in a range of languages. Of particular interest to international students are the Dutch courses, which are taught at various levels. Full time degree students can follow the Dutch language courses for free.

The Language Centre also offers courses at various levels in English, French, Italian, Japanese, Chinese, German, Spanish and Portuguese.

You can have your English proficiency level tested in terms of the internationally recognized Common European Framework of Reference for Languages (CEFR). You won't usually earn ECTS credit points for these courses, but you will receive a certificate of attendance at the end of the course.

Exchange students: some home universities will award you ECTS credit points for a language course; please check this with your home Erasmus coordinator.

Harmonie Building

Oude Kijk in't Jatstraat 26, Room 15.129 (first floor)

T +31 (0)50 36 358 02

[languagecentre@rug.nl](mailto:languagecentre@rug.nl)

[www.rug.nl/language-centre](http://www.rug.nl/language-centre)

Opening hours

Monday to Friday: 12 – 4 p.m. Thursday: 12 – 8 p.m.



### 2.13 / **Student Information and Administration**

Student Information and Administration assist students and staff members with questions about enrolment, tuition fees, scholarships, immigration and visa.

Which phone number or email address you need to use depends on your question. Check the website for the correct contact details to contact them or make an appointment.

Academy Building  
Broerstraat 5  
first floor (building 1112)  
[www.rug.nl/education/contact/information-services](http://www.rug.nl/education/contact/information-services)

### 2.14 / **Student police officer**

The Groningen police force has a special police officer for university students. Contact Edwin Valkema or Petra Koops van 't Jagt if your laptop has been stolen or if you have questions about security in your neighbourhood, noise complaints etc.

T+31 (0)900 8844  
[studentagent@groningen.politie.nl](mailto:studentagent@groningen.politie.nl)  
[www.facebook.com/studentagent.groningen](https://www.facebook.com/studentagent.groningen)  
[www.twitter.com/Studentagent](https://www.twitter.com/Studentagent)

## 2.15 / **Student Service Centre: Psychological Counselling**

Studying abroad can be both an adventure and a challenge. Upon arrival you may find the new situation exciting, but as time passes you may start to feel overwhelmed and frustrated. Your experiences may go from being interesting to sometimes irritating. This kind of disorientation is normal after arriving in a new culture. This does not necessarily mean that you will need professional help, but if these problems start to affect your studies and personal life, you can always reach out to our counsellors for help.

Student Service Centre  
Uurwerkersgang 10, Groningen  
T + 31 (0)50 36 380 66  
[ssc-info@rug.nl](mailto:ssc-info@rug.nl)  
[www.rug.nl/ssc](http://www.rug.nl/ssc)

You can make an appointment by phone Monday to Friday from 8.45 a.m. to 4.30 p.m.

## 2.16 / **Student Service Centre: Student Counsellors**

The student counsellors at the Student Service Centre deal with matters that you may wish to address or that must be arranged outside your degree programme.

These matters may include study delay (due to illness, committee work or circumstances beyond your control), legal matters (admission, student grants, registration, etc.), complaints (the counsellors can fulfil a mediating and advisory role for students), questions concerning study choice, financial help or personal and confidential matters. Appointments with the student counsellors have to be made by telephone during office hours.

Student Service Centre  
Uurwerkersgang 10, Groningen  
T +31 (0)50 36 380 66  
[ssc-info@rug.nl](mailto:ssc-info@rug.nl)  
[www.rug.nl/ssc](http://www.rug.nl/ssc)

## 2.17 / Student Service Centre: Study Support and Academic Skills

The Student Service Centre is the University's centre of expertise for academic skills. The Student Service Centre arranges workshops to help local and international students organize their studies and their study behaviour.

There are courses and workshops focusing on:

- Study Choice
- Study Skills
- Self-discipline
- Managing stress
- Personal development

Fees range from €5 to €40. If you would like to join one of the workshops, you must register online via Student Portal.

The SSC has special open office hours for international students.

[Uurwerkersgang 10, Groningen](#)

T +31 (0)50 36 380 66

[ssc-info@rug.nl](mailto:ssc-info@rug.nl)

[www.rug.nl/ssc](http://www.rug.nl/ssc)

## 2.18 / Studium Generale

Studium Generale organizes interesting and thought-provoking lectures and debates about science, culture and society for a wide audience. The activities are intended as an antidote to over-specialization and as a supplement to the regular curricula at both the Hanze University of Applied Sciences Groningen and the University of Groningen (NB You won't earn any ECTS credit points for attending these lectures and other events).

[Oude Boteringestraat 13, Groningen](#)

T +31 (0)50 36 354 63

[studium@rug.nl](mailto:studium@rug.nl)

[sggroningen.nl](http://sggroningen.nl)

## 2.19 University Library

The University of Groningen Library has around three million books and periodicals. You can use the Library Portal [www.rug.nl/library/](http://www.rug.nl/library/) to find out where books, documents and journals are located. To borrow books, you need your student card (see 4.17).

You can order books online via the University catalogue. To log in, use the number on your student card under the barcode and the first three letters of your family name. The library will send an email to your student email account to remind you to return or renew your books.

You can see which books you still have in your possession by going to Library catalogue and clicking on 'borrower information'.

Instruction is available for those wanting to make more efficient use of the Library. More information can be found on the student portal (requires a login). The University Library also offers study spaces for University of Groningen students and a quiet work environment for researchers. The library has its own App with detailed information on opening hours and availability of work spaces.

Broerstraat 4 (opposite the Academy Building)

T +31 (0)50 36 350 20

[www.rug.nl/library](http://www.rug.nl/library)

UL Library app ( Available in App store and Android)

### Opening hours

Monday to Friday: 8.30 a.m. – 12 p.m.

Saturday and Sunday: 10 a.m. – 10 p.m.

Opening hours may change during holidays and exam times. Check the website or App for the current opening hours.

### Other University libraries

UL Zernike

Nettelbosje 2, 9747 AE Groningen

Central Medical Library

University Medical Center

Hanzeplein 1, 9713 GZ Groningen

Once inside the hospital, go to:

Winkelstraat 1 or Poortweg 4, 4th floor, Y 4.202.

## 2.20 University Newspaper (which is named UK)

The digital University Newspaper, parts of which are written in English, appears weekly.

[www.ukrant.nl](http://www.ukrant.nl)

## 2.21 USVA

The USVA Student Culture Centre is the University of Groningen's cultural facility. USVA offers various courses in artistic disciplines, such as yoga, film, photography, improv. comedy, dance, and drawing. USVA also organizes a variety of events throughout the year that appeal to students.

Munnekeholm 10  
 9711 JA Groningen  
 T + 31 (0)50 36 346 70  
 [usva@rug.nl](mailto:usva@rug.nl)  
 [www.usva.nl](http://www.usva.nl)



3 IT



### 3.1 Computer and email account

Once the University's central administration has processed your enrolment, you will have a University computer account that is linked to a personal email address. This account gives you access to numerous University facilities that are provided via Internet and which can be accessed from any computer with an Internet connection. This account is also used to log on to the university network on the student PCs in the university buildings, and to the UG's wireless network.

(see [student.portal.rug.nl/infonet/studenten/ict/servicedesk/handleiding/](http://student.portal.rug.nl/infonet/studenten/ict/servicedesk/handleiding/)).

Make sure you check your university email account on a daily basis as all official messages from the university services will be sent there. You can also forward your emails to your personal email account to make sure you receive them.

To check your mail, go to [googleapps.rug.nl](http://googleapps.rug.nl) and log in using your UG account, student number and password. The first time you log in, you will see a screen with a request from SURFconext. Click on 'Yes, share this information' to activate your Google Apps for Education account. Accepting this request does not mean that your information will literally be shared; your password will remain a UG password. Accepting the request converts your UG account into a Google Apps University of Groningen account.

This email environment also gives you access to other Google Apps.

### 3.2 CIT Servicedesk

If you lose the password for your student account, please go to the IT helpdesk. Don't forget to bring your student number and ID with you. You will be given a new password on the spot.

Harmonie Building

Oude Kijk in't Jatstraat 26, Room 1313.0231 (first floor)

T +31 (0)50 36 332 32

[citservicedesk@rug.nl](mailto:citservicedesk@rug.nl)

[student.portal.rug.nl/infonet/studenten/ict/servicedesk/ictvragenformulier](http://student.portal.rug.nl/infonet/studenten/ict/servicedesk/ictvragenformulier)

Opening hours

Monday to Friday: 8.30 a.m. – 5 p.m.



### 3.3 Computer area

The student computer area is located in the former cells in the basement of the Faculty building. As well as computers, this area has a printer and a PC that you can use for scanning. You can also use the computer workplaces in the University Library. The Faculty's study centre in the old library (room S45) has student workplaces with sockets where you can plug in your own laptop.

You can make use of Eduroam, the wireless WIFI network. Manuals on setting up WIFI for various devices can be found on:  
[studentportal.rug.nl/infonet/studenten/ICT/servicedesk/handleiding](http://studentportal.rug.nl/infonet/studenten/ICT/servicedesk/handleiding)

### 3.4 How to use the UG computers

#### Local logins

When you turn on the computer, the local login starts automatically and the login window will appear. Enter your login name at Username and press the TAB button. The cursor will now appear in the box after Password. The first time, you need to enter the temporary password that you have been given and then click on OK. You can change your password elsewhere (in the ProgRESS WWW program, see 3.6.3).

#### Working with the UG menu

Once you have logged in to your local account, you can use the UG menu by clicking the Start button at the bottom left. Here you will find the important computer programs listed above plus a wide range of other programs.

In the window you will see the computer programs that students may use. Activate them by double-clicking on the program icons.

You can have different programs open at the same time. You can switch easily between these programs by pressing the ALT button and then the TAB button to select an icon.

### Saving documents on the X: drive

The Faculty computers all have C: to Z: drives. Each drive has a particular characteristic. For example the C: drive is your computer's hard drive, while drives X: to Z: are network drives. A very important network drive for you is the X: drive, which gives you 8 GB of space to work with. You can save your own files there. A DATA folder is routinely created for you on the X: drive. That's where you should save all your files. The DATA folder is located in the My Documents folder. The documents you have created in the MS Office programs should be saved there.

Clear your files regularly to make sure your network space doesn't get full.

Never save files onto the C: drive of the computer you are working on! You should regularly save your files (especially large ones) onto the X: drive as you go. It is always useful to have a memory stick with you since these are not sold at the Faculty.

### Logging out

Once you have finished your computer session, it is important to log out correctly! First close all the programs that are open.

Then go to the Start button (at the bottom left of your screen) and click on Shut down, and then OK. If you don't do this, you're not properly logged out, which could have an adverse effect on your next attempt to log in. If the computer you are working on is not properly closed down, log in again on the SAME PC so that you can then log out correctly!!

## 3.5 / Printing

Students can print from the computer areas for students. The printer (a laser printer) is located in the study centre in the former library (room S45). To use it, you need to put money on to your student card via MyPrint.

[myprint.rug.nl](http://myprint.rug.nl)

You can use your own PC, laptop, phone or tablet to send a file to the University of Groningen printers, such as those in the library. You can send print jobs from anywhere and at any time.

All you have to do is go to [myprint.rug.nl](http://myprint.rug.nl). Log on using your student number, upload your file and print it at one of the student printers. Make sure you have enough print credit. If necessary, consult the [step-by-step guide](#). Your uploaded files will be available for printing for 24

hours before they are removed from the printing queue.

See also: [student.portal.rug.nl/infonet/studenten/ict/printen/](http://student.portal.rug.nl/infonet/studenten/ict/printen/)

Apps are available for both iOS and Android to send your file to a printer from your phone or tablet. You can download the apps for free by searching for **Ricoh MyPrint** in the App Store or the Play Store.

### 3.6 Student online information tools

Alongside personal information via email, a wide range of general information can be found on the University's **Student Portal**: [student.portal.rug.nl/infonet/studenten/](http://student.portal.rug.nl/infonet/studenten/)

Student Portal is a start page with all links to all University information and applications. You can find announcements from the Faculty of Theology and Religious Studies to students on the Today tab, under: 'Need to know'. You can also find Faculty news for students on the same tab under 'Nice to know'. Please remember to use the calendar tool to update lecture and seminar locations..

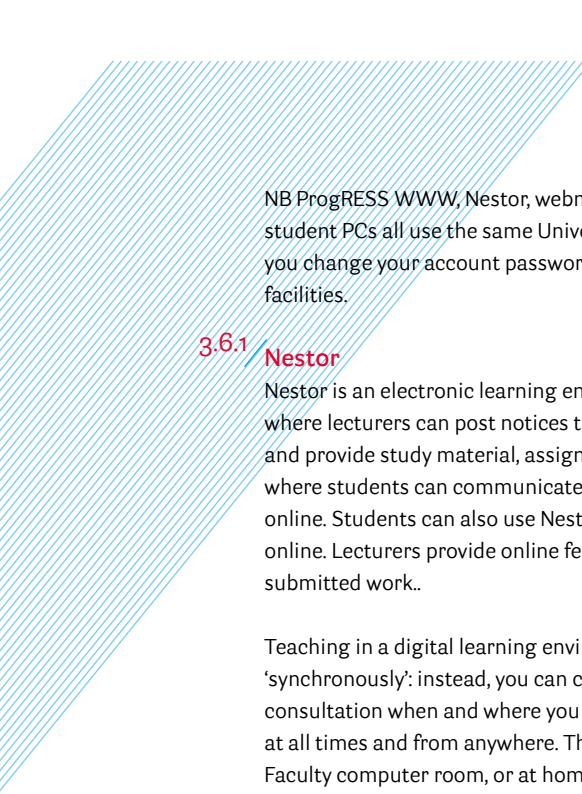
Information and communication within course units occurs via **NESTOR**, the University's electronic learning environment: [nestor.rug.nl](http://nestor.rug.nl). See the 'Nestor' section for more information.

Information about the Faculty's degree programmes and course units can be found online in the **OCASYS** program, at: [www.rug.nl/ocasys/ggw](http://www.rug.nl/ocasys/ggw). See the 'OCASYS' section for more information.

Registration for lectures and exams is done via **ProgRESS WWW**, a registration system for study progress: [progresswww.nl/rug/](http://progresswww.nl/rug/)

Once exams have been completed and processed, all students can use this program to view and keep track of their own results. See the 'ProgRESS WWW' section for more information.

You can also use ProgRESS WWW (under 'info') to change your account password. In Studielink it is possible to change your address details and to change this into the name you prefer to be called by. Once you have entered that name, Nestor will use it rather than your official first name.



NB ProgRESS WWW, Nestor, webmail client and logging in to the student PCs all use the same University account that you are given. If you change your account password, the change will apply to all these facilities.

### 3.6.1 Nestor

Nestor is an electronic learning environment, a kind of website where lecturers can post notices to students for each course unit, and provide study material, assignments and test/practice tests, and where students can communicate with one another and their lecturers online. Students can also use Nestor to submit their assignments online. Lecturers provide online feedback on discussions and submitted work..

Teaching in a digital learning environment no longer operates 'synchronously': instead, you can contribute to a discussion or consultation when and where you like. The system is accessible online at all times and from anywhere. This means that you can work in a Faculty computer room, or at home (or anywhere else in the world)..

#### **How will you use Nestor?**

Nestor is the communication tool lecturers and students use to communicate. Updates, readings, assignments and news is shared via Nestor. You will most likely need to log in to Nestor several times a week.

#### **Issues when using Nestor**

Nestor is a very user-friendly program. However, if you have any problems when you use it, you can always contact the CIT Service desk on the second floor of the Harmonie building.

## What do you need to work with Nestor?

- A computer with an internet connection.
- A web browser.
- A Nestor account (login name and password) which gives you access to the system.

## How can you access a Nestor course?

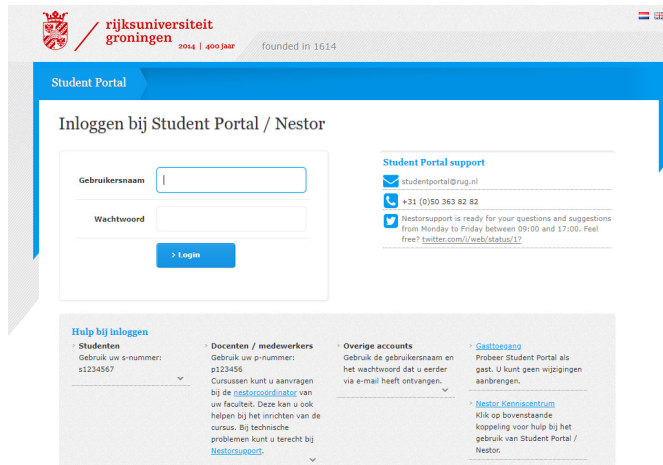
Nestor courses cannot be accessed by everyone. Only students taking a course unit are able to access the Nestor course. Provided that the Nestor course exists, you are automatically enrolled in a Nestor course when you plan a course unit in ProgRESS WWW. Not all lecturers always use Nestor! If in doubt, you should ask your lecturer.

## Logging in

Start your web browser and go to the UG Nestor site via:

<http://nestor.rug.nl>

The welcome screen below will appear. Enter your 'username' (your student number (7 digits), preceded by an s) and 'password':



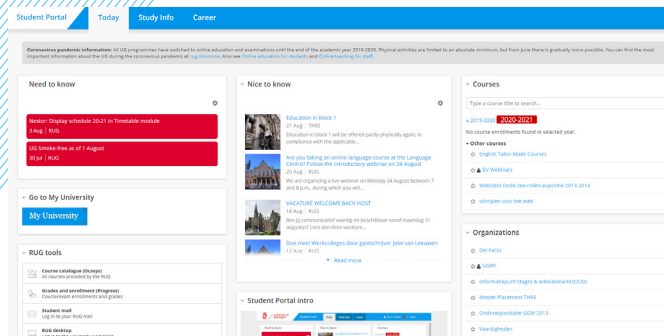
The screenshot shows the 'Student Portal' login page. At the top, there is a header with the University of Groningen logo and the text 'rijksuniversiteit groningen 2014 | 400 jaar founded in 1614'. Below the header, the page title is 'Student Portal' and the main heading is 'Inloggen bij Student Portal / Nestor'. There are two input fields: 'Gebruikersnaam' (Username) and 'Wachtwoord' (Password), followed by a blue 'Login' button. To the right, there is a 'Student Portal support' section with contact information: 'studentportal@rug.nl', '+31 (0)50 363 82 82', and a Twitter link. At the bottom, there is a 'Hulp bij inloggen' (Help with logging in) section with four categories: 'Studenten' (Students), 'Docenten / medewerkers' (Lecturers / staff), 'Overige accounts' (Other accounts), and 'Gezinsbezoek' (Family visit). Each category has a brief description and a link to further assistance.

## Logging out

It is important to log out after each session to prevent someone else from working in Nestor under your name. To do so, click on the Logout button at the top of the page. Then close the browser.

## Working with Nestor

Once you have entered your username and password, press Login. The following screen will appear:



This is your own start screen in Nestor. This page gives you access to the courses for which you are registered and to various tools that can help you organize your work properly.

### How do you go to the course website of your course unit?

Once you have logged in, you will see a column on the right with Courses. Click on the name of the course unit that you wish to look at.

### What can you do in Nestor?

There is a separate course (website) for every course unit. Various buttons will allow you to view and download announcements and study material, communicate with your fellow students and lecturers, submit assignments, etc.

The exact possibilities depend on how the lecturer has set up the course. The text on the buttons may vary from one course unit to the next.

### What traces will you leave behind?

Nestor is not Big Brother but we would like to point out that your visit to a course unit website won't go unnoticed.

Lecturers can access your 'clicks' on Nestor, to check whether you have viewed an important document or finished an assignment.

However, this information will only be used to give lecturers an idea about student participation and to identify any problems regarding

information, communication and course material. These tools do not serve as a means of assessing students.

#### **Forgotten your password?**

The password you have been given provides you access to the electronic learning environment (Nestor, Webmail, ProgRESS WWW, etc.) and is valid for 200 days.

If you lose your password or let it expire, you have to go to the CIT Service Desk for Students on the second floor of the Harmonie complex with an 'identiteitsbewijs' ( identity document ).

#### **Manual**

You will find a comprehensive online student manual (in English) on the opening page of Nestor.

#### **Questions about Nestor**

All questions about the content and form of a Nestor course should be addressed to your lecturer. For questions about the use of Nestor, you should consult the online manual. If you can't find an answer to your question, or in the event of technical problems, you can contact the Faculty Nestor coordinator, H.T. van Putten (tel. 050 363 4589, email: [h.t.van.putten@rug.nl](mailto:h.t.van.putten@rug.nl)).

If you have forgotten your login information, you need to go and see the University of Groningen CIT servicedesk at the Harmonie building.

### **3.6.2 / Ocasys : online university catalogue**

Ocasys is the online Course Catalogue of the University. It contains information about all the course units and degree programmes taught at the Faculty. You can also check which literature is required for a specific course.

*Exchange Students, take note.* Although the catalogue is available in English, you need to look closely at the language of instruction and the entry requirements. These may mean that some course units are not available to you. All courses have to be approved by the study advisor.

#### **Where to find it**

Go to [www.rug.nl/ocasys/ggw](http://www.rug.nl/ocasys/ggw). You can switch to English in Ocasys if you prefer. On the main page select the correct faculty and the correct academic year. To view the course units, click on [search courses] and

fill in: all or part of the course unit name or all or part of the course unit code.

Use the link 'show programmes by Faculty' to view the degree programmes of different departments. Click on the name of a department to view the degree programme. Information about the language of instruction in the course units is available in Ocasys in the study programme schedules.

### 3.6.3 ProgRESS WWW

ProgRESS WWW is an internet application used by the University of Groningen. Students need it to enrol for course units and exams and to check their study results. Study advisors and the Education Administration also use ProgRESS WWW as a source of information.

#### Where to find ProgRESS WWW and how to log in

ProgRESS WWW is found at <http://progresswww.nl/rug>. You may switch to English if you wish. You will receive an email with your password as soon as you register at the University.

#### info Info

Here you can find your personal registration and enrolment information. If the registration is incorrect, please change your details in Studielink or contact the Information Services Desk (see section 2.11). If your information changes (e.g. a change of address), you should also notify the Faculty Student Administration Office.

Click on 'password' to change your password for all the University IT facilities (ProgRESS WWW, Nestor, student mail and the university computers).

#### enrolling Enrolling for course units and exams

##### Why you have to enrol for course units

It is **compulsory** for all students to enrol in ProgRESS WWW for all the course units they wish to attend. This information is required so that timetables can be drawn up and the right number of course syllabi can be ordered. The International Office takes care of enrolments for exchange students following approval of the Learning Agreement. Degree students have to enrol for course units themselves since their programmes could vary, depending on the level of interest.



### Enrolling for course units (not for exchange students)

- Click on 'enrolling' (intekenen)
- Select '[Theologie & Godsdienstwetenschap] (Theology & Religious Studies)' to enrol in course units at the Faculty of Theology and Religious Studies
- Select the appropriate header for your enrolment, department, phase, year and semester. For Master's students this would mean:
  - Selecting the right semester [Colleges 1e semester] (course units 1st semester) or [Colleges 2e semester] (course units 2nd semester)
  - Selecting the right phase and year (Master's)  
E.g. click on 'Colleges 1e semester TH/GW/GV (Re)Master/ specialization'

This will show you an overview of the course units offered. You enrol by clicking on the checkbox. Complete the enrolment by clicking on 'enrol'. You will see an overview of the course units you have enrolled in on the right side of the screen. Repeat the steps if you want to enrol for another course unit.

### Enrolling for exams (for all students, including exchange students)

Follow the same procedure as enrolling for a course unit. However, if you have enrolled for a course, you are automatically signed up for the exams.

### Deregistering for courses and exams

You can undo a course or exam enrolment by clicking on the checkbox for a course unit in your overview (on the right). End by clicking on [deregister]. Exchange students must contact the International Office if they wish to drop or change a course unit as this will involve modifications to the Learning Agreement.

### results Study Results

To check your study results, click on 'results' and ProgRESS WWW will display them all.

### messages Messages

On the message board you will find personal and general messages, such as changes to exam venues.



## Questions about ProgRESS WWW

If you have any problems using ProgRESS WWW, click on the 'help' button or ask for help at the Faculty Student Administration Office.

### Translation of Dutch expressions

Propedeuse: 1<sup>st</sup>-year course units

Herkansing: Resit

Vak: Course unit

Vakcode: Course unit code

Stp. (abbreviation) ECTS credit points

Voltooid: Completed

Nieuw: New

Periode: Term

Cijfer: Mark

Wijzig: Change

Bewaar: Save

Verwijder: Delete

Annuleer: Cancel

Overzicht: Overview

### 3.6.4 / Timetables

The timetables for all the course units and exams in the Faculty of Theology and Religious Studies can be viewed on [www.rug.nl/ggw/education/timetable](http://www.rug.nl/ggw/education/timetable) as soon as they are available.

You can switch to English if you prefer. Select the correct academic year and click on 'Timetable generator course programmes' to find information about timetables (real time). Click on the course unit name to get additional information about the course unit.

If you want to view the timetable for your personal study programme, go to the above URL and click on 'Personal timetable generator' and then choose or fill in the right course unit name or ID (course code). The timetables are all real time and give up-to-date information, including recent changes. Regularly check the timetables for your course units to ensure you have the most up-to-date information.

### 3.6.5 Useful internet addresses

[www.studielink.nl](http://www.studielink.nl)

[www.surfspot.nl](http://www.surfspot.nl)

[www.rug.nl](http://www.rug.nl)

[studentportal.rug.nl](http://studentportal.rug.nl)

[nestor.rug.nl](http://nestor.rug.nl)

[progresswww.nl/rug/](http://progresswww.nl/rug/)

[googleapps.rug.nl](http://googleapps.rug.nl)

[www.rug.nl/ocasys/ggw](http://www.rug.nl/ocasys/ggw)

[www.rug.nl/ggw](http://www.rug.nl/ggw)

[www.rug.nl/library](http://www.rug.nl/library)

[www.rug.nl/cit](http://www.rug.nl/cit)

[www.rug.nl/ggw/education/timetable](http://www.rug.nl/ggw/education/timetable)

[www.rug.nl/education/faq/](http://www.rug.nl/education/faq/)

registration, change of  
address, etc.

cheap software

general home page of the  
University of Groningen the  
most important start page for  
all UG information

Student portal

Nestor

ProgRESS WWW

webmail client

Ocasys

The Faculty of Theology and  
Religious Studies

University Library (searches,  
requests, reserves, renewals,  
etc.)

The Donald Smit Center for  
Information Technology (for  
computer courses, etc.)

Schedules

Frequently Asked Questions



# 4 Studying at the Faculty of Theology and Religious Studies A-Z



#### 4.1 Absence from classes and exams

First year students are required to attend 70% of all classes in a particular course unit. If you fall below this threshold without valid reasons, you will be excluded from your exam.

Students are also required to be present from the beginning to the end of the semester, including exam periods. Only in very exceptional cases is it possible to sit exams on dates other than the ones specified in the official exam timetables.

For Master's students, the attendance requirements differ per course unit. You can check this in the course unit information in Ocasys (see 3.6.2).

#### 4.2 Academic Calendar

To find out when lectures, exams and resits are scheduled, check the Academic Calendar in the Study Handbook:

[www.rug.nl/ggw/education/studyguide](http://www.rug.nl/ggw/education/studyguide)

Students are expected to be present during the entire semester, including exam and resit periods. Exchange students staying for only one semester who need to take a resit should go to the lecturer or study advisor to make individual arrangements.

#### 4.3 Address in Groningen

It is important to register your Groningen address at the University because all official mail is sent to that address. If you move to another address during your stay in Groningen, you have to inform the university.

Degree students have to change their address via Studielink ([www.studielink.nl](http://www.studielink.nl)). Please check whether your address and personal details are correct. The information on Studielink will be used for official university mail and for official documents such as your diploma and transcript of records.

**Exchange students: if you change address, please inform the International office.**

#### 4.4 / Arriving in Groningen

The week before classes start is an opportunity to get settled in, attend the welcoming ceremonies and introduction events, and find your way around Groningen.

Some things you need to organize before classes start:

- Buy readers and books
- Register for a language course at the Language Centre, unless you have already registered online (optional)
- Buy a bike
- Open a bank account

For all other practical matters that you need to arrange before you leave or when you get here, consult the pre-departure guide and arrival guide on the website for International Students:

[www.rug.nl/education/international-students/](http://www.rug.nl/education/international-students/)

#### 4.5 / Board of Examiners

If you have a problem regarding a course unit or exam that can't be sorted out with the lecturer, or in cases of plagiarism or cheating, you may be referred to the Faculty Board of Examiners. If there are problems, always first contact your study advisor. [www.rug.nl/ggw/organization/office-services/study-matters/board-of-examiners](http://www.rug.nl/ggw/organization/office-services/study-matters/board-of-examiners)

#### 4.6 / Books

Books required for the course units are listed in the course manual or in the course unit description in Ocasys. You can buy books from various bookshops or online. The library has a few copies available, but these must remain in the library. You can make copies or use them in the library.

First-year Bachelor's students receive a list of required reading from the Gerardus van der Leeuw study association. They can order their books with a discount from Bol.com via the Gerardus website:

[gerardusvanderleeuw.nl/booklist/](http://gerardusvanderleeuw.nl/booklist/)

## 4.7 / Complaints

You can lodge a complaint about an issue that concerns you as an individual, for example if a lecturer has not marked your thesis in good time.

### Informal

Often, both you and whoever is causing the dispute will want to solve your differences as soon as possible. You should never be afraid to talk to each other, as a satisfactory solution can often be reached in person, rather than resorting to official procedures that are usually time consuming and that may only complicate the issues. If the dispute does not allow for informal talks, then you can contact your study advisor at the faculty or the SSC Counselor, to ask for advice.

### Formal

You can also start a formal procedure by lodging a complaint with the Central Portal for the Legal Protection of Student Rights (CLRS).

You can do this online via [www.rug.nl/CLRS](http://www.rug.nl/CLRS) or submit in writing to:  
University of Groningen  
Central Portal for the Legal Protection of Student Rights (CLRS)  
P.O. Box 72, 9700 AB Groningen

## 4.8 / Course schedules and timetables

Go to [rooster.rug.nl](http://rooster.rug.nl) to generate your own course unit schedule. The schedule will tell you when and where your classes are and who the course coordinator is.

## 4.9 / ECTS credit points

The University of Groningen works with the European Credit Transfer and Accumulation System (ECTS). This is a student-centred system based on the student workload required to achieve the objectives of a programme of study.

60 ECTS credit points represent the workload of a full-time student in one academic year (42 weeks, 40 hours per week). One semester equals 30 ECTS. Under the Dutch Higher Education Act, one ECTS credit point represents 28 student working hours. Student working hours include class hours, reading, independent study, preparation for examinations, etc.



#### 4.10 / Graduation / Transcript of Records

The procedure for requesting a degree certificate consists of two parts. Part 1 concerns matters that must be arranged via Progress WWW. Part 2 entails completing a web form.

Please note that for the Master's you need the explicit permission of your supervisors, based on their approval of the first draft of your thesis, to request your diploma.

The entire procedure takes approximately 6 weeks.

See: [student.portal.rug.nl/infonet/studenten/ggw/onderwijszaken/afstuderen/](http://student.portal.rug.nl/infonet/studenten/ggw/onderwijszaken/afstuderen/)

For security reasons we do not send degree certificates by post. The degree certificate is issued only once, that's why we prefer to hand it over to you in person, either at a degree ceremony or at the teaching administration office at the faculty. In case you have no way of receiving your degree certificate yourself, you can authorize somebody to pick up your certificate for you.

Exchange students are non-degree students, so graduation is not applicable. However, exchange students do receive a transcript of records which the Student Administration Office will issue or send to the home university upon request.

#### 4.11 / Language Requirements

For course units taught in the English taught Master's programmes, *a near-native level of English proficiency is required*. This means that students need to have at least TOEFL iBT 92 (with a minimum of 20 for each section) (paper-based 580), or IELTS 6.5 (with a minimum of 6.0 for each section), or CEFR (European Framework of Reference) B2/C1.

A useful guide for writing academic English (for papers and essays) is a recent edition of *The Wadsworth Handbook*, Laurie G. Kirszner and Stephen R. Mandell (eds). Boston (MA): Wadsworth/Cengage Learning. There is also a cheaper pocket edition: *The Pocket Wadsworth Handbook*. Another reasonably priced and quality alternative is the *Times Guide to English Style and Usage*, which can be bought for €10.

#### 4.12 Learning Agreement (Erasmus students only)

You are responsible for getting your learning agreements (during and after your studies) signed by the study advisor or international officer.

#### 4.13 Leaving Groningen

- *Inform the International Office (exchange students)*

Your registration will end automatically on 1 March or 1 September, but we would still like to know when you leave Groningen. If you have a visa or residence permit, you need to inform the Information Services Desk in the Academy Building that you can be de-registered.

- *Apply for an Academic Record (exchange students) / Learning Agreement after Mobility (Erasmus students)*

If you need an official transcript of your study results, you must apply for your Academic Record at the Student Administration Office. Erasmus students can have their Learning Agreement after Mobility signed at the International Office or by a study advisor.

- *Register for Graduation (degree students)*

You will have to arrange several administrative matters yourself when you graduate from the University of Groningen

- Requesting a degree certificate
- Deregistration.

For more information about requesting a degree certificate, consult the Student Portal: [student.portal.rug.nl/infonet/studenten/ggw/onderwijszaken/afstuderen](https://student.portal.rug.nl/infonet/studenten/ggw/onderwijszaken/afstuderen) or go to the Faculty Student Administration Office.

#### 4.14 Marks

The Dutch grading scale runs from 10 (highest mark) to 1 (lowest mark). The mark 5,5 is the pass mark. Anything below that is a fail. You may find that Dutch lecturers give lower marks than what you are used to back home. For most students and lecturers, an 8 is considered very good indeed, and a 9, let alone a 10, are very rare. Most students are awarded a 6 or a 7. If you are accustomed to getting higher marks at home, you (and your supervisor at home) may feel disappointed. Remember, however, that these marks may reflect the restrained Dutch marking practice, not necessarily a poor performance on your part.

The ECTS marking table will help you interpret your results by showing the statistical distribution of marks. This will make it easier for your supervisor at home to transfer the Dutch mark to an equivalent one used at your home university.

##### Explanation of Dutch marks:

10 – outstanding    9 – very good    8 – good  
 7 – more than satisfactory    6 – satisfactory    5-1 – fail

##### Conversion table USA and UK\*

Dutch mark	Description	American equivalent	UK equivalent
10	Excellent	A+	A*
9.5	Excellent	A+	A*
9	Very good	A+	A*
8.5	Very good	A+	A*
8	Good	A	A
7.5	Good	A	A
7	Satisfactory	B+	B
6.5	Sufficient	B	C
6	Sufficient (pass)	C	D
5.5	Sufficient (pass)	D	E
5 - 1	Fail	F	F

\* Source NUFFIC

#### 4.15 Placement Office

The Placement Office helps to find placements for degree students as part of their BA or MA study programme. The Placement Office informs students about placement possibilities and regulations, helps them to find placements, organizes information meetings, mediates in placement vacancies and takes care of all formal organizational aspects. This service is only available for degree students. Exchange students who want to do a placement while in Groningen should arrange this through their home university.

Registered Research Master's Students can arrange for a research traineeship. First talk to the Director of the Graduate School for approval.

A placement manual, describing the placement procedure in detail, is available in the special Faculty Nestor environment 'Masterstage THRS'

##### Mobility Office

Room 1311.0105 (first floor)

Harmonie Building

Oude Kijk in't Jatstraat 26

9712 EK Groningen

[stages.let@rug.nl](mailto:stages.let@rug.nl)

[student.portal.rug.nl/infonet/studenten/ggw/stage/](http://student.portal.rug.nl/infonet/studenten/ggw/stage/)

Opening hours

Monday – Friday: 1 – 4 p.m.

#### 4.16 / Student card

All students at the University of Groningen receive a student card (by post or during the Welcoming Ceremony). To have the student card made, you need to upload your picture in Nestor.

The personalized student card gives your name, student number and registration dates. You need your student card for the libraries (borrowing books) and to register for student facilities such as the ACLO sports centre. You must also bring your card with you to exams; you may be refused admission without it. Some bars or restaurants in the city centre offer discounts to students if you show your students card, so make sure you bring it with you at all times.

If your student card is lost or stolen, you can apply for a new card at the Information Services Desk (Academy Building, see 2.11). Once you have made a PIN payment of €15, your card will be posted to you about ten days later (exchange students: your card will be sent to the International Office).

Your student number (e.g. s1234567) is also your user name for logging into many university and library services. Make sure you have it with you (or know it by heart). You also need a password. An initial password is provided before you arrive. After you log in for the first time, you will be asked to change this password. If you don't, the first password will expire, and you will not be able to log in until you have received a new password.

You need your student pass to pay for printing or for coffee/tea. You can charge your card through:

<https://myprint.rug.nl/RicohmyPrint/Login.aspx>.

#### 4.17 / Studielink (degree students)

Studielink is a national web-based system in the Netherlands for enrolling degree students. You can use Studielink to organize your registration, pay tuition fees, sign out and change your correspondence address.

[www.studielink.nl](http://www.studielink.nl)

#### 4.18 / **Study abroad (degree students)**

The information on possibilities for study abroad and a step-by-step guide can be found on <http://student.portal.rug.nl/infonet/studenten/ggw/studereninhetbuitenland/>

If you want to discuss your plans, contact the international officer.

There is a wide range of funding options and grants available for students wishing to study abroad. More information can be found on Nestor or via grantfinder.

Specific funding for Theology and Religious Studies, can be found on (be aware, this page is in Dutch): [https://www.pthu.nl/Onderwijs\\_PThU/Praktische\\_informatie/Financien/Fondsen\\_subsidies-vergoedingen/](https://www.pthu.nl/Onderwijs_PThU/Praktische_informatie/Financien/Fondsen_subsidies-vergoedingen/)

#### 4.19 / **Study Handbook**

If you have any questions regarding the programme, your thesis, or any other questions relating to your studies, please consult the study handbook at: [www.rug.nl/ggw/education/studyguide](http://www.rug.nl/ggw/education/studyguide)

#### 4.20 / **Studying with a functional impairment**

The University of Groningen has the responsibility to provide support and dispensation so that all students are able to reach their full potential. Students with a functional impairment (including dyslexia) may need extra facilities to take course units and exams. Please contact the study advisor to discuss any arrangements you need, such as visual aids, extended time for exams, etc. The earlier you do this, the better. More information is available on [www.rug.nl/education/bachelor/international-students/guidance-and-advice/tutoring](http://www.rug.nl/education/bachelor/international-students/guidance-and-advice/tutoring)

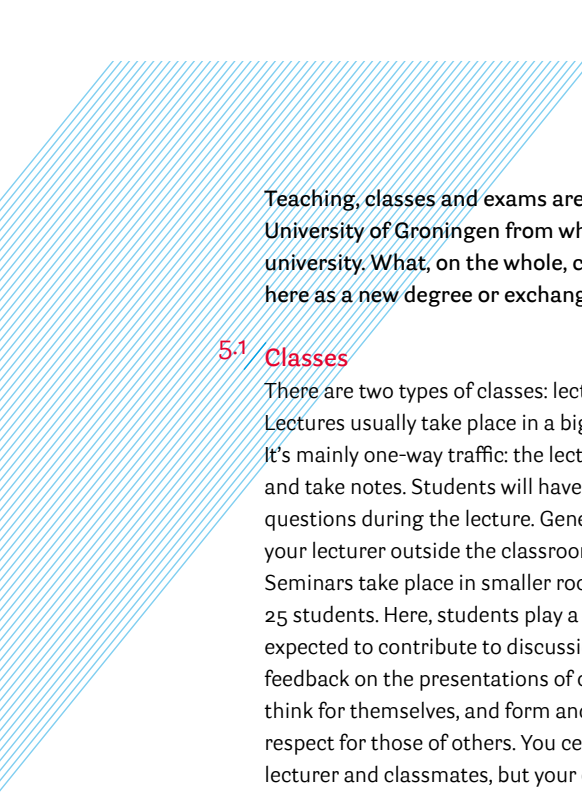
#### 4.21 / **Teaching and Examination Regulations**

The Teaching and Examination Regulations set out the specific rights and obligations that apply to each degree programme taught at the University of Groningen, for both students and the degree programme. The University-wide section of the Student Charter sets out the rights and obligations that apply to all students.

You can find the regulations for the degree programmes in Theology and Religious Studies specifically in the Study Handbook: [www.rug.nl/ggw/education/studyguide/](http://www.rug.nl/ggw/education/studyguide/)

# 5 Dos and Don'ts in the classroom





Teaching, classes and exams are probably different at the University of Groningen from what you are used to at your own university. What, on the whole, can you expect when you arrive here as a new degree or exchange student?

### 5.1 **Classes**

There are two types of classes: lectures and seminars.

Lectures usually take place in a big lecture theatre with many students. It's mainly one-way traffic: the lecturer talks to the students, who listen and take notes. Students will have an opportunity to ask lecture related questions during the lecture. General questions must be directed to your lecturer outside the classroom face to face.

Seminars take place in smaller rooms with a maximum of 20 to 25 students. Here, students play a much more active role. They are expected to contribute to discussions, give presentations and give feedback on the presentations of others. Students are also expected to think for themselves, and form and voice their own opinions, with due respect for those of others. You certainly don't have to agree with your lecturer and classmates, but your opinion should be based on sound arguments. Because of our small-scale teaching, classes at the Faculty of Theology and Religious Studies usually are a combination of small-scale lectures and seminars.

### 5.2 **Workload, independent study and planning**

You may find that you have to spend very few hours in class. Two to four hours per week for a class is quite normal. Though it is tempting to spend the remainder of the week talking to friends or going to the many parties in international student houses, you are, in fact, supposed to prepare for the following week's classes, study the literature, work on presentations and study for your final exams. In the Dutch system independent study is a substantial part of the workload for course units. You are in charge of your own time: no-one will tell you when to start studying for your exam or preparing your essay; this is all down to your own time management (which, hopefully, is realistic). Many Dutch students study in one of the libraries rather than just in their own room as they find this helps them get into a regular study routine..

It is important to start working from the very first week, as it is difficult to catch up later! You have to plan your academic work carefully and keep up to date with your study requirements.



For more information about workload and the ECTS European credit point system, see section 4.9 of this guide.

### 5.3 / **Work attitude, expectations and deadlines**

The Dutch study environment is known for its openness and friendly atmosphere, however, this is within a structure of responsibilities, that students must abide by. Students are expected to work hard, fulfil all obligations with regard to their classes and hand in assignments and essays on time. **A deadline is a deadline** and is non-negotiable, except under very exceptional circumstances.

If you don't meet all the requirements for the course, fail to hand in your assignments in time and don't cooperate with other students, you will not be admitted to the exam and will fail the course. If you don't stick to the rules, you will notice that people will no longer be so forthcoming, no matter how friendly and informal they normally are.

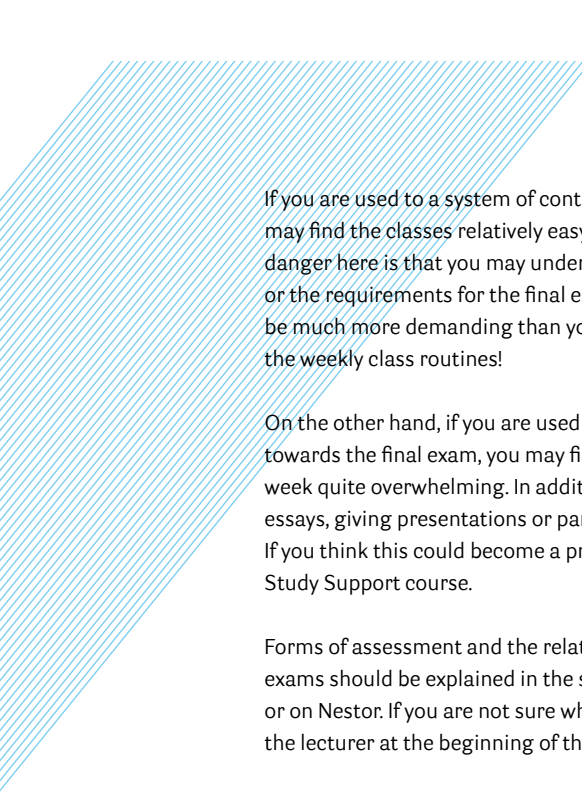
### 5.4 / **Study support**

Study in Groningen may be somewhat different to the way you are used to working at home. The adjustment to a different way of working may be harder than you think. If you are not used to the deceptive freedom of the small amount of hours in class, or if you worry that you will find it difficult to handle, you are strongly advised to take one of the courses of the Student Service Centre, for example on effective studying, speedreading or academic writing skills:

<http://student.portal.rug.nl/infonet/studenten/studenten-service-centrum/workshop/>

### 5.5 / **Exams and continuous assessment**

Most lecture courses have one final exam at the end, which means there is only one opportunity to prove your worth. Sometimes there is a mid-term exam as well. For seminars, you are often expected to do assignments throughout the semester, which together make up your grade in addition to a final exam or essay. Some classes have a system of continuous assessment whereby you have to hand in assignments every week. For other classes you have to do fewer or less frequent assignments.



If you are used to a system of continuous assessment at home, you may find the classes relatively easy-going and not very intensive. The danger here is that you may underestimate the final or mid-term exam or the requirements for the final essay. Don't be deceived. These may be much more demanding than you were led to expect on the basis of the weekly class routines!

On the other hand, if you are used to a system where all effort is geared towards the final exam, you may find the work you have to do each week quite overwhelming. In addition, you may not be used to writing essays, giving presentations or participating in classroom discussions. If you think this could become a problem, you could consider joining a Study Support course.

Forms of assessment and the relative weight of assignments and exams should be explained in the study hand-out for each class and/or on Nestor. If you are not sure what is expected of you, you should ask the lecturer at the beginning of the course unit.

Students can only sit final exams on the dates given in the exam schedules. In general, no exceptions are made, aside from exceptional circumstances..

## 5.6 / **Your lecturer and fellow students**

Depending on what you are used to, you may find 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 observe the office hours or make an appointment.

If you cannot come to a seminar, you should inform the lecturer by email..

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 about studying or other things you are not sure about.

Even if you are not used to it, try to take part in discussions during seminars. What you say doesn't have to be perfect, as long as it contributes to the discussion in a meaningful way. Don't be too scared to make mistakes – you'll only learn from them!

### 5.7 / Are you guilty of fraud or plagiarism?

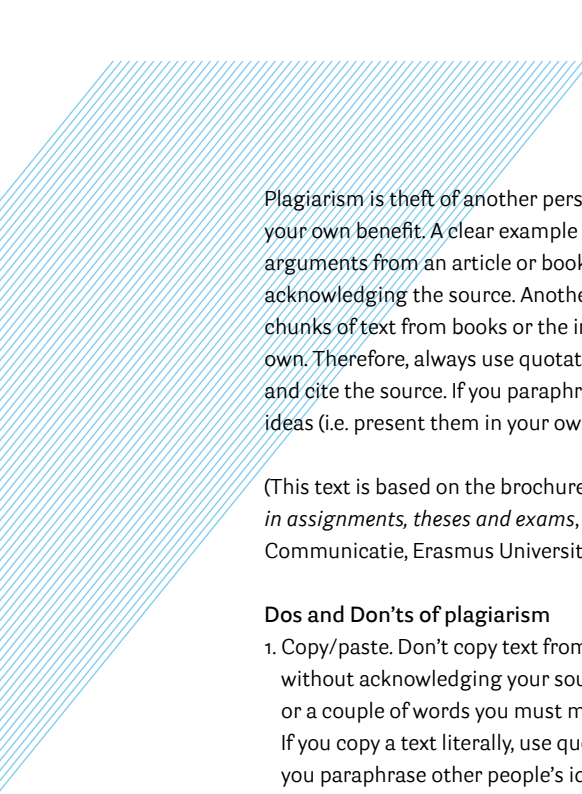
Plagiarism and fraud have been a problem in recent years for quite a large number of international students. Without intending to, students often commit this academic offence whereby they present someone else's work as their own. The consequences can be serious: they may be expelled from classes or even from the university. It is very important to understand what plagiarism is and what you should do to avoid it. So do take the time to read the section below as it concerns you!

#### Plagiarism and cheating

The University of Groningen seeks to maintain high standards of academic teaching. Fraud, cheating and plagiarism are therefore considered serious offences with serious consequences. Students suspected of cheating or plagiarism will be reported to the Board of Examiners. If the charges are found to be true, a sanction will be imposed. The exam in question may be declared invalid and you may be barred from taking it again. If you are an exchange student, your home university will also be informed.

The Faculty works with Ephorus, a plagiarism detection programme, which is available to all staff and students. It can help you avoid plagiarism. See [www.ephorus.nl](http://www.ephorus.nl).

Cheating is dishonest behaviour during exams. Examples are 'cribbing' (copying another student's answers), using 'cribbing sheets' (pieces of papers with information about the subject matter which you use illegitimately), using your mobile telephone during exams and impersonating someone else (pretending you are someone else, or having someone else sit the exam for you).



Plagiarism is theft of another person's intellectual property for your own benefit. A clear example is using the information or arguments from an article or book in your own essay or thesis without acknowledging the source. Another widespread example is copying chunks of text from books or the internet and passing it off as your own. Therefore, always use quotation marks if you copy a text literally and cite the source. If you paraphrase other people's arguments or ideas (i.e. present them in your own words), give the source as well.

(This text is based on the brochure *Cheating and Plagiarism in assignments, theses and exams*, Stafafdeling Marketing & Communicatie, Erasmus University Rotterdam, May 2008)

### **Dos and Don'ts of plagiarism**

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 cite the source. If you paraphrase other people's ideas or arguments (i.e. present them in your own words), you must also supply 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.

In general you should remember that the point of the course units you take is that you learn by doing the work yourself. Any instance of plagiarism shows that you are not taking the course or your own development seriously.

Check the articles on cheating and plagiarism in the Teaching and Examination Regulations (Bachelor programmes: article 9.17, appendix 6; Master's programmes: article 5.7, appendix 5) on [www.rug.nl/ggw/education/studyguide/](http://www.rug.nl/ggw/education/studyguide/).

# 6 Other information



## 6.1 Health guide

For all information on health-related matters, see the UG page with information for international students:

<https://www.rug.nl/education/master/international-students/study-in-the-netherlands-groningen/living-in-the-netherlands/>

The University and our faculty are committed to prioritizing the health and safety of each student and staff member. This is why it is imperative that if you feel any unusual symptoms, you must not enter the faculty building.

For up-to-date information regarding the implications of the coronavirus for students, staff members, prospective students, and others affiliated with the UG, please visit [rug.nl/corona](http://rug.nl/corona).

## 6.2 Housing

To help international students to find a place to live, the University of Groningen has reserved accommodation with SSH Student Housing. SSH is a non-profit housing corporation, specialized in accommodation for students and PhD students.

[SSH Student Housing](#)

T+31 (0) 88 73 042 00

[groningen@SSHXL.nl](mailto:groningen@SSHXL.nl)

[www.sshxl.nl/en/cities/groningen](http://www.sshxl.nl/en/cities/groningen)

Most UG students live in a private room in or around the city centre or near the university's Zernike Campus. Groningen municipality, University of Groningen and the Hanze University of Applied Sciences have a common website [www.athomeingroningen.com](http://www.athomeingroningen.com).

This website gives you a lot of information on housing and living in the city of Groningen and its neighborhoods. It also refers to some major providers of rooms in the city and some frequently used websites.

See also:

<https://www.rug.nl/education/master/international-students/study-in-the-netherlands-groningen/living-in-the-netherlands/accommodation>

### 6.3 / Job opportunities

Whether or not you need a permit to work in the Netherlands depends on your nationality. If you are a citizen of an EU-EEA country, you are allowed to work in the Netherlands and a work permit is not necessary. Citizens of other countries do need a work permit (the permit is free of charge) and you are restricted in the number of hours you may work in the Netherlands.

Check out the rules and possibilities at <https://www.rug.nl/education/bachelor/international-students/financial-matters/working-next-to-a-study>

Vacancies within the university specifically for students are announced on the website of Career Services:

[www.rug.nl/careerservices/vacatures/](http://www.rug.nl/careerservices/vacatures/)

### 6.4 / Website International Students

All information about students healthcare, pastoral care, sports facilities, cultural and social activities can be found on the university's webpage for international students:

[www.rug.nl/education/bachelor/international-students/](http://www.rug.nl/education/bachelor/international-students/)

[www.rug.nl/education/master/international-students/](http://www.rug.nl/education/master/international-students/)



university of  
 groningen

faculty of theology and  
 religious studies

[www.rug.nl/ggw](http://www.rug.nl/ggw)



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