



university of
 groningen

Marco Polo Exchange Faculty of Law



Tina van Tellingén
Exchange Officer
www.rug.nl/law/lep



Home university



Nomination



Check info MO



Check SPAM



0421 Law



Contact Home: Tina

Host university



Application



Deadlines!



Statement? SSL



exchangelaw@rug.nl



Dear <NAME>,

I am

Could you please assist me with

Kind regards,
<YOUR NAME>



Mobility Online (MO)

Necessary steps	Done	Done on	Done by	Direct access via following link	36 / 49
Before the Mobility - Application	<input type="checkbox"/>				14 / 17
Before the Mobility - After selection documents	<input type="checkbox"/>				16 / 16
During the Mobility	<input type="checkbox"/>				1 / 1
Extension of the Mobility	<input type="checkbox"/>				5 / 6
After the Mobility	<input type="checkbox"/>				0 / 9

<input checked="" type="checkbox"/>	Brochure downloaded		23.02.2024	Download brochure
<input type="checkbox"/>	Before mobility: Exact start and end date entered			Enter exact start and end dates
<input type="checkbox"/>	Bank details completed			
<input type="checkbox"/>	Other documents uploaded (optional)			Upload other documents

General section	
Display your uploaded documents	Click to display
Display your LA	Display LA



1 < 250

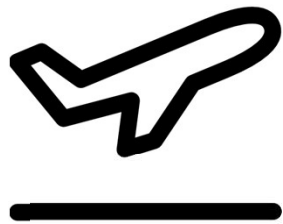
- Brochure downloaded
- Before mobility: Exact start and end date entered
- Bank details completed
- Grant rates announced by Dutch National Agency
- Information about Green Travel top-up received
- Office: Scholarship calculated
- Grant Agreement information provided
- Grant Agreement signed by all parties uploaded
- Statement Negative Travel Advice accepted
- Emergency contact information completed
- Course description/course approval uploaded
- Courses for the Learning Agreement (before the mobility) completed
- Signed LA uploaded



5 min <
7 days



270 / month



70 %



30 %



Max 5 months



Green Travel to UK



Grant Agreement



Learning Agreement

✓ Confirm semester dates

✓ Enter bank details

✓ Scholarship calculation

✓ Print -> Sign -> Home

✓ Upload in Mobility Online

✓ Course Approval from BoE

✓ LA in Mobility Online

✓ Approved by Exchange Officer

✓ Print -> Sign -> Host -> Home

✓ Upload in Mobility Online



Deadline 6 weeks before departure!!!



30 ECTS / sem.

min. 25 ECTS -> LAW



5 ECTS -> NON-LAW



Extra-curriculars: >30 ECTS &



LLB



LLM & Dutch degree





www.rug.nl/law/lep

Recognition of Courses

Recognition of courses

Students of Dutch taught degrees

LLB and LLM Students



I am asking permission for the following courses: *

(please mention the number of **ECTS** that is mentioned (in their study guide or on their website) by the host university for this course)

Name of course abroad: *

Type of course (law or non-law): *

Number of ECTS: *

**COPY + PASTE
CODE!**

Based on content

Conversion IESE

Do you want to ask permission for an additional course?:

Back-up courses

**≥ 30
ECTS**

Course descriptions:

Please attach your course descriptions to this form. Without course descriptions, your form will not be taken into consideration by the Board of Examiners *

ONE FILE FOR ALL



LLM

Name of course abroad: *

Level of course (bachelor or master): *



Type of course (law or non-law): *

Number of ECTS: *



Vaknaam *

Type vak (Ba of Ma): *



Aantal ECTS: *



Course unit code at the host institution	<input type="text" value="If available"/>	
	There are still 200 characters available	
Course unit title at the host institution	<input type="text" value="COPY + PASTE"/>	
	There are still 255 characters available	
Number of credits at the host university	<input type="text" value="Local credits"/>	
Link to course at the host institution	<input type="text" value="Optional"/>	} The same!
	There are still 100000 characters available	
Course unit title at the home institution	<input type="text" value="COPY + PASTE"/>	
	There are still 255 characters available	
Number of credits at the home institution	<input type="text" value="ECTS"/>	
	There are still 255 characters available	
Reason for change	<input type="text" value="-- Please select --"/>	<input type="button" value="i"/> <input type="button" value="📄"/>
<input type="button" value="Back"/> <input type="button" value="Create"/>		



Feasible amount of ECTS: 30 – 40 per sem. !





During the Mobility

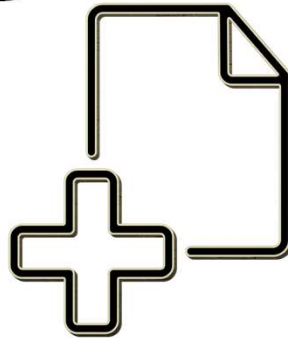
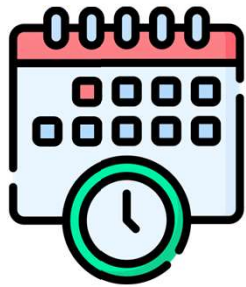
Please note that you must propose any changes within four weeks of the start of your mobility. If you need to make any changes, indicate this as soon as possible in the step below. You can also find more information in this step.

Review your current mobility details



[Do you have changes?\(yes/no\)](#)



Changes



LA During

- ? Course Approval from BoE 
- ✓ LA in Mobility Online 
- ✓ Approved by IO
- ✓ Print -> Sign -> Host -> Home
- ✓ Upload in Mobility Online



Extension of the Mobility

Extension requested



[Request extension](#)



At the latest 30 days before the original end date!



After the Mobility

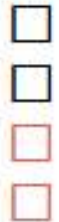
Mobility finished

Statement of the Host downloaded

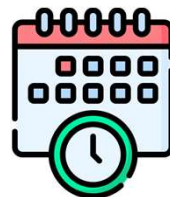


Statement of the Host signed by host institution uploaded

Study (experience) report uploaded



SOH



=>



Transcript of Records Host -> Home exchangelaw@rug.nl



Transfer of credits & grades



Transcript of Records \equiv Learning Agreement in MO



Transcript of Records \neq Learning Agreement in MO

Study (experience) report uploaded

Office: SoH/Study report approved

Office: Grades registered in Progress

Office: After mobility (grant) documents complete

Office: second instalment grant processed

Office: Exchange file completed

BoE



LLB ->

LLM -> ~~Bachelor~~

Pass/fail = pass/fail

<15 ECTS? =



Marco Polo grant € 270 / month

DUO & OV chip card - www.duo.nl



Tuition fee Host



Administration fees



Other grants - www.beursopener.nl



€ 500 travel grant ?

Grants and insurance
Grants and insurance
Erasmus+ Grant and Marco Polo Grant
Other grants for study or placement abroad
Studiefinanciering and OV-Card
Insurance



Think about



Visa & vaccinations



Summer Schools



Travel & health insurance



Language courses



Cultural differences



Register at RUG



Local laws



Graduate after Exchange?



Mobility Online!



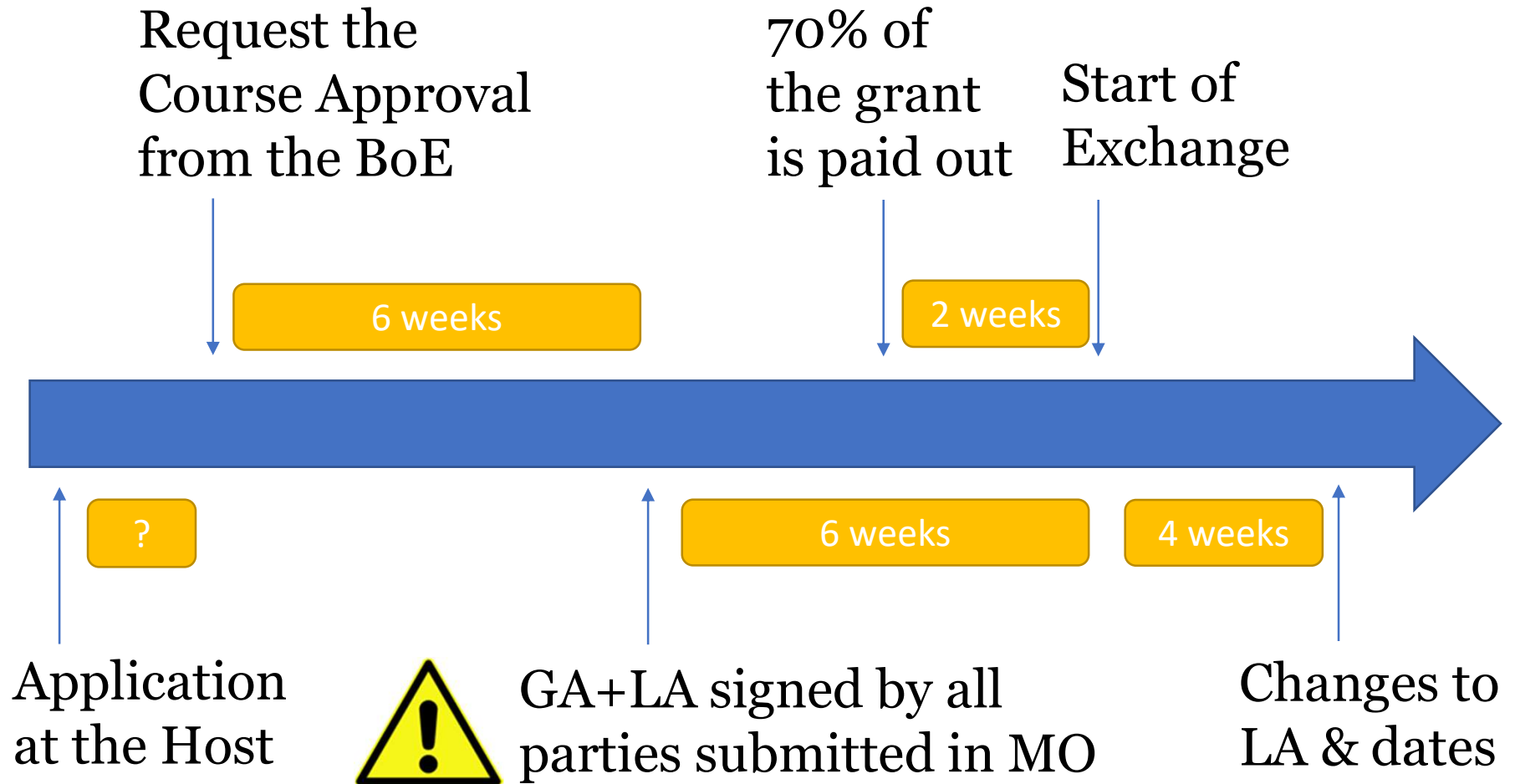
UK provisional nomination?



Complete Before Mobility 6 weeks before departure!!!



Timeline start of Exchange





Exchange Office Faculty of Law

exchangelaw@rug.nl

www.rug.nl/law/lep

Student office hours Ms. Tina van Tellingen

Tuesday: 14.00 – 16.00

Thursday: 14.00 – 16.00