

**FACT SHEET 2024/2025**  
**INCOMING EXCHANGE STUDENTS**  
**FACULTY OF SPATIAL SCIENCES**  
 (Human Geography, Spatial Planning, Demography)

<b>University</b>	<a href="#">University of Groningen</a> , Groningen, The Netherlands	
<b>Erasmus code</b>	NL GRONING01	
<b>Faculty Units</b>	<a href="#">Faculty of Spatial Sciences</a> Department of Cultural Geography; Department of Demography; Department of Economic Geography; Department of Spatial Planning & Environment	
<b>Website</b>	<a href="#">Exchange website Faculty of Spatial Sciences</a>	
<b>Contact information</b>	Faculty of Spatial Sciences, International Office Chris Diederiks (coordinator international cooperation) Esther de Vries (mobility officer incoming and outgoing exchange) Email: <a href="mailto:exchange.fss@rug.nl">exchange.fss@rug.nl</a> Telephone: +31 (0)50 363 3389 (Esther de Vries) / +31 (0)6 3198 4811 (Chris Diederiks) Postal address: P.O. Box 800, 9700 AV Groningen, The Netherlands Visiting address: Landleven 1, room 5417.0019, 9747 AD Groningen, The Netherlands	
<b>Academic calendar</b>	Autumn 2024 (Semester 1)	Introduction for exchange students: August 29 – 30, 2024 <b>1<sup>st</sup> teaching term (semester 1a)</b> : September 2 – November 8, 2024 <b>2<sup>nd</sup> teaching term (semester 1b)</b> : November 11, 2024 – January 24, 2025 <i>Departure before Christmas possible if home university semester starts in January</i> <i>Christmas break: December 23, 2024 – January 3, 2025</i> Re-exams semester 1a: January 27 – 31, 2025 Re-exams semester 1b: April 7 – 11, 2025
	Spring 2025 (Semester 2)	Introduction for exchange students: January 30 – 31, 2025 <b>3<sup>rd</sup> teaching term (semester 2a)</b> : February 3 – April 11, 2025 <b>4<sup>th</sup> teaching term (semester 2b)</b> : April 14 – June 13, 2025 Re-exams semester 2a and 2b: June 16 – June 27, 2025
<b>Nomination (deadline)</b>	Nomination and language proficiency requirements: see <a href="#">Information for partner universities</a> <b>Nomination deadlines:</b> - for Autumn 2024 or academic year 2024/2025: April 1, 2024 - for Spring 2025: October 1, 2024 Nominations after April 1 / October 1 can be discussed, but housing options in international student housing may be minimal.	
<b>Acceptance</b>	Accepted nominated students receive an email, explaining <a href="#">all necessary next steps</a> .	
<b>Application</b>	See <a href="#">Application</a>	
<b>Student Housing</b>	Overview <a href="http://www.athomeingroningen.com">www.athomeingroningen.com</a> (incl. international student houses through SSH). For more information see <a href="#">Practical information &amp; dates</a>	
<b>Courses</b>	<ul style="list-style-type: none"> <li>Accepted incoming exchange students are required to take the course “Spatial Problems and Spatial Policies: The Dutch Experience” (10 EC), offered two times in each academic year.</li> <li>Exchange students can choose from many courses delivered in English at the Faculty of Spatial Sciences, and can request to take courses with a maximum of 10 EC at other Faculties of the University of Groningen. Bachelor students cannot take master level courses.</li> <li>See also <a href="#">Courses</a></li> </ul>	



## Factsheet for students 2022-2023

University of Groningen  
 Faculty of Economics and Business

### Institutional information

<b>Name of Institution</b>	University of Groningen, Faculty of Economics and Business (FEB)
<b>Erasmus code</b>	NL GRONING01
<b>Website</b>	<a href="https://www.rug.nl/feb/education/exchange/incoming/">https://www.rug.nl/feb/education/exchange/incoming/</a>

### Contact details

<b>Coordinator exchange office</b>	Ms. Ina Venhuizen
<b>Exchange officers</b>	Ms. Bertien Hoving, Ms. Ida van der Veen
<b>Exchange assistant</b>	Ms. Natascha Boerema
<b>Address</b>	Nettelbosje 2 9747 AE Groningen The Netherlands
<b>E-mail address</b>	Exchange.in.feb@rug.nl
<b>Telephone number</b>	+31 50 363 8900

### Academic calendar

Semester	Start of exchange	End of exchange
Fall	End of August 2022	End of January 2023
Spring	Beginning of February 2023	Mid-/end of June 2023



The mandatory **Study Start Event** is organized in the week before the courses start and is compulsory to attend. They will receive practical and university information. Non-EU students have an appointment with the Dutch immigration authorities for their residence permit. Also, student mentors help exchange students and offer campus tours. More information about the mandatory Study Start Event can be found [here](#).

Our academic year is divided into two semesters (Fall and Spring) and four blocks (Fall: 1a, 1b and Spring: 2a, 2b). Please click [here](#) for the academic calendar. Please note that your exchange will start earlier than the official academic year due to the mandatory Study Start Event.

### Nomination

The home university will need to nominate the student in our Mobility Online System. Once the student is nominated, they will receive a link generated from Mobility Online to register and upload the required documents.

Nominations of students must reach the receiving institution by:

Semester	Nomination deadline
Fall	April 15 <sup>th</sup> , 2022
Spring	October 1 <sup>st</sup> , 2022

### Application

After nomination the student needs to follow the steps in the Mobility Online system. Please click [here](#) to learn more about the online registration/admission procedure.

All required application documents of the nominated students must be entered in the Mobility Online system by:

Semester	Application deadline
Fall	May 1 <sup>st</sup> , 2022
Spring	Non-EU students: October 6 <sup>th</sup> , 2022 EU students: October 15 <sup>th</sup> , 2022



Nominated students who completed their application in the Mobility Online system can download their letter of invitation from this system. Incomplete applications will **not** be accepted.

#### Entry requirements

1. Study a bachelor programme in the field of economics/business.  
To be accepted as an exchange student at the Faculty of Economics and Business, students need to have taken a minimum of 10-12 courses (60 ECTS) in the field of economics and business.
2. **Only for non-native English speakers:** proof of English proficiency.  
All exchange students need to submit an English proficiency test certificate. Click [here](#) for the required test results.
3. **Only for master/graduate exchange students,** a bachelor's degree in the field of economic/business.

#### Required application documents that need to be uploaded in the Mobility Online system

1. **Only for non-native English speakers:** proof of English proficiency.  
All exchange students need to submit an English proficiency test certificate. Click [here](#) for the required test results. Please note that there are different requirements for bachelor/undergraduate and master/graduate exchange programmes.
2. Photocopy of (temporary) bachelor transcripts (translated into English).
3. Photocopy of passport or European ID card.
4. **Only for master/graduate exchange students,** photocopy of your bachelor's degree.

All the requirements are thoroughly explained in the online registration/admission procedure. You can find this [here](#).

#### Visa

If a student is a non-EU student, they will need a visa and/or residence permit for the study abroad in the Netherlands. Once accepted in the Mobility Online system, the Immigration Service Desk (ISD) will start the procedure for the visa application and the student can book housing. The Exchange Office is not involved in the visa application process.

In order to obtain a visa/residence permit, the Immigration and Naturalization Service will check whether students have sufficient financial resources to support themselves during their stay in the Netherlands. To give an estimation: the Immigration and Naturalization Service considers about € 1000 per month (which is about € 5000 for a semester) sufficient. Students need to pay the entire amount of € 5000 in advance to get the visa/residence permit. Click [here](#) for more information.

If there are any question regarding the visa application, please contact the Immigration Service Desk. An e-mail can be send to them, their e-mail address is: [isd@rug.nl](mailto:isd@rug.nl).



## Housing

The University of Groningen is not a campus university and therefore does not offer campus accommodation. However, through third parties there are (student)houses and apartments available. We advise students to book accommodation with an organization that is specialized in (international) student housing: SSH. More information about this organization can be found [here](#).

Semester	Deadline for SSH booking
Fall	June 1 <sup>st</sup> , 2022
Spring	November 1 <sup>st</sup> , 2022

Please note that at this moment, there are serious housing problems. If a student is unable to find accommodation before the start of their exchange, we strongly advise to cancel the exchange.

## Course registration

Students will need to register online for courses until one week before courses start. The procedure is explained [here](#) on our website.

Please note that our course offer and schedules for next academic year 2022-2023 will be available around July/August. Before that time, students cannot arrange their learning agreements.

## Digital office

We aim to work efficiently and in an environmentally friendly way. In order to do so we keep digital files and also send out documents by email. Consequently, we would like to receive the documents you send out for our students by email, too. It also means that we will upload our invitation letters in our Mobility Online system and send the transcripts as PDF files by email. Some partners request the 'original transcripts', which usually means a request for a 'paper copy'. Please note that the hardcopy document we send you would be no different from the PDF document. Thus, where possible, please use the PDF document for your official records and help us meet our goal of working in a more environmentally friendly manner.

## Google Drive

We created a Google Drive with all sorts of important information when going abroad to the Netherlands. We invite you all, but especially students, to take a look at this Google Drive. You can find this Drive [here](#).



For Whom	Checklist	Deadline Fall	Deadline Spring
Home university	<b>Nomination deadline</b> Your home university nominates you in our Mobility Online system	April 15 <sup>th</sup> , 2022	October 1 <sup>st</sup> , 2022
All students	<b>Register online at University of Groningen</b> We will provide you the Mobility Online link, you need to upload your documents.	May 1 <sup>st</sup> , 2022	October 15 <sup>th</sup> , 2022
All students	<b>Upload required documents</b> In order to complete your registration, you will need to upload the following <a href="#">required documents</a> in Mobility Online:  <ul style="list-style-type: none"> <li>- (temporary) Bachelor transcripts in English</li> <li>- photocopy of passport or European ID card</li> <li>- English test score (for non-native speakers)</li> <li>- photocopy of your bachelor's degree (only applicable for master exchange students)</li> </ul> Only when you have uploaded all required documents, we can upload your invitation letter.	A.s.a.p. but certainly before May 1 <sup>st</sup> , 2022	A.s.a.p. but certainly before October 15 <sup>th</sup> , 2022
Non-EU students	<b>Visa/residence permit</b> If you need a <a href="#">visa/residence permit</a> , please complete your application before the deadline. The Immigration Service Desk (ISD) will provide you with the visa application documents and apply for your visa. Please note: if your registration is not complete, the ISD will not be able to apply for your visa/residence permit.	May 1 <sup>st</sup> , 2022	October 15 <sup>th</sup> , 2022
All students	<b>Apply for accommodation</b> After being accepted, you can book <a href="#">housing</a> at SSH. We advise you to book your accommodation at the moment the booking system is open.	June 1 <sup>st</sup> , 2022	November 1 <sup>st</sup> , 2022
All students	<b>Student number and IT facilities</b> Our central student administration will send you an email which includes your student number and login details for IT facilities. This email will also explain to you how to activate your account and change your password. You can now also upload a photograph for your <a href="#">student card</a> .	Half July 2022	Mid-November 2022 to mid-December 2022



All students	<b>Course enrollment and Student Start Events</b> You will receive an electronic newsletter from the Exchange Office which informs you about course enrollment, <a href="#">introduction activities</a> , and much more.	July 2022	Mid-December 2022 to the end of January 2023
All students	<b>Choose your courses</b> The <a href="#">online course catalogue</a> for the new academic year is published.	July 2022 / August 2022	Mid-December 2022
All students	<b>Schedule wizard</b> The <a href="#">schedule wizard</a> for the new academic year is updated. You can view if the courses you select fit or overlap with the course/exam schedule.	July 2022 / August 2022	Mid-December 2022
All students	<b>Register for courses</b> You will need to <a href="#">register online</a> for your courses. Deadline is one week before courses start.	Half July 2022 to end of August 2022	Mid-December 2022 to end of January 2023
All students	<b>Study Start Events</b> See <a href="#">website</a> .	Week before the semester starts	Week before the semester starts
All students	<b>Start of your courses</b> Your courses start. Consult the <a href="#">academic calendar for course/exam</a> periods.	Early September 2022	Early February 2023
All students	<b>End of semester</b>	End of January 2023	Mid-July 2023
All students	<b>Receive your transcript</b> Please send an <a href="#">online request</a> , when all courses are registered in Progress, to the Student Support Desk for the certified academic transcripts. Please mention that you are an exchange student. If your home university wants the certified transcript directly from us, please mention this to the Student Support Desk as well and include the e-mail address from your home university.	Half March 2023	Mid-September 2023



#### URL's

In case the hyperlink does not work, please see below all URL's used in this document.

**Study start event:**

<https://www.rug.nl/feb/education/exchange/incoming/before/get-started-events>

**Academic calendar:**

<https://www.rug.nl/feb/education/academic-calendar/?lang=en>

**Online registration/admission procedure:**

<https://www.rug.nl/feb/education/exchange/incoming/before/>

**Required English proficiency test results:**

<https://www.rug.nl/feb/education/exchange/incoming/before/english-proficiency>

**Visa/residence permit:**

<https://www.rug.nl/feb/education/exchange/incoming/practical-information/visa>

**SSH (housing):**

<https://www.sshxl.nl/en/cities/groningen>

**Course registration:**

<https://www.rug.nl/feb/education/exchange/incoming/before/courses-exams>

**Google Drive:**

<https://drive.google.com/drive/folders/1QPIDIfMwAJ8qDFQ02HXpEdiCUYuvTKjM>

**Student number and university card:**

<https://www.rug.nl/feb/education/exchange/incoming/practical-information/university-card>

**Schedule wizard:**

<https://rooster.rug.nl/#/en>

**Transcript:**

<https://www.rug.nl/feb/education/exchange/incoming/after/transcripts>





# Factsheet

2022-2023

## University of Groningen

## NL Groning 01

Institutional Erasmus+  
Coordinator

Regine van Groningen  
+31(0)50 363 7231  
[r.j.van.groningen@rug.nl](mailto:r.j.van.groningen@rug.nl)

Central Admissions Office  
(Bachelor/Master degree applications)

+31(0)50 363 8976  
[admission@rug.nl](mailto:admission@rug.nl)

Visiting address

Office for International Relations  
University of Groningen  
Broerstraat 5, 9712 CP  
Groningen, The Netherlands

## Faculty of Arts

## Exchange Team

Website

[www.rug.nl/arts-exchange](http://www.rug.nl/arts-exchange)

Policy Advisor Education  
and International Affairs  
(Your contact for extending or  
establishing NON-EU partner  
agreements with the Faculty)

Mia Vrijens  
[m.i.h.vrijens@rug.nl](mailto:m.i.h.vrijens@rug.nl)

Erasmus+ Coordinator  
(Your contact for extending or  
establishing Erasmus+ partner  
agreements with the Faculty)

Joyce Gelling  
[erasmus.agreements.arts@rug.nl](mailto:erasmus.agreements.arts@rug.nl)

Incoming Exchange  
Coordinator

Sigrid Hasper  
[exchange.in.arts@rug.nl](mailto:exchange.in.arts@rug.nl)

Outgoing Exchange  
Coordinator

Janna van Dijken  
[exchange.out.arts@rug.nl](mailto:exchange.out.arts@rug.nl)

# Faculty of Arts - Harmonie building



## Exchange Assistants

Adekunle Ademiluyi, Frank van den Berg, Lennart van Drunen, Stijn van Hussen, & Rutger Renkema

## Student Counsellor

Janna van Dijken (*temporary substitute for Ms Jolanda Dijkstra*)  
[int.studyadvice.let@rug.nl](mailto:int.studyadvice.let@rug.nl)

## Enrolment Officer & Incoming Exchange Coordinator

Emma van Sloten  
[exchange.in.arts@rug.nl](mailto:exchange.in.arts@rug.nl)

## Visiting address

Office for Student Affairs  
University of Groningen,  
Faculty of Arts, Oude Kijk in 't  
Jatstraat 26, 9712 EK Groningen  
The Netherlands

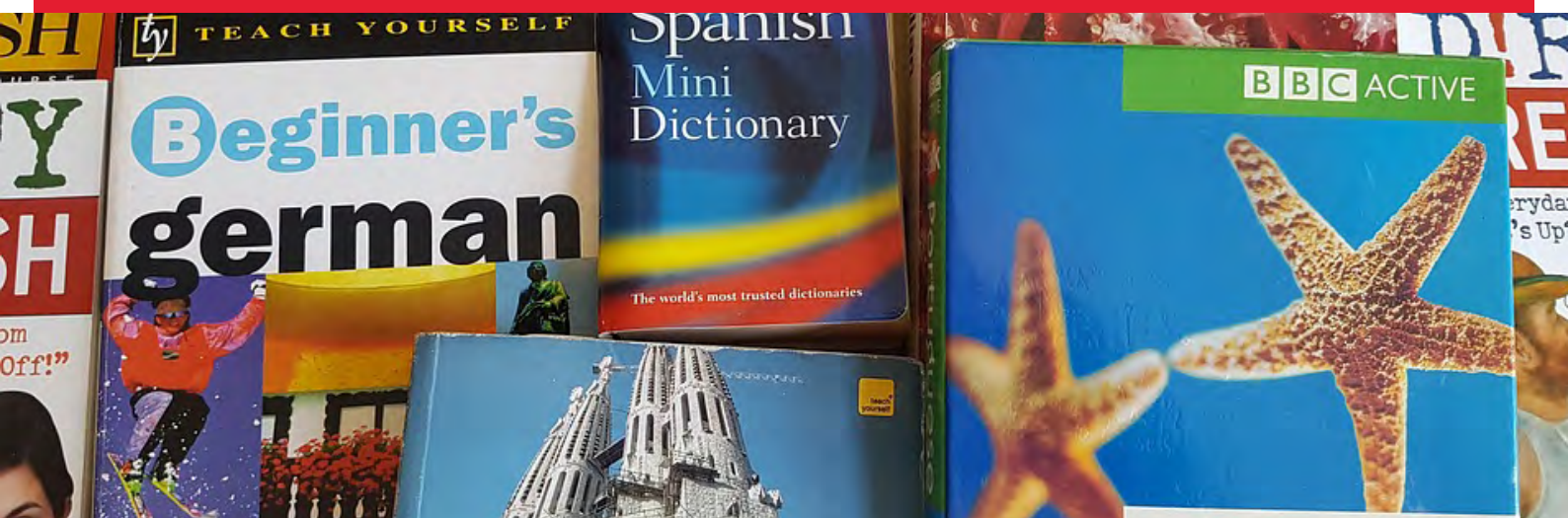
## Postal address

Office for Student Affairs  
University of Groningen,  
Faculty of Arts, P.O. Box 716  
9700 AS Groningen,  
The Netherlands

## Phone number

+31(0)50 363 6050

# Requirements exchange students



## Level of studies

To be able to study successfully at the Faculty of Arts, students should at least be in their second year of study and have a minimum of 60 ECTS or the equivalent on the moment of applying.

## 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 can try to place you. Keep in mind that placement is not guaranteed.

[How to inform us about the level of English?](#)



# Exchange application procedure



## 1. Nomination

Nominate your student before [the nomination deadline](#) through [Mobility Online](#) (include name, email address, field of study, level during exchange and period of exchange);

## 2. Provisional acceptance

Student receives information from the Office for Student Affairs of the Faculty of Arts on how to apply for accommodation, dates and other practical matters;

## 3. Application procedure

Student applies in [Mobility Online](#);

## 4. Letter of invitation

Student downloads the 'Letter of invitation' in Mobility Online and will be registered as student at the University of Groningen;

## 5. Visa application

If applicable, student [applies for visa](#): a mvv (long-term multiple entry visa) and/or residence permit

## 6. Course selection assessment

The enrolment officer contacts the student about admission to courses. The Office for Student Affairs takes care of all course enrolments.

### The required documents to upload in the Mobility Online application 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 passport or EU identity card (valid on the start date of exchange);
- Study Skills overview\* (provided by University of Groningen);

### If applicable:

- Language test results for other languages\*;
- Copy of bachelor's degree\*.

*\* upload under 'other documents' in Mobility Online*

# Deadlines



## Nomination deadlines

### for starting in September:

- **1 May** for students from Australia, Canada, EU/EEA countries, Japan, Monaco, New Zealand, Vatican City, United Kingdom, United States of America, South Korea
- **15 April** for students from all other nationalities

### for starting in February:

- **1 October** for students from Australia, Canada, EU/EEA countries, Japan, Monaco, New Zealand, Vatican City, United Kingdom, United States of America, South Korea
- **15 September** for students from all other nationalities

## Application deadlines

### for starting in September:

- **1 June** for students from Australia, Canada, EU/EEA countries, Japan, Monaco, New Zealand, Vatican City, United Kingdom, United States of America, South Korea
- **1 May** for students from all other nationalities

### for starting in February:

- **1 November** for students from Australia, Canada, EU/EEA countries, Japan, Monaco, New Zealand, Vatican City, United Kingdom, United States of America, South Korea
- **1 October** for students from all other nationalities

*Please note: if an exchange is cancelled after nomination, please inform us of this cancellation as soon as possible, to avoid unnecessary email communication.*



# Courses & Student Housing



## 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 students need basic knowledge in that field of study. This must be supported by the student's transcript of records.
- *Advanced* means that students can only be admitted to the course if their degree programme or major is in that field of study.
- *MA/master* means that students need a Bachelor's degree in that field of study. Students cannot apply unless they have a BA in the relevant field of study. The enrolment officer will always discuss the student's 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.

## Student Housing

The University of Groningen is located in various parts of the city and is not a campus university. Students have to find their own accommodation, but the housing situation in Groningen can be difficult for international students.

The University of Groningen has reserved accommodation with 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: [www.sshxl.nl/en](http://www.sshxl.nl/en). Have a look at the website [At home in Groningen](#) as well. The Municipality of Groningen has recently also started a collaboration with [Hospi Housing](#), which connects students with verified local hosts and guest families.

# When in Groningen



A good start is essential for study success and enjoying time as an exchange student in Groningen.

## Welcoming Ceremony

Attending [the Welcoming Ceremony](#) for all new international students at the University of Groningen will help students 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 students about studying and student life at the Faculty of Arts.

## Personal appointments

In addition to the fun introduction events, students will have to finalize their course registration, find out their timetable and register for seminar groups. During the introduction week, we will organize personal (online) appointments for these matters. Students will receive an official invitation from us.

## Academic Skills Lecture

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 students about the skills they need in order to be successful in their studies here.

## Learning Agreement

The students Learning Agreement/Before, During or After Mobility Form can be emailed to [exchange.in.arts@rug.nl](mailto:exchange.in.arts@rug.nl).

## Coronavirus

More information about the coronavirus and what it possibly means for an exchange programme in Groningen can be found on [our website](#).

## Important links:

[Faculty Introduction Calendar](#)

[Academic Calendar](#)

## Transcript of Records

The students Transcript of Record will be automatically provided when all their final grades have been registered in our system. They can download it in Mobility Online.

## Dutch Grading System

Learn about [our grading system](#) and how grades will be translated.