



Studying in Groningen 2018-2019

We have been informed that you have been selected for studying at our University. We look forward to welcoming you to Groningen in the academic year 2018-2019!

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

After applying you will receive updates about your exchange regularly.

More detailed information is available online:

www.rug.nl/let/mobilityoffice



Clockwise: Enjoying the sun in front of the Academy Building, arrival hall Groningen central station, Welcoming Ceremony in the Martini Church, and the Harmonie Building with the statue of Aletta Jacobs.



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1 Academic year 2018-2019

Academic year 2018-2019		
	Semester 1	Semester 2
Introduction week exchange students	<p>Introduction week for exchange students: Monday 27/08/2018 – Friday 31/08/2018</p> <p>Check-in @ Mobility Office and final course registration office hours</p> <p>Faculty Introduction for all international students</p> <p>Academic Skills Lecture (attendance mandatory)</p> <p>RUG Welcoming Ceremony, for all international students RUG Welcoming event for non-EU students</p> <p>Apart from these introduction events organized by the University and the Faculty of Arts, the Erasmus Student Network (ESN) Groningen organizes an introduction week for international students as well (www.esn-groningen.nl); international students can also take part in the general introduction week in August, the 'KEI-week' (http://stichting.keiweek.nl/)</p>	<p>Introduction week for exchange students: Monday 28/01/2019 – Friday 01/02/2019</p> <p>Check-in @ Mobility Office and final course registration office hours</p> <p>Faculty Introduction for all international students</p> <p>Academic Skills Lecture (attendance mandatory)</p> <p>RUG Welcoming Ceremony, for all international students RUG Welcoming event for non-EU students</p> <p>Apart from these introduction events organized respectively by the University and the Faculty of Arts, the Erasmus Student Network (ESN) Groningen organizes an intro-week for international students as well (www.esn-groningen.nl)</p>
Semester dates	Monday 03/09/2018 – Friday 01/02/2019	Monday 04/02/2019 – Friday 12/07/2019
Holidays	Christmas vacation: 22/12/2018 - 06/01/2019	Good Friday: 19 April 2019 Easter: 21 & 22 April 2019 Birthday of the King: Saturday 27 April 2019 Liberation Day: Sunday 5 May 2019 Ascension Thursday: 30 May 2019 Whitsun: 9 & 10 June 2019
Note: students are expected to be present during the first week of classes (3 September 2018)		
Note: Exam periods are fixed and it is not possible to change exam dates. The exam periods will be published on the website of the Office for Student Affairs. Exam dates will be published in the timetable.		
Note: Professors might continue teaching until Friday December 21		



2 Application procedure

Studielink

Exchange students do not apply through Studielink! Studielink is the website where students register for a full degree programme in the Netherlands. Application in Studielink means paying tuition fees in the Netherlands. Exchange students are in the Netherlands for a period of exchange only, they remain registered for a full degree at their home university, and pay tuition fees at their home university, not in the Netherlands.

Application procedure Faculty of Arts		
	Semester 1	Semester 2
Nomination	Nomination by your home university. If you receive this brochure, you have been nominated by your home university to go on exchange to the Faculty of Arts of the University of Groningen. Deadline: May 1st	Nomination by your home university. If you receive this brochure, you have been nominated by your home university to go on exchange to the Faculty of Arts of the University of Groningen. Deadline: October 1st
Application	1 April – 1 June Note: non-EU students are advised to complete their online application before May 15 th	1 September – 1 November Note: non-EU students are advised to complete their online application before October 15 th
Letter of Acceptance	1 May – 1 August Online applications assessed by Mobility Office	1 October – 1 December Online applications assessed by Mobility Office
Course Selection	Assessment of course selection forms by study adviser for exchange students: 1 June – start of semester	Assessment of course selection forms by study adviser for exchange students: 1 November – start of semester

Application documents		
Make sure to read the information below carefully; incomplete applications will not be assessed.		
	Erasmus+ EU students	Non-EU and Erasmus+ ICM
Transcript of Records	Official academic transcript, in English, showing all your credits and grades so far.	Official academic transcript, in English, showing all your credits and grades so far.
Motivation Letter	Motivation letter in English (approximately 300 words)	Motivation letter in English (approximately 300 words)
ID	Copy of passport/EU identity card	Copy of passport
Photo	A clear picture of your face.	A clear picture of your face.
Course Selection Form	Course Selection Form (provided by University of Groningen, upload Word file!)	Course Selection Form (provided by University of Groningen, upload Word file!)
Study Skills Overview	Study skills overview (provided by the University of Groningen)	Study skills overview (provided by the University of Groningen)
Learning Agreement*	Learning Agreement/Before Mobility Form	ICM only: Learning Agreement/Before Mobility Form
English Language certificate	See Chapter 5; certificate or statement of level of English	See Chapter 5; official language certificate
Language test results other languages	If applicable	If applicable
Bachelor's degree certificate	Copy of bachelor's degree certificate (applicable to all master's students)	Copy of bachelor's degree certificate (applicable to all master's students)



*** Learning Agreement**

Erasmus students need to upload their 'Learning Agreement' or Erasmus+ Before Mobility Form. This form should be provided by the home university, it should include the proposed study programme of the student and needs to be signed by two parties: the student and the sending institution (coordinator(s) at home university). The receiving institution (coordinator at University of Groningen) will sign when courses have been approved provisionally.¹

****Course Selection** Apart from the Learning Agreement/Before Mobility Form, we ask all exchange students to upload the 'Course selection form', provided by the University of Groningen. On this form, students list the same courses as on the Learning Agreement. This is not an official document, and it does not need to be signed by your home university. This document is used by the study adviser for exchange students in the process of approving the proposed study programme. Therefore we require you to upload the course selection form as a Word file.

Admission to courses is not automatic and depends on entry requirements, language skills and the number of seats available in the course. It is wise, therefore, to select one or two extra courses in case you cannot attend a course of your first choice.²

¹ Even though the Learning Agreement has been signed provisionally, changes in your proposed study programme may still occur. To report these changes, you can have the 'Erasmus+ During Mobility' form signed by us and send it to your home university.

² Courses taught at our faculty are usually not exactly the same as the courses taught at home. An exchange period is especially useful for taking elective courses rather than compulsory courses.



3 Introduction: your first week

When to arrive?

We advise you to arrive in Groningen a week before classes start, not only to participate in the events during Introduction week, but also to find your way around the University and the city, to finalise the learning agreement, compose your time table and to attend our office hours.

Movin' to Groningen

On August 27 and 28 a team of students of the University of Groningen will be present at Schiphol Airport to welcome international students. They will be there to answer your questions, help you find the trains, buy train tickets and in general to get your exchange off to a good start. Sign up for Movin' to Groningen through the [website](#).

Introduction week

Events to attend during the Introduction week:

Introduction Week Faculty of Arts		
	Semester 1	Semester 2
Welcoming Ceremony Welcoming Ceremony for all incoming international students, organised by the University.	Thursday, August 30 See website for details	To be announced
Faculty Introduction Introduction to studying at the Faculty of Arts, including a tour of the University buildings.	Wednesday, August 29 See website for details	To be announced
Non-EU Immigration Day	Wednesday, August 29	To be announced
Final course registration Final possibility to fix problems with courses.	August 27-31	To be announced
Academic Skills Lecture Interactive study skills lecture	Friday, August 31 See website for details	To be announced



4 Courses and study advise

Courses for exchange students

Available courses	Courses open to exchange students can be found on the website of the Mobility Office: www.rug.nl/let/what-can-i-study Categories of courses for exchange students: <ul style="list-style-type: none">- The Dutch Studies programme- English-taught modules- Language and literature courses- Courses in Dutch- (Dutch) Language Courses at the Language center
Level of studies	Students should at least be in their second year of study and/or have a minimum of 60 ECTS or the equivalent
Registration for course	Students cannot register themselves for courses, they will be registered by the Mobility Office after assessment of their file and course selection
Restrictions to courses	Master courses only open to students who have completed a Bachelor in that specific field of study

Study adviser for exchange students

Exchange students may contact the study adviser for exchange students, Ms Maaïke Moltzer. You can send her an email in the following cases:

- if you need advice on what courses to take at the faculty of Arts or at another faculty;
- if you need advice on personal problems that affect your study;
- if you have a disability or special needs which we need to take into account in the preparation of your study period in Groningen.

Contact details

Maaïke Moltzer, Study Adviser Exchange Students

tel. +31 50 363 2909

fax +31 50 363 74 22

e-mail: int.studyadvice.let@rug.nl

Special needs

The University considers it important that students with physical disabilities, chronic illnesses, psychological complaints, dyslexia and other disabilities are able to study. Therefore, the University offers various arrangements for studying and taking exams for students with a performance disability. This could for example extra time at exams, writing your exams in a separate room or flexibility with attendance requirements.

If you already have such arrangements in your home university or think you will need them during your exchange, please inform the study adviser well before the start of the semester, the earlier the better! The study advisor will then be able to check which arrangements can be made for you in our faculty. Remember that we do require official proof of your disability, like a medical statement or a statement from your home university.

You also need to mention in your online application form that you have special needs, so your exchange coordinator knows about it and can contact the study adviser.



5 Language requirements

Language requirements for exchange students

Language requirements (English)

Students should have a level of English Proficiency of at least CEF B2/C1, IELTS 6,5 (with a minimum of 6.0 for each section) or TOEFL iBT 92 (with a minimum of 20 for each section) (paper based 580)

For further information on accepted proof of language proficiency: <http://www.rug.nl/let/organization/diensten-en-voorzieningen/mobility-office/incoming/exchange-students/who-can-apply>

Language requirements (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 CEF B2/C1.

English

One of the problems many students from non-English speaking countries encounter, is the required level of English when they attend courses taught in English. In the Netherlands, the level of English proficiency is high, and lecturers expect all students in their class to have adequate language skills to participate in their course. You should have a level of English Proficiency of at least CEF B2/C1, IELTS 6,5 (with a minimum of 6.0 for each section) or TOEFL iBT 92 (with a minimum of 20 for each section) (paperbased 580). If your results are lower, you will probably have trouble understanding books and lectures and participating in discussions. The consequence may be that you fail courses or get bad results, or even that you are denied admission to courses or are removed from courses. In order to avoid this, prospective exchange students whose mother tongue is not English are advised to do the following³:

Erasmus+ students:

- If you have done a language test or a self-assessment, have it signed by the international officer of your home university.
- If your level of English is lower than our requirements (see above), we strongly advise you to take a language course before you leave for Groningen so that your English proficiency is adequate before your arrival.
- While you are in Groningen, you can enrol in our course “Academic English for International Students”, which focuses on academic skills in English. There are limited places available for this course.

Non-EU students (including Erasmus+ International Credit Mobility)

- Have your level of English tested. Send in the certificate with your online application. For required results: see above.
- While you are in Groningen, you can enrol in our course “Academic English for International Students”, which focuses on academic skills in English. There are limited places available for this course.

Native speakers of English

- No language certificate required. Only applicable if English is your mother tongue.

³ See also the [flow chart](#) on our website.



5.1 Other languages

If you wish to enrol in courses not taught in English but in another language that is not your mother tongue, you need to send a certificate or statement from your language instructor at your home university indicating your CEFR level of proficiency in that language. Most proficiency courses in other languages are sadly not open to exchange students. If you urgently need to be enrolled in a proficiency course and can send us proof of your current level in this language, we can try to place you. Placement is not guaranteed though, and you might be tested again by the lecturers before you can be admitted to the course. If you wish to enrol in courses taught in Dutch, your level needs to be around CEFR C1.



6 Student housing

The University of Groningen is not a campus university. Students have to find their own accommodation somewhere in town. As the housing situation in Groningen can be difficult for international students, have a look at the website [At home in Groningen](#), before you start looking at the options below.

Summary of available accommodation for exchange students		
SSH	Prices ranging from € 350 - € 550	- The University of Groningen has a limited number of reserved rooms with SSH - only for fixed rental periods
The Student Hotel	Prices ranging from € 600 - € 900 (prices for 2018-2019 to be confirmed)	More expensive, but with more amenities than SSH
Private market	Information unavailable	Beware of unreliable practices, read the information below
Hostels	Information unavailable	Find a list of hostels below

6.1 SSH registration

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 and rental conditions: <http://www.sshxl.nl/en>

The SSH reservation system for the first semester will open at the beginning of May.

Step-by-Step info on how to book a room or apartment via **SSH Reserved Accommodation**:

- 🏠 [Register](#) with SSH for Reserved Accommodation. For (Educational) Institution, select “University of Groningen (RUG)”, for Department/Faculty select “RUG Arts - Exchange Students”, and for type of resident, select “RUG Exchange student”
- 🏠 The Mobility Office of the Faculty of Arts now has to approve your registration, after which you can check the rent offers and book your accommodation
- 🏠 Go to <http://www.sshxl.nl/en>
- 🏠 Click “I am looking for”, select “Reserved accommodations” and select the city of Groningen
- 🏠 During the booking process, you are asked to make the first payment (which consists of the first and last month of rent and the reservation fee, to be paid by Visa or Mastercard within 24 hours) and sign the rental agreement
- 🏠 When you have successfully finished the booking process, SSH will send you an e-mail to confirm your booking
- 🏠 Approximately 2 weeks before the start date of your rental agreement, SSH will send you an e-mail with arrival info
- 🏠 Approximately 2 weeks before the end date of your contract, SSH will contact you about your departure, how to leave your accommodation and where to leave the keys.

6.2 SSH Rental period

SSH offers reserved accommodation for a fixed period only, other rental periods are not possible. The fixed rental periods correspond to the semesters at the university:

Semester I: 11 August* until 31 January or

28 August* until 31 January

Semester II: 1 February until 30 June

Semester I+II: 11/28 August* until 30 June



*The exact rental periods for the academic year 2018-2019 have not been confirmed yet. We advise you to check the SSH website for the exact periods when registration opens at the beginning of May.

Information about rental periods and cancellations can be found in the Terms and Conditions provided by SSH, so make sure to read those thoroughly before you make a reservation.

The first payment to SSH is non-refundable, irrespective of the reason for cancellation. Cancellation after commencement of the rental period is not permitted, except:

- (i) in the case of death, sudden serious illness or a serious accident of the student or first/second degree family members, or
- (ii) in the case of unforeseen withdrawal of the student's residence permit (if required) by the proper authorities.

Moreover, cancellation of the contract is only allowed if the abovementioned circumstance leads to a termination of enrolment at the University of Groningen. Therefore, a claim for cancellation must be made through the contact person at the student's faculty, which at the Faculty of Arts is your exchange coordinator.

6.3 Other accommodation

SSH is a reliable organisation. If however, for some reason, you do not wish to make use of this service and find accommodation on your own, please be aware that there may be untrustworthy landlords and unreliable room agencies. We therefore ask you to take note of the warnings, as listed here: <https://www.rug.nl/education/international-students/living-in-the-netherlands/>

This information is updated continuously.

Here is a list of verified real estate offices/rental agencies:

Short Stay Groningen
Rademarkt 10
9711 CV Groningen
088 - 55 88 100
huren@directwonen.nl
www.directwonen.nl

Beter Wonen
Gedempte Zuiderdiep 68
9711 HK Groningen
050 - 311 4093
info@beter-wonen.nl
www.beter-wonen.nl

Lefier
Gedempte Zuiderdiep 22
9711 HG Groningen
050 - 369 3693
info@in-groningen.nl
www.lefier.nl
Maxx vastgoed
Gelkingestraat 23
9711 NA Groningen
050 - 3111 000

Woldring Kamerverhuur
Soephuisstraatje 13
9712 BZ Groningen
050 360 0318
www.woldringverhuur.nl

Rotsvast
Nieuwe Ebbingestraat 69
9212 NN Groningen
Phone +31 050 526 7200
Groningen@rotsvast.nl
www.rotsvast.nl

Makelaardij Zeeven
Parklaan 1
Postbus 138
9700 AC Groningen
050 - 318 3277
info@zeeven.nl, www.zeeven.nl
Kappenburg & van Prooijen
Nieuwe Ebbingestraat 38
9712 NL Groningen
050 - 529 0533



info@maxxgroningen.nl
www.maxxvastgoed.nl

Schove
Lopendediep 20
9712 NW Groningen
050 – 311 9656
www.schove-groep.nl

info@kappenburgvanprooijen.nl
www.kappenburgvanprooijen.nl

There are a number of websites that specialize in student accommodation. You can find rooms that are currently being offered, or you can place a (free) ad regarding your needs for a room. A list of websites:

Student-to-student platform: [Housing Anywhere](#)

www.kamerstart.nl

www.kamernet.nl

www.opkamers.nl/kamers-groningen.html

www.studentenkamers.nl

6.4 The Student Hotel

The student hotel offers a lot of facilities in a nice, modern building, at a location close to the city centre. The rent is a bit more than SSH accommodations, but does include, for example, the use of a bike and a gym.

www.thestudenthotel.com/groningen/

6.5 Hostels

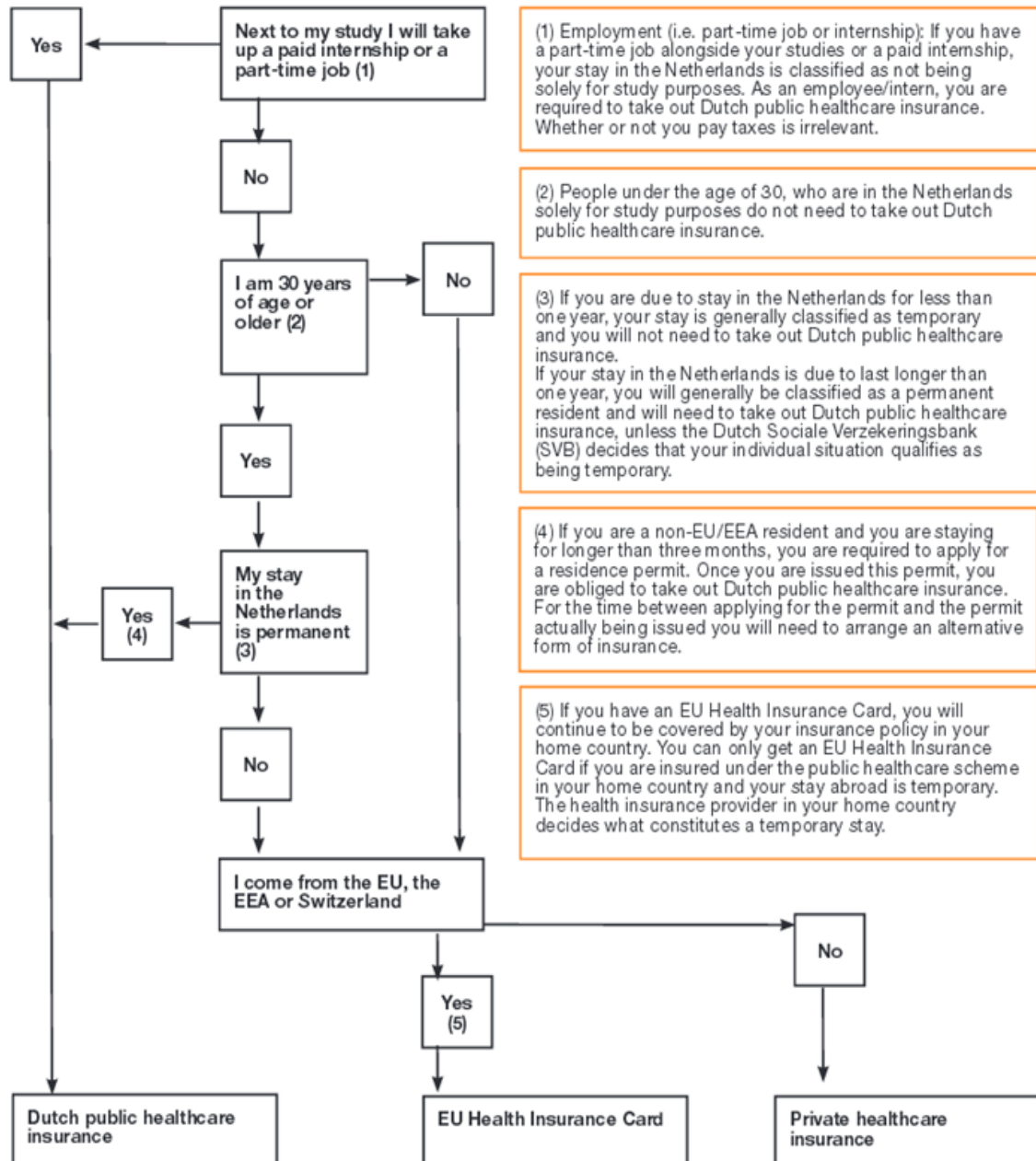
Simplon Youth Hostel
Boterdiep 73-2, 9712 LL Groningen
simplon-jongerenhotel@xs4all.nl

Bud Gett Hostels
Rademarkt 3 -3a, 9711 CS Groningen
www.budgethostels.nl

7 Insurance and Visa

7.1 Health Insurance

The statutory healthcare insurance in the Netherlands is called the *basic healthcare insurance policy (basisverzekering)*. Most people in the Netherlands are required to take out the *basisverzekering*. However, there are exceptions, one of which applies to certain international students. In the table below you can check what healthcare insurance you need to take out (source: <http://www.rug.nl/education/international-students/health-insurance/insurance-flowchart>).



Please check out the website for further information about other insurances:

<https://www.rug.nl/education/international-students/health-matters/health-insurance/index-health-insurance>



7.2 Liability Insurance

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

(<https://www.students-insurance.eu/studenten/netherlands/insurance/insurancepackages/icscomplete/>)

7.3 Visa

If you do not have an EU/EER nationality and are not from the USA, Canada, Japan, New Zealand, Australia, South Korea, Monaco or Vatican City (country group 2), you need to apply for a visa (MVV) if you stay in the Netherlands for longer than 3 months. After you have completed the online exchange application of the Mobility Office of the Faculty of Arts, we will notify the ISD (International Service Desk) of the University of Groningen of your exchange, and they will then send you the required information and application documents.

Students from USA, Canada, Japan, New Zealand, Australia, South Korea, Monaco or Vatican City can travel to the Netherlands without a visa, but do need a residence permit. After you have completed the online exchange application of the Mobility Office of the Faculty of Arts, we will notify the ISD (International Service Desk) of the University of Groningen of your exchange, and they will then send you the required information and application documents.

The handling fee for visa/residence permit applications charged by the Dutch Immigration and Naturalization Service (IND) for the academic year 2017/2018 is:

Non EU students: € 317* for the MVV and the residence permit

Students from country group 2: € 317* for the single residence permit.

The handling fee will not be refunded by the IND in case your application is cancelled.

Furthermore, students must meet the income requirements, set at € 900* a month.

* subject to changes



It is important to adhere to the deadlines for the Visa and/or residence permit application, in order to be able to travel to Groningen in time for the start of the semester. This applies to students from all countries.

8 Transportation

8.1 From Schiphol Airport to Groningen

From Schiphol Airport you can take a direct train to Groningen Central Station. The ride takes approximately 2 hours, every 3 minutes past the hour. You can also take the train 33 minutes past the hour, but you will have to change trains in Zwolle. The train leaves from platform 1-2 at Schiphol (subject to changes). You can buy a ticket in the machine or at the information desks at Schiphol station. A one way second class ticket costs about 25 euros. It is important that you purchase a train ticket to Groningen before you board the train. Passengers travelling without a valid ticket will be fined!



On the website of the railway company NS (www.ns.nl) you will find a journey planner.

8.2 OV-chip card

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

8.3 Discount for transportation

International students can't get a student discount on train and bus tickets. Drug stores and supermarkets sometimes sell cheap day train tickets, in stores or online. We will inform you about these sales as often as possible!



9 Erasmus Student Network (ESN)

Erasmus Student Network (ESN) is one of the biggest interdisciplinary student organizations in Europe, founded in 1989 for supporting and developing student exchange. ESN is present in 452 Higher Education Institutions in 37 countries and this network is constantly developing and expanding.

The main focus of ESN is placed on **all international and exchange students in Groningen**. ESN offers help and support in social and practical integration processes. The latter is mainly done through the organization of a wide range of activities, including cultural events (international dinners, country nights, excursions to various places in and outside the Netherlands), social events (Monday night social, theme parties), educative programs (language exchange, career events) and charitable events. Check out the website www.esn-groningen.nl or the ESN Facebook page to read more about all activities ESN organizes and to see what's coming up.

In order to know all the ins and outs of Groningen and its student life, ESN Groningen has a **buddy** program. Your buddy can pick you up from the railway station, help you get through the first few days after your arrival and can help you with some practical things that need to be done. ESN will try to link you to a buddy from the same faculty. In this way, your buddy can tell you a lot about the faculty and the courses you are following. Your buddy will help you further with getting familiar with activities of ESN and all the other possibilities of extra-curricular activities provided for you! In addition, it will be easier for you to get in touch with international and Dutch students in Groningen.

ESN Groningen Office
Pelsterstraat 23
9711 KH Groningen
Telephone: 0503637176
Website: www.esn-groningen.nl
E-mail: info@esn-groningen.nl
FB: www.facebook.com/groningen.esn



INTERNATIONAL EXCHANGE
ERASMUS STUDENT NETWORK





10 Mobility Office – Faculty of Arts

Facebook

You can find us on Facebook: “University of Groningen - International Office - Faculty of Arts”! Here you can meet other students who are coming to Groningen on exchange, students also post advertisements for rooms, books, furniture and even bicycles.

On Facebook we will also inform you about upcoming events and interesting topics.

Please do not use Facebook for study related matters or questions regarding your registration.

And finally...

Always keep us informed about changes in your situation (cancellation of your exchange, new address or other contact details, updated grades). If you have any questions concerning your exchange, send an email to exchange.in.arts@rug.nl

See you in Groningen!

(picture left to right: Joyce, Margo, Sigrid, Maaïke, Janet and Gerda)

