



Key Data sheet for partner 2023-2024

University of Groningen
Faculty of Economics and Business

Institutional information

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

Contact details

Coordinator exchange office	Ms. Ina Venhuizen, Ms. Ineke van Est
Exchange officers	Ms. Bertien Hoving, Ms. Marije Jonker
Address	Nettelbosje 2 9747 AE Groningen The Netherlands
E-mail address	Exchange.in.feb@rug.nl
Telephone number	+31 50 363 8900

Academic calendar

Semester	Start of exchange	End of exchange
Fall	End of August 2023	End of January 2024
Spring	Beginning of February 2024	Mid-/end of June 2024



For Whom	Checklist	Deadline Fall	Deadline Spring
Partner	Nomination deadline Please nominate your student before the deadline in our Mobility Online system.	April 15 th , 2023	October 1 st , 2023
All students	Register online at University of Groningen We provide your student with the Mobility Online link, your student needs to upload the requested documents.	May 1 st , 2023	October 15 th , 2023
All students	Upload required documents In order to complete the registration, your student has to upload the following required documents in Mobility Online: - (temporary) Bachelor transcripts in English - photocopy of passport or European ID card - English test score (for non-native speakers) - photocopy of a bachelor's degree (only applicable for master exchange students) Only when your student has uploaded all required documents, we can send an invitation letter.	A.s.a.p. but certainly before May 1 st , 2023	A.s.a.p. but certainly before October 15 th , 2023
Non-EU students	Visa/residence permit If your student needs a visa/residence permit , your student needs to complete their application before the deadline. The Immigration Service Desk (ISD) will provide your student with visa application documents and apply for your student's visa.	May 1 st , 2023	October 15 th , 2023
All students	Apply for accommodation We advise your student to book the accommodation at the moment the booking system for housing is open at SSH.	June 1 st , 2023	November 1 st , 2023
All students	Student number and IT facilities Our central student administration will send you an email which includes your student number and login details for IT facilities.	Half July 2023	Mid-November 2023 to mid-December 2023



All students	Course enrollment and Student Start Events Your student will receive an email from the Exchange Office which informs your student about course enrollment, introduction activities , and much more.	July 2023	Mid-December 2023 to the end of January 2024
All students	Choose the courses The online course catalogue for the new academic year is published. Please note that before the course catalogue is online, students cannot arrange their learning agreement and we cannot sign it.	July 2023 / August 2023	Mid-December 2023
All students	Schedule wizard The schedule wizard for the new academic year is updated. Your student can view if the courses that's been selected fit or overlap with the course/exam schedule.	July 2022 / August 2023	Mid-December 2023
All students	Register for courses Your student needs to register online for your courses. The deadline is one week before courses start.	Half July 2023 to end of August 2023	Mid-December 2023 to end of January 2024
All students	Study Start Events See website .	Week before semester	Week before semester
All students	Start of the courses The courses start. Consult the academic calendar for course/exam periods.	Early September 2023	Early February 2024
All students	End of semester	End of January 2024	Mid-July 2024
All students	Receive your transcript Your student can send an online request , when all courses are registered in Progress, to the Student Support Desk for the certified academic transcripts.	Half March 2024	Mid-September 2024



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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>