



**Factsheet for students 2023-2024**  
**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, Ms. Ineke van Est
<b>Exchange officers</b>	Ms. Bertien Hoving, Ms. Marije Jonker
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<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 2023	End of January 2024
Spring	Beginning of February 2024	Mid-/end of June 2024



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> , 2023
Spring	October 1 <sup>st</sup> , 2023

### 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> , 2023
Spring	Non-EU students: October 6 <sup>th</sup> , 2023 EU students: October 15 <sup>th</sup> , 2023



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 € 950 per month (which is about € 6000 for a semester) sufficient. Students need to pay the entire amount of € 6000 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> , 2023
Spring	November 1 <sup>st</sup> , 2023

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 2023-2024 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> , 2023	October 1 <sup>st</sup> , 2023
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> , 2023	October 15 <sup>th</sup> , 2023
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> , 2023	A.s.a.p. but certainly before October 15 <sup>th</sup> , 2023
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> , 2023	October 15 <sup>th</sup> , 2023
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> , 2023	November 1 <sup>st</sup> , 2023
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 2023	Mid-November 2023 to mid-December 2023



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 2023	Mid-December 2023 to the end of January 2024
All students	<b>Choose your courses</b> The <a href="#">online course catalogue</a> for the new academic year is published.	July 2023 / August 2023	Mid-December 2023
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 2023 / August 2023	Mid-December 2023
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 2023 to end of August 2023	Mid-December 2023 to end of January 2024
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 2023	Early February 2024
All students	<b>End of semester</b>	End of January 2024	Mid-July 2024
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 2024	Mid-September 2024



## 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>