

FACT SHEET – INCOMING EXCHANGE STUDENTS Autumn Semester 2019

KEY DATA OF THE INSTITUTION

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| Website | www.hanzegroningen.eu |
| Erasmus code | NL GRONING03 |
| ERASMUS Institutional Coordinator | Dr. P.E. (Els) van der Werf Email: p.e.van.der.werf@pl.hanze.nl Tel: +31 50 595 7549 |
| Administration of ERASMUS Bilateral Agreements | Ms. Emma Doesburg Email: e.c.doesburg@pl.hanze.nl Tel: +31 50 595 7551 |
| Administration of non EU Bilateral Agreements | Mrs. Mignon Tenpierik Email: m.d.tenpierik@pl.hanze.nl Tel: +31 50 595 7504 |

INTERNATIONAL SERVICE DESK (ISD)

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| Name of the Office | International Service Desk (ISD) |
| Postal address | PO Box 30030, 9700 RM, Groningen, The Netherlands |
| Visiting address | Zernikeplein 7, International Office, T009A, 9747 AS, Groningen, The Netherlands |
| General telephone number | +31 (0)50 595 7800 |
| Website ISD | www.hanze.nl/isd |

CONTACT PERSONS ISD – INCOMING STUDENTS

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| <ul style="list-style-type: none"> - International Business School - School of Architecture and Built Environment - School of Education | Esther Heijns Email: e.heijns@pl.hanze.nl Phone: +31 (0)50 595 4948 |
| <ul style="list-style-type: none"> - Institute of Engineering - School of Marketing Management - School of Sport Studies | Adriana Grimme Email: a.grimme@pl.hanze.nl Phone: +31 (0)50 595 2491 |
| <ul style="list-style-type: none"> - School of Business Management - School of Communication, Media & IT - School of Facility Management - School of Law | Hedy Elliott Email: h.elliott@pl.hanze.nl Phone: +31 (0)50 595 4051 |
| <ul style="list-style-type: none"> - Institute for Life Science & Technology - Minerva Art Academy - Prince Claus Conservatoire - School of Financial Economic Management - School of Healthcare Studies - School of Nursing - School of Social Studies | Jessica Gerdes Email: j.m.gerdes@pl.hanze.nl Phone: +31 (0)50 595 3783 |

IMMIGRATION

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| Hanze UAS will arrange the permit/visa for exchange students with a non-European nationality . More details can be found on www.hanze.nl/immigration | Corine Venema Email: immigration@org.hanze.nl Phone: +31 (0)50 595 4032 |
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PRACTICAL MATTERS

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| Online nomination | Partner Universities will have to fill out the online nomination form . <i>Students can only be nominated with a Hanze School as stated in our Agreement.</i> |
| Nomination period | Autumn semester: 15 March – 15 May Spring semester: 15 September - 15 October |
| Online application procedure | Students need to apply online in Osiris and upload the required documents. Check www.hanze.nl/applicationexchange for the application details. |
| Application period | Autumn semester: 15 April – 1 June Spring semester: 15 September - 1 November |
| Exchange programmes | www.hanze.nl/exchange <i>Students can only apply for an exchange programme with a Hanze School as stated in the Agreement</i> |
| Semester dates | Autumn Semester: September – February Spring Semester: February – July The academic calendar can be found on the website. |
| Welcome Day | At the start of each semester we organise a Welcome Day for all new international students. On this day students will receive information about important practical matters. Accepted students will receive an invitation by email. For students with a non-European nationality we also organise a Registration Session for immigration purposes. Both days are not mandatory, but are highly recommended! |
| Language of instruction | The language of instruction for all our exchange programmes is English. |
| English language requirements | Exchange students are not required to submit proof of their English proficiency. Partner institutions are expected to select students who have a good standard of English (minimum of B2) |
| Possibility of attending courses from different departments | Students can only apply for an exchange programme with a <i>Hanze School</i> as stated in the institutional agreement. Most <i>Schools</i> offer fixed semester programmes (30 ECTS). It is not possible to 'mix and match' courses from different <i>Schools</i> . |
| Learning Agreements | Learning Agreements will be approved by the <i>School</i> . The International Service Desk cannot help with courses |
| Accommodation | Hanze UAS does not offer on-campus accommodation. For more information check www.hanze.nl/housing and https://www.athomeingroningen.com . If you have any questions or are experiencing problems, please contact housing@org.hanze.nl |
| Average cost of living | For information about cost of living see our website. |
| Language Course for Erasmus Students | Students have the possibility to follow a language course at the Hanze Language Centre . Available places are limited and costs vary. EILC is not available. |
| Pick up service | We offer a complimentary airport pick up service |
| ECTS grading tables | The ECTS grading tables are explained online. |

PROGRAMME RELATED INFORMATION

Programme specific questions (**transcript of records, course information, learning agreements**) will be dealt with by the departmental/international coordinator of the Hanze *School*. You can find their details when you click on the applicable [exchange programme link](#).