



## FACT SHEET 2018-2019

GENERAL INFORMATION	
University name and address	<b>HAN University of Applied Sciences Arnhem Business School</b> Ruitenberglaan 31 6826 CC Arnhem The Netherlands Tel. +31 (0)26 369 1331
Erasmus Code	NL ARNHEM 27
Website	<a href="http://www.han.nl/english">www.han.nl/english</a>
Website for exchange students	<a href="http://www.han.nl/abs-exchange">www.han.nl/abs-exchange</a>
BUSINESS SCHOOL CONTACTS	
International Relations Office	Email : <a href="mailto:InternationalRelations.FEM@han.nl">InternationalRelations.FEM@han.nl</a>
Policy Advisors, International Relations	<b>Ms. Erna Helsen</b> Tel. +31 26 369 1267 Email <a href="mailto:e.helsen@han.nl">e.helsen@han.nl</a>  <b>Ms. Judith van de Looij</b> Tel. +31 26 369 1267 Email <a href="mailto:judithvdlooi@han.nl">judithvdlooi@han.nl</a>

Contact for incoming exchange students	<p><b>Ms. Ingrid Le Coultre</b>  Tel. +31 26 369 1331  Email <a href="mailto:ingrid.lecoultre@han.nl">ingrid.lecoultre@han.nl</a> ; <a href="mailto:incomingexchange.ABS@han.nl">incomingexchange.ABS@han.nl</a></p>
Acceptance Letters	<p><b>Incoming Exchange students</b> will receive an official acceptance letter by email only</p>
Transcript of records	<p><b>Incoming Exchange students:</b> Transcripts of records will be sent to the partner university by email only (unless the original is requested) within a maximum of 6 weeks after the end of the semester;</p> <p><b>Outgoing Exchange students:</b> We request our partner universities to send all transcripts of records to our International Relations Office:</p> <p>By email: <a href="mailto:InternationalRelations.FEM@han.nl">InternationalRelations.FEM@han.nl</a></p> <p>Postal address:  <b>HAN University of Applied Sciences</b>  <b>Arnhem Business School</b>  International Relations Office  Ruitenberglaan 31  6826 CC Arnhem  The Netherlands</p>
Academic Coordinator Exchange Programme	<p><b>Ms. Jolande van Schadewijk</b>  Email <a href="mailto:jolande.vanschadewijk@han.nl">jolande.vanschadewijk@han.nl</a></p>
Contacts for Agreements / Nomination outgoing students	<p><b>Ms. Marjolein Janssen (Erasmus+)</b>  Tel. +31 26 369 1331  Email <a href="mailto:marjolein.janssen@han.nl">marjolein.janssen@han.nl</a></p> <p><b>Ms. Humera Saeed (non-EU)</b>  Tel. +31 26 369 1267  Email <a href="mailto:humera.saeed@han.nl">humera.saeed@han.nl</a></p>
<b>HAN INTERNATIONAL OFFICE</b>	
Campus wide: applications for outgoing students, general matters	<p>Email : <a href="mailto:internationaloffice@han.nl">internationaloffice@han.nl</a></p>
Immigration (visa and residence permit applications)	<p>Email : <a href="mailto:immigration@han.nl">immigration@han.nl</a></p>

<b>EXCHANGE PROGRAMME (Semester / full academic year)</b>	
Undergraduate Courses (modules) taught in English	Full descriptions in the Student Handbook on our website: <a href="http://www.han.nl/abs-exchange">www.han.nl/abs-exchange</a>
Recommended language requirements	B2, IELTS: at least 6.5 or TOEFL: 79-93 (internet based) or 232 Computer based
<b>ACADEMIC CALENDAR</b>	
Fall semester	Arrival : from 15 August 2018 (general arrival day : 24 August) Orientation : 27 - 31 August 2018 Lectures start : 3 September 2018 End of semester : 28 January 2019
Spring semester	Arrival : from 30 January 2019 (= general arrival day) Orientation : 31 January – 1 February 2019 Lectures start : 4 February 2019 End of semester : 12 July 2019
Link to online academic calendar	<a href="https://www.han.nl/opleidingen/exchange-courses/abs-exchange-course/course-overview/academic-calender/">https://www.han.nl/opleidingen/exchange-courses/abs-exchange-course/course-overview/academic-calender/</a>
<b>NOMINATION AND APPLICATION PROCEDURE</b>	
Nomination procedure	Nomination form: <a href="https://goo.gl/forms/60WEed7GJKN9BfA03">https://goo.gl/forms/60WEed7GJKN9BfA03</a> or send an email to : <a href="mailto:Incomingexchange.ABS@han.nl">Incomingexchange.ABS@han.nl</a>
Deadline for nomination	Fall semester (September – January) : <ul style="list-style-type: none"> <li>➤ Non-EU students : 15 April</li> <li>➤ EU students : 1 May</li> </ul> Spring semester (February – July) : <ul style="list-style-type: none"> <li>➤ Non-EU students : 15 September</li> <li>➤ EU students : 1 October</li> </ul>
Application deadline	Fall semester (September – January) : <ul style="list-style-type: none"> <li>➤ Non-EU students : 1 May</li> <li>➤ EU students : 25 May</li> </ul> Spring semester (February – July) : <ul style="list-style-type: none"> <li>➤ Non-EU students : 1 October</li> <li>➤ EU students : 25 October</li> </ul>

Application procedure	<p>Students will receive a link to the online application form once they have been nominated.</p> <p>Documents to be uploaded with their online application :</p> <ul style="list-style-type: none"> <li>- Color photograph</li> <li>- Copy of valid passport or ID document</li> <li>- Copy of proof of health insurance</li> <li>- Official transcript of records</li> <li>- Module Preference Form/learning agreement</li> </ul>
<b>SUMMER / WINTER COURSE : European Culture, Business and Entrepreneurship (3 weeks)</b>	
Session dates	<p>Winter Course : 6 – 25 January 2019</p> <p>Summer Course 24 June – 12 July 2019</p>
Nomination procedure	<p>Nomination form Winter Course :  <a href="https://goo.gl/forms/sUXLUUk2nsgGlgBw2">https://goo.gl/forms/sUXLUUk2nsgGlgBw2</a></p> <p>Nomination form Summer Course :  <a href="https://goo.gl/forms/oAfyl8GDrlu3nsgP2">https://goo.gl/forms/oAfyl8GDrlu3nsgP2</a></p> <p>or send an email to <a href="mailto:Incomingexchange.ABS@han.nl">Incomingexchange.ABS@han.nl</a></p>
Deadline for nomination	<p>Winter course : 1 October</p> <p>Summer Course : 1 April</p>
Deadline for application	<p>Winter Course : 25 October</p> <p>Summer Course : 15 April</p>
Application procedure	<p>Students will receive a link to the online application form once they have been nominated.</p> <p>Documents to be uploaded :</p> <ul style="list-style-type: none"> <li>- Color photograph</li> <li>- Copy of valid passport or ID document</li> </ul>
Course fee	<p>€1500,- (tuition waiver, 3 summer course students = 1 semester exchange place)</p> <p>€2500,- (including tuition)</p>
Website	<p><a href="https://www.han.nl/opleidingen/summer-course/doing-business-in-europe/">https://www.han.nl/opleidingen/summer-course/doing-business-in-europe/</a></p>
<b>ADDITIONAL INFORMATION</b>	
Accommodation	<p>HAN/Arnhem Business School facilitates furnished, off-campus accommodation for its exchange students :</p> <p><a href="https://www.han.nl/international/english/information-for-international-students/housing/">https://www.han.nl/international/english/information-for-international-students/housing/</a></p>

	Application for accommodation: students may indicate on the online Exchange Application Form whether they wish to apply for university facilitated accommodation.			
Immigration formalities	More information : <a href="http://www.han.nl/visa">www.han.nl/visa</a>			
Arrival information	Students are met at Arnhem Central Station and taken to their accommodation on the general arrival day only.			
Other practical information	<a href="http://www.han.nl/studyathan">www.han.nl/studyathan</a>			
Re-sit / long distance exams	<p><b>Incoming Exchange students:</b> We do not facilitate long distance exams offered by the students' home university at HAN/Arnhem Business School or re-sit exams offered by HAN/Arnhem Business School once the students have returned to their home university.</p> <p><b>Outgoing Exchange students:</b> The Board of Examiners at HAN/Arnhem Business School does not permit students, who have studied at a partner university, to write long distance exams offered by the partner university once they have returned to HAN. In certain exceptional cases, the possibility to write such an exam may be discussed.</p>			
Transcripts of records	<p><b>Incoming Exchange students:</b> Transcripts of records will be sent to the students' home university by email only. Should a hard copy be required, the home university should request this by sending an email to <a href="mailto:incomingexchange.ABS@han.nl">incomingexchange.ABS@han.nl</a></p> <p><b>Outgoing Exchange students:</b> We request that our students' transcripts of records be sent directly to HAN:</p> <ul style="list-style-type: none"> <li>- By email to: <a href="mailto:InternationalRelations.FEM@han.nl">InternationalRelations.FEM@han.nl</a>; or</li> <li>- By post/courier to: <ul style="list-style-type: none"> <li>International Relations Office FEM</li> <li>HAN University of Applied Sciences</li> <li>Ruitenberglaan 31</li> <li>6826 CC Arnhem</li> <li>The Netherlands</li> </ul> </li> </ul>			
Grading scale	<b>Percentage of total number of successful students awarded this grade</b>	<b>ABS grades versus ECTS grades</b>		<b>Definition</b>
	10%	8.0 – 10	A	Excellent
	25%	7.0 – 7.9	B	Very good
	30%	6.4 – 6.9	C	Good
	25%	5.8 – 6.3	D	Satisfactory
	10%	5.5 – 5.7	E	Pass
		4.0 – 5.4 < 4.0	FX F	Fail