

FACT SHEET – INCOMING EXCHANGE STUDENTS

Spring Semester 2018-2019

KEY DATA OF THE INSTITUTION

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	Mr. Jan Henny Zijlstra Email: j.h.zijlstra@pl.hanze.nl Tel: +31 50 595 2904

INTERNATIONAL SERVICE DESK (ISD)

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

<ul style="list-style-type: none"> - International Business School - School of Architecture and Built Environment - School of Education 	Esther Heijnens Email: e.heijnens@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

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: c.d.venema@pl.hanze.nl Phone: +31 (0)50 595 4032
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PRACTICAL MATTERS

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 and upload the required documents. Click on the link for more 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 Pre-Welcome Day . 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). Unfortunately, it is not possible to 'mix and match' courses from different <i>Schools</i> .
Learning Agreements	Learning Agreements will be forwarded by ISD to the departmental coordinator of the <i>School</i> . The <i>School</i> will return the signed document to you a.s.a.p.
Accommodation	Hanze UAS does not offer on-campus accommodation. For more information about housing please check our website and https://www.athomeingroningen.com . If you have any questions 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 relevant [exchange programme link](#).