

**FACT SHEET – INCOMING EXCHANGE STUDENTS**  
**Winter Semester 2017 - 2018**

**KEY DATA OF THE INSTITUTION**

Website	<a href="http://www.hanzegroningen.eu">www.hanzegroningen.eu</a>
Erasmus code	NL GRONING03
ERASMUS Institutional Coordinator	Dr. P.E. (Els) van der Werf Email: <a href="mailto:p.e.van.der.werf@pl.hanze.nl">p.e.van.der.werf@pl.hanze.nl</a> Tel: +31 50 595 7549
Administration of <b>ERASMUS</b> Bilateral Agreements	Ms. Emma Doesburg Email: <a href="mailto:e.c.doesburg@pl.hanze.nl">e.c.doesburg@pl.hanze.nl</a> Tel: +31 50 595 7551
Administration of <b>non EU</b> Bilateral Agreements	Mr. Jan Henny Zijlstra Email: <a href="mailto:j.h.zijlstra@pl.hanze.nl">j.h.zijlstra@pl.hanze.nl</a> 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, T0.05, 9747 AS, Groningen, The Netherlands
General telephone number	+31 (0)50 595 7800
Website ISD	<a href="http://www.hanze.nl/isd">www.hanze.nl/isd</a>
Website Exchange	<a href="http://www.hanze.nl/exchange">www.hanze.nl/exchange</a>

**CONTACT PERSONS ISD**

- International Business School	<b>Esther Heijns</b> Email: <a href="mailto:e.heijns@pl.hanze.nl">e.heijns@pl.hanze.nl</a> Phone: +31 (0)50 595 4948
- Institute of Engineering - School of Marketing Management	<b>Adriana Grimme</b> Email: <a href="mailto:a.grimme@pl.hanze.nl">a.grimme@pl.hanze.nl</a> Phone: +31 (0)50 595 2491
- School of Communication, Media & IT - School of Business Management - School of Law - School of Facility Management	<b>Hedy Elliott</b> Email: <a href="mailto:h.elliott@pl.hanze.nl">h.elliott@pl.hanze.nl</a> Phone: +31 (0)50 595 4051
- School of Architecture, Built Environment and Civil Engineering - School of Financial Economic Management - School of Healthcare - School of Sport Studies - School of Social Studies - School of Nursing - School of Education - School of Fine Art - Prince Claus Conservatoire - Institute for Life Science & Technology	<b>Jessica Gerdes</b> Email: <a href="mailto:j.m.gerdes@pl.hanze.nl">j.m.gerdes@pl.hanze.nl</a> Phone: +31 (0)50 595 5547

*Students can only apply for exchange programme(s) of the above Schools as stated in the Agreement*

**IMMIGRATION**

Hanze UAS will arrange the permit/visa for exchange students with a <b>non-European nationality</b> . More details can be found on our <a href="#">website</a> .	<b>Corine Venema</b> Email: <a href="mailto:c.d.venema@pl.hanze.nl">c.d.venema@pl.hanze.nl</a> Phone: +31 (0)50 595 4032
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## PRACTICAL MATTERS

Nomination ( <i>New procedure</i> )	Partner Universities will have to fill out the <b>Nomination Form</b> and email this to their contact person at ISD (see above).
Nomination deadline	<b>Winter semester: 15 May</b> <b>Spring semester: 15 October</b>
Application deadline	<b>Winter semester: 1 June</b> <b>Spring semester: 1 November</b>
Semester dates	<b>Winter Semester (WS):</b> September – February <b>Spring Semester (SS):</b> February – July The academic calendar can be found <a href="#">here</a> .
Welcome Day	At the start of each semester we organise a <a href="#">Welcome Day</a> for all new international students. On this day students get their first real taste of Dutch culture and receive information about important practical matters. Accepted students will receive an invitation by email. The Welcome day is not mandatory, but is highly recommended. For students with a non-European nationality we also organise a <a href="#">Pre-Welcome Day</a> .
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. Partner institutions are advised to use the requirements for fee-paying Bachelor students as a guideline: TOEFL 550 or IELTS 6.0.
Possibility of attending courses from different departments	Students can only apply for an exchange programme of the <i>Schools</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> due to time table constraints.
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 <a href="#">website</a> . If you have any questions about housing or are experiencing problems, please contact our <b>Housing Manager</b> at <a href="mailto:housing@org.hanze.nl">housing@org.hanze.nl</a>
Average cost of living	More information can be found on <a href="#">this page</a>
Language Course for Erasmus Students	Students have the possibility to follow a Dutch language course at the <a href="#">Hanze Language Centre</a> . Available places are limited and costs vary. EILC is not available.
Pick up service	We offer an airport pick up service (Schiphol or Eelde) without extra charge. See the details <a href="#">here</a> .
Dutch grading system	More information can be found on our <a href="#">website</a> .
Credit system	See more details at <a href="#">this link</a> .

## PROGRAMME RELATED INFORMATION

Programme specific questions (**transcript of records, course information, learning agreements**) will be forwarded to the departmental coordinator of the *School*. They will get back to you a.s.a.p.