# FACT SHEET – INCOMING EXCHANGE STUDENTS
## Spring Semester 2018-2019

### KEY DATA OF THE INSTITUTION

<table>
<thead>
<tr>
<th>Website</th>
<th><a href="http://www.hanzegroningen.eu">www.hanzegroningen.eu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus code</td>
<td>NL GRONING03</td>
</tr>
</tbody>
</table>
| 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)

<table>
<thead>
<tr>
<th>Name of the Office</th>
<th>International Service Desk/ISD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address</td>
<td>PO Box 30030, 9700 RM, Groningen, The Netherlands</td>
</tr>
<tr>
<td>Visiting address</td>
<td>Zernikeplein 7, International Office, T009A, 9747 AS, Groningen, The Netherlands</td>
</tr>
<tr>
<td>General telephone number</td>
<td>+31 (0)50 595 7800</td>
</tr>
<tr>
<td>Website ISD</td>
<td><a href="http://www.hanze.nl/isd">www.hanze.nl/isd</a></td>
</tr>
</tbody>
</table>

### CONTACT PERSONS ISD – INCOMING STUDENTS

| - 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 |
| - 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 |
| - 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 |
| - 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](http://www.hanze.nl/immigration)

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online nomination</strong></td>
<td>Partner Universities will have to fill out the online nomination form. Students can only be nominated with a Hanze School as stated in our Agreement.</td>
</tr>
</tbody>
</table>
| **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](http://www.hanze.nl/exchange)  
Students can only apply for an exchange programme with a Hanze School as stated in the Agreement.                                 |
| **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 Hanze School as stated in the institutional agreement.  
Most Schools offer fixed semester programmes (30 ECTS). Unfortunately, it is not possible to 'mix and match' courses from different Schools. |
| **Learning Agreements**               | Learning Agreements will be forwarded by ISD to the departmental coordinator of the School. The School 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](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.