

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

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, T0.05, 9747 AS, Groningen, The Netherlands
General telephone number	+31 (0)50 595 7800
Website ISD	www.hanze.nl/isd
Website Exchange	www.hanze.nl/exchange

CONTACT PERSONS ISD

- International Business School	Esther Heijnens Email: e.heijnens@pl.hanze.nl Phone: +31 (0)50 595 4948
- Institute of Engineering - School of Marketing Management	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
- Prince Claus Conservatoire - Institute for Life Science & Technology - School of Architecture and Built Environment - School of Education - School of Fine Art - School of Financial Economic Management - School of Healthcare - School of Nursing - School of Social Studies - School of Sport Studies	Jessica Gerdes Email: j.m.gerdes@pl.hanze.nl Phone: +31 (0)50 595 3783

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 non-European nationality . More details can be found on our website .	Corine Venema Email: c.d.venema@pl.hanze.nl 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 online nomination form . ISD will confirm the nomination by email.
Application Procedure	Students need to apply online and upload the required documents (see link).
Nomination period	Winter semester: 1 February - 15 May Spring semester: 1 February - 15 October
Application period	Winter semester: 1 February - 1 June Spring semester: 1 February - 1 November
Application deadline for students from Pakistan, Bangladesh and Nepal	Winter Semester: 1 April Spring Semester: 1 October
Semester dates	Winter Semester (WS): September – February Spring Semester (SS): 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 B1)
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> .
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. If you have any questions about housing or are experiencing problems, please contact our Housing Manager at 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 Dutch language course at the Hanze Language Centre . 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.
Dutch grading system	The Dutch grading system can be found on our website
European Credit Transfer System	The ECTS is explained on our website.

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.