

Information for Incoming Students for the Academic Year 2020 – 2021

Nomination deadlines:

1st (Fall) semester: 1 May

2nd (Spring) semester: 1 November

Application deadlines:

1st (Fall) semester: 23 May

2nd (Spring) semester: 23 November

Academic Calendar

The Academic Calendar will become available within a few weeks and can then be found [here](#). We would like to emphasize that we expect students to stay for a full semester and take the exams here at our university. We will not facilitate taking exams abroad at the home university. For more information about exams see below.

Nominations

To nominate your students, please complete our Nomination Sheet which can be found [here](#). We kindly ask you to fill out all parts of the nomination sheet per student. Please note that incomplete nomination sheets cannot be processed. We need every detail in order to proceed.

As soon as we have received all the necessary details, we will start the enrolment procedure and your student will receive his or her student number by email, together with specific information about what to do next.

Application procedures

Please note that Radboud University works with an online application system, called Osiris. All application documents must be uploaded in this system by the student (no hardcopies are required). After having been nominated, students will receive an email containing the login details and an invitation to fill out the application details online. After these have been submitted and checked by the Central International Office, the student will receive an invitation to upload his or her application documents. After all documents have been submitted and approved by the Central International Office, the student will receive a confirmation and we will check the Learning Agreement and inform the student whether he or she can be accepted as an exchange student at the Nijmegen School of Management. A confirmation of acceptance will be sent by e-mail.

English Proficiency

Participation in our English-taught courses requires a good command of English. We therefore require that, if English is not the native language, the standard of the spoken and written English is adequate.

A minimum of [B2 CEFR](#) is required for Bachelor students and [C1 CEFR](#) for Master students. Students have to be able to understand lectures, read textbooks, submit written assignments and actively participate in discussions and workgroups. Experience has shown that a number of students runs into problems because their level of English is below par. Such students often end up obstructing lectures and workgroups as they are unable to grasp the content and carry out the required tasks, and they usually also fail their exams as a result.

We would therefore like to ask you to make sure the students' level of English is sufficient before they sign up for a study abroad period at Radboud University.

Please check our [requirements](#) carefully.

Courses

- The course list for 2020-2021 will become available in May 2020. Until then you can check the [present course list](#) to get an idea of the courses we have to offer.
- All courses listed here are taught in English.
- Please make sure your students choose courses for the right semester. Please note that our semesters are subdivided into two quarters respectively, called blocks. The first semester consists of block 1 and block 2. The second semester consists of block 3 and block 4.
- Bachelor students are not allowed to take master courses.
- Our 2nd semester does unfortunately not offer many courses for master students because Radboud students will be working on their thesis and will not be taking a lot of courses.
- Exchange students need to have completed at least a full year of studies at their home university.
- Students nominated at the Nijmegen School of Management are not allowed to take more than two courses at another faculty per semester. Experience has taught us that taking more than two courses elsewhere leads to clashes in schedules and exams and may be the cause of not getting a grade for a course, which we want to avoid.
- If students need to change their courses after the original Learning Agreement has already been signed, students will have to submit a During the Mobility Form (Erasmus) or a Change Form (non-Erasmus) at least three weeks before the start of the block. Change Forms submitted at a later stage will not be approved anymore by the Examination Board.
- Course and Exam registration: **Bachelor** students are expected to register for the courses which were approved on their Learning Agreement, in Osiris. Upon registration for a certain course, they will also be registered for the corresponding exam. However, they will not be automatically registered for the resit exam. In case they need to do a resit, they have to register for it themselves. **Master** students can register for courses in Osiris themselves but the International Mobility Office will register them for exams and resits.
- Deadlines for course registration: the Nijmegen School of Management has very strict deadlines. Students can register in Osiris for a course up to 10 working days prior to the start date of the block in which the course takes place. If a student missed the registration deadline, he or she will no longer be able to register for the course and will not be admitted to the course.

Exams

All our exams have to be taken at Radboud University. Students are expected to stay until after the exams. We will not facilitate taking the exams at the home university.

However, under certain conditions, resit exams for block 2 which may take place after the official study abroad period has finished, can be taken at the home university (with a maximum of 2 resit exams per semester and only if the student participated in the 1st exam). Rules and regulations can be found [here](#). The registration deadline for exams is at least five working days prior to the exam or resit exam. Students will not be admitted to the exams if they did not register in time.

Bachelor students have to register for a resit in Osiris themselves. Master students need to inform the International Mobility Office if they have a resit and do so at least 10 working days in advance, so we can register them.

Factsheet

Our Factsheet 2020-2021 can be found [here](#).

Website

More information about studying at our university can be found on our [website](#).