

IBS Exchange Programme

Study Information

Autumn 2016

CONTENTS

CONTENTS.....	2
COMMUNICATION.....	5
DIDACTICAL APPROACH.....	6
IBS EXAMINATION RULES.....	7
STUDY AND EXAMINATION PERIODS.....	8
THE STUDY SEMESTER.....	9
CREDITS AND ASSESSMENT.....	11

Please read this Information Booklet carefully as it contains essential information to help students get acquainted with some of the rules in IBS and the Hanze University of Applied Sciences in Groningen. Keep it for reference during your stay at IBS.

CONTACT INFORMATION

Important contacts/ telephone numbers

Telephone number for the Hanze UAS reception: +31 (0)50 595 2000

Note: The Liaison Officer (supervisor) is assigned to every exchange student and is the first person to turn to in case of questions. To make an appointment with the supervisor, please contact the IBS Info Desk (contact details below).

NAME	FUNCTION	ROOM	EXTENSION
Ritva Laurila r.l.laurila@pl.hanze.nl	Head of Education Exchange students	I010	2331
Hennie Jager-Venema h.jager-venema@pl.hanze.nl	3 rd year educational support Exchange/Year Abroad/responsible for class registration, schedules, grade registration and grade lists.	I021	2330
Rosalind Gibson r.a.gibson@pl.hanze.nl	Study abroad coordinator Liaison Officer: China (only Hong Kong Polytech and Lingnan) Cyprus, Georgia, Hungary, Latvia, Poland, Thailand and Turkey	I004	2341
Paco Guzman f.j.guzman.munoz@pl.hanze.nl	Liaison Officer: Portugal and Spain (only Granada, Malaga and (Alfonso) Madrid)	I003	2553
Mariaelena Murphy m.j.murphy@pl.hanze.nl	Liaison Officer: Austria, Finland Norway and Sweden	I004	4430
Shu Fun Lee s.lee@pl.hanze.nl	Liaison Officer: China (except Hong Kong Polytech and Lingnan) and Taiwan	I007	2338
Emily Lewis e.lewis@pl.hanze.nl	Liaison Officer: Germany	I001a	2358
Mark Oenema m.j.oenema@pl.hanze.nl	Liaison Officer: Belgium, Ireland, Russia, Switzerland and United Kingdom	C001	2300
Sabrina Orgiu s.orgiu@pl.hanze.nl	Liaison Officer: Spain (only Bilbao and Complutense)	I003	4638
Lucy Rugers l.rugers@pl.hanze.nl	Liaison Officer: Canada, Denmark, France and Italy	I008	2364
Roy Rus r.rus@pl.hanze.nl	Liaison Officer: Australia, Croatia, India, Indonesia and Malaysia	C001	5356
Peter Michel p.e.j.michel@pl.hanze.nl	Liaison Officer: Japan and South Korea	C001	2371
Hanna van der Stok h.h.f.j.m.van.der.stok@pl.hanze.nl	Liaison Officer: USA	I004	2333
Hilde Stuurwold h.g.stuurwold@pl.hanze.nl	Liaison Officer: Dominican Republic and Dutch Antilles	I003	2345
Amrita Wiersma d.wiersma@pl.hanze.nl	Liaison Officer: Argentina, Chile, Costa Rica, Mexico, Peru, Spain (except Bilbao, Complutense, Granada, Madrid and Malaga)	I003	2361

MORE CONTACTS

Function	Name	Room Number	Ext. No
IBS Info Desk	ibs.infodesk.fe@org.hanze.nl	I001 (hallway)	2300
International Service Desk	Esther Heijns e.heijns@pl.hanze.nl	A004	4948
School Counsellor	School Counsellor Secretary studentendecanen@org.hanze.nl	Van Olst Toren F302	4028

IBS Info Desk: Run by students, for students! The Info Desk helps students with all kinds of practical questions relating to courses, teachers, programme changes, etc.

International Service Desk

The International Service Desk (ISD) helps foreign students with their school application & registration and other practical matters such as housing, insurance, visas, etc.

The ISD help desk has office hours from 10.00-14.00 hrs.

School Counsellor's Office

Student Counsellors are on-hand to inform, advise and support you on all sorts of matters you may encounter during the course of your studies or private life.

ADDRESS

Visiting address:

Hanze University Groningen
International Business School
Zernikeplein 7
9747 AS Groningen

Postal address:

Hanze University Groningen
International Business School
Postbus 70030
9704 AA Groningen

Phone number: (+31) 050 5952000 (Central Hanze reception Zernikeplein 7)
(+31) 050 5952300 (IBS info desk)

E-mail address: ibs.infodesk.fe@org.hanze.nl

*For additional general information about IBS, please visit our website:
www.hanzegroningen.eu/ibs*

*and
the International Service Desk at*

www.hanze.nl/eng/study-at-hanze/contact-and-info/

COMMUNICATION

IBS INFO DESK (RECEPTION)

When you enter the IBS building (the 'I' building), you will find the IBS Info Desk (reception). This centralised communication point is utilised by both students and staff. Incoming telephone calls and all IBS related questions are referred to this office. You can also make appointments with supervisors or lecturers here and ask about teacher availability.

The students working at the Info Desk all have a considerable and concise knowledge of IBS and the Dutch school system and of the Netherlands. In the case where an Info Desk staff member does not know an answer to a student's question, they will contact you at a later time with an answer or they will book an appointment with the appropriate staff member.

The opening hours are Monday to Friday from 08:00 to 17:00 hours.

HANZE (intranet hanze.nl)

General IBS information can be found on our Hanze intranet (hanze.nl), ranging from the year planning, exam and class schedules to general announcements. Hanze intranet can be accessed by going to the following webpage: www.hanze.nl

Access to the intranet is available when you begin your study programme. Your log in details will be sent to you by the ICT department.

IBS BLACKBOARD

All information about specific subjects at IBS (which will be available once you are registered for a particular subject) can be found on Blackboard.

HANZE MAIL

IBS provides each student with an email address: @st.hanze.nl. This address is the official email address IBS will use to communicate with you. Make sure you know how to access your email and get into the habit of regularly checking your IBS student email address. The International Student Office will provide you with information about your e-mail account upon arrival.

DIDACTICAL APPROACH

MINIMUM LANGUAGE REQUIREMENT

All courses, projects and exams at IBS are delivered in English. English proficiency is therefore required to be able to successfully complete our courses. The level of English should be equivalent to a 6.0 score on an “IELTS” test (International English Language Testing System) with no sub-scores below a 5.5.

RULES OF CONDUCT

In IBS, we have an international student and staff body with widely varying ideas and expectations of the educational system, the educational environment and behaviour and attitudes. This implies that values and norms can be very different. For this reason, we have developed our own set of norms and standards in IBS.

The basis for all norms and standards are the following:

- The language of communication in IBS is English. You may speak in any other language to your fellow countrymen, but courtesy requires that you switch back to English as soon as a non-native speaker of your mother tongue enters the room or the group.
- There is mutual respect amongst students and amongst students and staff. This implies that you never barge into rooms without knocking, interrupt discussions and so on.
- An agreement is an agreement. Sometimes it is impossible to stick to an agreement because of extenuating circumstances. The rule however, is that should you not be able to stick to the agreement you inform the relevant party at the earliest possible moment before the deadline and ask the relevant party for advice on how to solve the problem.
- Should you have the impression that someone else ‘stepped on your toes’, think twice. Either you could have put your toes where they do not belong, or someone else did not intend to do so. Please inform the other person that you feel hurt and try not to get angry. Sometimes cultural differences might explain what happened.

CLASS ATTENDANCE RULES

In the Netherlands, students are not required to attend all lectures, although attendance is noted. We suggest, however, that students take care when exercising their rights to attend. Only by regular attendance at lectures is it possible to become involved, keep up to date on the study material, and gain proper insight into the kind of questions that will appear on the examination papers. Regular attendance will save time in preparing for examinations.

IBS also has a policy of maximising practical work in class. If students do not turn up, it might be considered that the student did not participate in the practical work and they may not receive grades. The attendance rules are defined in the IBS Prospectus and course outlines.

Please note that classes are compulsory during the introduction week and often in the first week of class. In the first week you will be assigned to a group for your group projects. Some classes are compulsory for the entire period. Please check the Course Outlines carefully with regard to the class attendance rules.

IBS EXAMINATION RULES

REGISTRATION FOR WRITTEN EXAMS

Exchange students will be registered for exams. If you fail an exam and need to retake it, then you must register yourself for this re-sit. You must also inform the educational support staff (Hennie Jager-Venema, h.jager-venema@pl.hanze.nl) if you are taking a re-sit.

EXAM SCHEDULES/EXAM LOCATIONS

Check your exam schedule carefully for the exam location, time and date of your exam(s). **NOTE:** not all exams take place on campus. If you have any questions, please ask the staff at the Infodesk.

FREQUENCY OF ASSESSMENT

The nature and type of assessment varies according to each module (as defined in the Course Outlines). Many modules end with a written exam. However, group work, presentations, orals or case studies are all methods, which are also used to evaluate students. Students will be offered at least one chance to repair their assessment grades during the academic year.

STUDENT CONDUCT DURING EXAMS

A complete overview of the rules relating to "student conduct" during exams can be found on MijnHanze.nl in the Student Charter.

Below you can find a short overview of some of the basic rules:

- Students are required to be present five minutes before the start of the examination. Students arriving more than 15 minutes after the start of the examination are not allowed to participate.
- A valid identification card (Hanze student card) is required. If a student is unable to produce his/her student card, identification may also take place by means of the student's valid driving license or passport, a valid identity card, residence permit or annual public transport chip card (OV-chip card).
- Make sure that you know your student number if you have used another form of identification other than your student card.

- All forms of communication between students are prohibited during exams. Students are not
- If the examination specifies, "hand in exam", this means hand in the exam itself.

Students should be aware that for multiple-choice exams, it is not allowed to write the answers on the exam paper itself. Students are only allowed to circle their answer and use the answer sheet. Not sticking to these rules will lead to an Exam Board case.

- Students are not permitted to use their mobile telephone during any examination. Students should turn it off before entering the exam room and only turn it back on again after they have left. If their telephone is used or activated in any way (rings, beeps, vibrates or makes any noise whatsoever) they will be required to leave the exam; their work will be declared null and void and they will need to re-sit the examination at a later date.
- Your desk should be kept completely clear of all items except for what you need for the examination.

Other important (IBS specific) information:

- IBS kindly and urgently requests that students use the toilet BEFORE entering the exam room. No more than one student at a time may be outside the examination room and visits to the toilet are not permitted during the first 60 minutes and the last 30 minutes of the examination;
- If calculators are allowed during an IBS exam, students are only allowed to use one type of calculator: Casio fx-82MS or Casio fx-85MS (same calculator but the Casio fx-85MS has a solar cell to charge it). It is a widely available and reasonably priced calculator. No other calculators are allowed.
- Exams are not permitted outside the Exam Board designated times or locations. Students cannot

approach IBS staff requesting permission to complete an exam at another time or location or to receive an alternative type of assessment. This includes students who were not allowed into the exam location (were late for the exam, had insufficient identification), were removed from the exam location or failed the exam. To ensure consistency and fairness to all students, the official IBS policy is that no alternative assessment outside the Exam Board designated assessments (see Assessment Schemes) are permitted.

THE USE OF AIDS DURING WRITTEN EXAMS

Aids such as calculators, graph paper, etc., may be used in a number of examinations. Dictionaries are NOT permitted. Only those aids listed on the examination paper are permitted and they may not contain any notes, unless this is specifically mentioned as permitted on the examination paper.

The Course Outlines specify the aids that are permitted in the examination of each module. The use of dictionaries in examinations is **not** permitted.

PLAGIARISM

In IBS, you often have to complete assignments such as reports. Avoid **plagiarism**, which includes using somebody else's exact *words* (without quotation marks) as if they are your own, **or** using the *ideas* of someone else without proper acknowledgement (for reference to the sources, see the separate section on Harvard referencing). **Plagiarism is a very serious offence**, and, however tempting it may be to literally reproduce or paraphrase the words or ideas of the sources you have consulted and present them as your own, it will always lead to a rejection of your report!

Therefore, **always** acknowledge the source of any words you quote in your references and **always** use quotation marks when quoting word for word. If the material quoted is more than three lines, use an indented format. Once again, you must *also* acknowledge your source, by endnote, when you paraphrase or summarise someone else's ideas. Be sure that you do not violate the rules. If you do, you can read about the consequences in the IBS prospectus, Rules and Regulations for Examinations, Article 13.

The prevention, detection and punishment of plagiarism are good practice in terms of learning, teaching and assessment. IBS has a legal and moral responsibility to ensure that plagiarism does not happen, or is dealt with appropriately if it does. Simply saying "students should not do it" is not good enough.

Definition of plagiarism?

It is difficult to give a simple, universally applicable definition. Different disciplines and institutions have varying traditions and conventions: for instance what might be considered 'common knowledge' and thus not need referencing by an expert in a subject is different from that same knowledge when cited by a novice first-year student. However, a widely shared understanding is that plagiarism occurs when someone tries to pass off someone else's work, thoughts or ideas as their own, whether deliberately or not, **without appropriate acknowledgement**.

It is important to recognize that plagiarism does not just apply to written work - whether essays, reports, dissertations or laboratory results - but can also apply to plans, projects, designs, music, presentations or other work presented for assessment.

Plagiarism is seen as being particularly harmful because it undermines the whole basis of scholarly academic values, and undermines academic standards and the credibility of awards. Whilst plagiarism is not new, the ready availability of material on the internet and the explosion of information in some areas have raised concerns that students are making extensive use of 'copy and paste' functions available to them. A final issue is that, with the growing diversity of students in higher education - whether by age, educational background or national origin (including international students on exchange programmes) - they may have different understandings of what plagiarism is, and not understand what conventions apply and why.

Plagiarism procedure

As a rule, **all** written assignments, reports, etc. leading to a grade or a pass/fail for an Osiris code, must be submitted both on paper (in hardcopy) and through Ephorus (a computer application that checks documents for similarities with other sources). To submit the assignment, report, etc. through Ephorus, students need to access Ephorus via the Blackboard course of the specific module. If a teacher suspects plagiarism, he will deal with it: it is cheating! He will inform the Exam Board who will then, after providing the student with an opportunity to be heard, determine if plagiarism was indeed committed and if so, determine the appropriate sanction.

STUDY AND EXAMINATION PERIODS

We would like to stress that the attendance during the **Introduction Week** is **compulsory** for Exchange Students as it is of major importance for successful participation in IBS during the coming semester.

Below are the tables containing the schedule of the IBS study and examination periods for the **Autumn 2016 / Spring 2017** semesters. During the introduction period you will receive a detailed Year Plan. In that plan all the important dates such as deadlines and activities are announced. The plan will inevitably have changes and additions, so an up to date version or changes of the year plan will be announced on Hanze.nl.

AUTUMN SEMESTER 2016 / SPRING SEMESTER 2017

Compulsory Introductory period	5 Sept – 9 Sept 2016
Period 1	12 Sept – 4 Nov
Period 1 Exams	7 Nov – 18 Nov
Period 2	21 Nov – 20 Jan
Period 2 Exams	23 Jan – 3 Feb
Compulsory Introductory period	6 Feb – 10 Feb 2017
Period 3	13 Feb – 7 April
Period 3 Exams	10 April – 21 April
Period 4	1 May – 16 June
Period 4 Exams	26 June – 7 July

HOLIDAYS Autumn Semester 2016/ Spring Semester 2017		
	From	To
Autumn Break	17 Oct	21 Oct
Christmas Break	23 Dec	6 Jan
Spring Break	20 Feb	24 Feb
Good Friday		14 April
Easter Monday		17 April
April Break	24 April	28 April
Liberation Day		
Ascension Day Holidays	25 May	26 May
Whitsun	5 June	
Summer Holiday	14 July	

THE STUDY SEMESTER

Exchange programmes

The International Business School (IBS) is delighted to welcome exchange students every semester. We currently have over 200 exchange students from all over the world. This means our exchange students play a very important and influential role in the IBS classrooms and student community! Our exchange students' study alongside our IBMS bachelor's students in the 2nd, 3rd and 4th year curricula. IBS offers a range of exchange programme packages to meet the different criteria and learning outcomes of exchange students. The IBS exchange programme packages focus on academic level, practical experience and the year of study, as well as subject requirements and preferences. It is important you make right choice of exchange programme!

The IBS **Minors**, **Business Blocks** and **Combination Packages** are fixed programmes and are guaranteed to run. They are fully integrated within the IBMS bachelor's programme and follow a dedicated curriculum path. Individual packages cannot be guaranteed. IBS advises exchanges students, where possible, to select a fixed programme.

Please refer to the Course Outlines for more detailed information about subjects, course components and codes.

Colour code explanation:

Blue indicates the courses that are offered in our year four program. These courses are at an advanced level and students must have previous knowledge in the subject area. The courses are suitable for students who are entering their final year of study at their home institution.

Purple indicates the courses that are offered in our year three program. These courses are at an intermediate level. The courses are suitable for students in second or third year of their study at their home institution.

Black indicates the courses that are offered in our year two program. These courses are at an intermediate level (slightly lower level than year three). The courses are suitable for students at the end of year one or year two at their home institution.)

IBS Minors (full semester - 20 weeks)

- Minor International Finance & Accounting (year 4 level, 30 ECTS)
- Minor International Finance & Accounting, Energy variant (year 4 level, 30 ECTS)
- Minor International Marketing (year 4 level, 30 ECTS)
- Minor International Management (year 4 level, 30 ECTS)
- Minor International Strategy and Business Development (year 4 level, 30 ECTS)
- Minor European Business (year 3 level, 30 ECTS)
- Minor The Transition Professional in Action (year 3 level, 30 ECTS)

Why choose an IBS Minor?

- ✓ *Successful completion of these programmes means you are awarded a recognised/accredited minor.*
- ✓ *Gain expertise! Focus on a dedicated specialisation for an entire semester.*
- ✓ *Fixed bachelor's programme of 30 ECTS.*
- ✓ *IBS Minors are ideal for students in their final years of study (years 3 and 4).*

'Business Blocks' (half semester - 10 weeks)

Business Blocks 1 programmes

- Block 1 International Finance & Accounting (year 4 level, 15 ECTS)
- Block 1 International Finance & Accounting, Energy Variant (year 4 level, 15 ECTS)
- Block 1 International Marketing (year 4 level, 15 ECTS)
- Block 1 International Management (year 4 level, 15 ECTS)
- Block 1 International Strategy and Business Development (year 4 level, 15 ECTS)
- Block 1 European Business (year 3 level, 15 ECTS)
- Block 1 Business and Society Package (16 ECTS, year 2)
- Block 1 Marketing and Logistics Package (year 2 level, 15 ECTS)
- Block 1 International Finance Intermediate Level Package (year 2 level, 15 ECTS)

Business Blocks 2 programmes

- Block 2 International Finance & Accounting (year 4 level, 15 ECTS)
- Block 2 International Marketing (year 4 level, 15 ECTS)
- Block 2 International Management (year 4 level, 15 ECTS)
- Block 2 International Strategy and Business Development (year 4 level, 15 ECTS)
- Block 2 European Business (year 3 level, 15 ECTS)
- Block 2 Business and Society Package (year 2 level, 16 ECTS)
- Block 2 Marketing and Logistics Package (year 2 level, 15 ECTS)
- Block 2 International Finance Intermediate Level Package (year 2 level, 15 ECTS)

Why choose a 'Business Block' programme?

- ✓ Fixed programmes of 15 ECTS.
- ✓ Enhance your knowledge of two specialisations! Combine two blocks for a full semester (30 ECTS). E.g. Block 1 International Marketing and Block 2 International Strategy and Business Development.
- ✓ IBS 'Business Blocks' 1 and 2 are ideal for students in their final years of study (years 3 and 4).

'Combination Package' programmes – block 1

- International Management Package A (year 4 level, 10 ECTS)
- International Strategy and Business Development Package A (year 4 level, 13 ECTS)
- European Business Package A (year 3 level, 13 ECTS)
- European Business Package B (year 3 level, 12 ECTS)
- Organisation & People Package (year 2 level, 12 ECTS)

'Combination Package' programmes – block 2

- International Management Package B (year 4 level, 10 ECTS)
- International Strategy and Business Development Package B (year 4 level, 13 ECTS)
- European Business Package C (year 3 level, 13 ECTS)
- European Business Package D (year 3 level, 12 ECTS)
- Organisation & People Package (year 2 level, 12 ECTS)

Why Choose a 'Combination Package' programme?

- ✓ If you need fewer than 15 ECTS in a block (or fewer than 30 ECTS in a semester).
- ✓ Certain packages are suitable for year 2 level.

Link to fill in online study plan form:

https://fd7.formdesk.com/hanzehogeschoolgroningen/Study_plan_exchange_students

LECTURES AND CLASSES

Lectures are given Monday to Friday; lecture times are shown in the table below. During the course of a semester it may be necessary to change timetables and changes will be announced on Hanze.nl (Hanze intranet)

Lecture Times	
1	08:30 – 09:30
2	09:30 – 10:30
3	10:30 – 11:30
4	11:30 – 12:30
5	12:30 – 13:30
6	13:30 –14:30
7	14:30 – 15:30
8	15:30 – 16:30
9	16:30 – 17:30
10	17:30 – 18:30
11	17:30 – 18:30

CREDITS AND ASSESSMENT

DUTCH CREDIT AND GRADING SYSTEM

The study load is expressed in terms of credits: one EC represents 28 hours of work, including contact hours in classes and tutorials, hours spent preparing assignments, independent study and study related activities. Credits are awarded only when all required examinations and/or assignments have been successfully completed. Grading system:

<i>Grade</i>	<i>English term</i>	<i>pass/fail</i>
10	excellent	pass
9	very good	pass
8	good	pass
7	amply sufficient	pass
6	sufficient	pass
5	almost sufficient	fail
4	insufficient	fail
3	low	fail
2	bad	fail
1	very bad	fail

GRADE CALCULATION

On the scale of 1 to 10, a grade of 5.5 or more represents a 'sufficient' grade.

The final grade for a *module* is the weighted average of the individual grades for the assessment components of the module. Students are required to take part at least once in all the assessment components of the module (written exams, oral exams, presentations and/or assignments), in order to be eligible for a final grade for that module. If an exam is taken more than once, the highest grade is the one that counts.

Grades are truncated to one decimal place. In order to permit some compensation, the rules have been defined so that, within limits, it is not necessary to pass all assessment components in order to pass a module.

TRANSCRIPTS

The exchange students define and agree a study programme at the start of their period in IBS and on completion of their studies they receive a transcript. Grades shown on the transcript are either given on a scale of 1 to 10, or for certain subjects as a "Pass" or "Fail". A grade of 5.5 or more represents a sufficient grade.

The transcripts will be sent to the home university after completion of the semester(s) abroad. A transcript is only issued once. If you need or intend to return to take a re-sit exam, a study progress overview will be issued and sent to you after the re-sit exams. Once you have passed a re-sit exam, and need to obtain a new study progress overview, you need to notify educational support (Hennie Jager-Venema, h.jager-venema@pl.hanze.nl)