

**Research Master in Economics & Business
University of Groningen (UG)**

Version: 14-06-2023

Purpose: This memo outlines the steps that students in the Research Master Multidisciplinary Economics (Utrecht University (UU)) need to take in order to apply to (a) course(s) in the Research Master in Economics & Business (University of Groningen (UG)).

1. Register on Studielink.nl for the Research Master in Economics & Business at the UG. Usually you will only be able to enroll for the next academic year – register for the first available date available. Note: you do **NOT** need to submit an application on another system called OAS, to which you will be referred upon completing your Studielink registration.
2. Soon after your successful registration on Studielink.nl, you will receive an e-mail from the UG with your UG student number. This is a 7-digit numeric code.
3. If you enrolled BEFORE the start of the academic year in which you want to participate in a course at the University of Groningen, you can skip this step and move directly to step 4.
 - a. Send an e-mail to sia@rug.nl (cc a.minasyan@rug.nl) stating
 - b. that you are a student from the Utrecht School of Economics's Research Master
 - c. that you would like to enroll as "bijvak" student in the Research Master in Economics & Business at the UG
 - d. your UG student number,
 - e. your request that the UG change your enrolment date on Studielink.nl to the earliest possible date of the academic year in which you would like to take the course(s) at the UG.
4. Complete the form "Toelating tot bijvak Bachelor of Master" (https://www.rug.nl/education/documenten/admission/toelating_tot_bijvak_bachelor_of_master.pdf). Unfortunately, this form is only available in Dutch. An approximate translation is provided in the appendix (below). Be sure to fill in your UG student number and all other required fields!
5. Submit by e-mail to SOM Graduate School's Research Master coordinator (a.minasyan@rug.nl) the following documents:
 - a. the completed form (see #4 above) – please fill it in digitally
 - b. a copy of your passport/identity card
 - c. a copy of your high school diploma, a copy of your propaedeutic higher education diploma or a copy of your higher education Bachelor's diploma

6. Ask the UU administration to send an email to sia@rug.nl with the “verklaring betaald collegegeld” (proof of tuition fee payment).¹ Alternatively, you can also submit an original “verklaring betaald collegegeld” (proof of tuition fee payment) by post to RUG, Student Information & Administration, P.O. Box 72, 9700 AB Groningen. You need to ask the UU for assistance in providing this form. They may also be willing to post it directly to the UG, otherwise kindly do this yourself.
7. Once all documents are received, your enrolment in Studielink will be modified and you will be enrolled as student for the course(s) that have been approved. You will be able to access <http://studentportal.rug.nl> with your UG login credentials, where you can find online course materials such as slides on “Nestor”, transcripts on “ProgressWWW” and the schedule generator. You can also check the schedule without logging in on <http://rooster.rug.nl>. Please note that all announcements made by the UG will be sent to your UG student e-mail account!
7. The following table provides detailed information about the available courses and additional requirements. Distance learning “No” means that live-streaming of lectures online is not available and physical attendance in Groningen is expected.

Period	Course	Course information & schedule	Distance learning?
1b	Managing Innovation	https://www.rug.nl/ocasys/rug/vak/show?code=EBM182A05	No
1b	Monetary Theory	https://www.rug.nl/ocasys/rug/vak/show?code=EBM129A05	Yes
2a	Applied Macroeconometrics	https://www.rug.nl/ocasys/rug/vak/show?code=EBM109A05	Yes
2a	International Trade	https://www.rug.nl/ocasys/rug/vak/show?code=EBM180A05	Yes
1a-2b	Other Research Master courses ²	https://www.rug.nl/ocasys/rug/vak/showpos?opleiding=2042	No

¹ A proof of payment can only be processed if it comes directly from UU, this email should not be sent by the student.

² Only in very rare circumstances will SOM Graduate School consider applications to other Research Master courses. These applications must include a convincing motivation letter, transcript, and evidence that all prerequisites are fulfilled. The motivation letter must address the anticipated added-value of the course in light of the student's research experience/ambitions. The student must also present convincing arguments/evidence that s/he will be able to participate in *all* the course's scheduled, mandatory teaching activities in Groningen. Note: distance-learning will in principle not be facilitated and attendance of all sessions is mandatory.

Appendix: Translation “Toelating tot bijvak Bachelor of Master”

Studentnummer RUG (indiend bekend)

Student number RUG (if known)

Studiejaar

Academic year

Achternaam en voorletters (voor gehuwden geldt alleen eigen geslachtsnaam)

Last name and initials (if married, only use maiden name)

Street en huisnummer

Street and house number

Postcode en woonplaats

ZIP code and city

Telefoonnummer

Telephone number

E-mail adres

E-mail address

Geslacht Man Vrouw

Gender Male Female

Geboortedatum

Date of birth

Geboorteplaats

Place of birth

Geboorteland (indien buitenland)

Country of birth (if abroad)

Verzoekt toelating als bijvakstudent voor de opleiding Bachelor / Master

Requests admission as “bijvakstudent” for the programme Bachelor / Master

En wil ingeschreven worden per Dag / Maand / Jaar en heeft zich aangemeld in Studielink

And wants to be enrolled as of DD/MM/YYYY and has enrolled on Studielink

(indien datum na 1 september ... instroommomenten)

(if registration happens after September 1, the Board of Admissions will modify the enrollment date accordingly)

Ondergetekende wil graag de volgende vakken volgen:

Undersigned wants to enrol for the following courses:

Vakcode
Course code

Vaknaam
Course name

Verplichte bijlagen (3 items)
Mandatory attachments (3 items – see #5 and #6 above)

Handtekening student
Student's signature

(Please do not write anything below the line on which you put your signature)