

Guide to Selecting Classes at Radboud University

1. Look at the Radboud University Faculty of Arts list of classes at:

<https://www.ru.nl/prospectus/arts/exchange/courses-exchange-students/>

Each academic department within the Faculty of Arts will have separate course lists for Bachelors and Masters level courses for each semester.

The University of Kansas – Radboud University exchange is with the Radboud University Faculty of Arts only. The term “Faculty” at Radboud is the equivalent of what we would call a School or College of academic departments at KU. Students coming to RU from KU **must take at least two of their courses per term in the Faculty of Arts**, so you should begin your course search there first.

The Faculty of Arts offers courses in Art History, Business Communication, Classical Languages and Culture, Cultural Studies, Dutch Language and Culture, History, Foreign Languages, Literature and Creative Writing, Linguistics and Theatre. It also houses the Department of English and American Studies, which is a very popular department for KU students.

Terms/Semesters at Radboud

In some Radboud faculties (like the Faculty of the Arts), a semester is divided into two periods. Period 1 & 2 are in the 1st semester (fall) and Period 3 & 4 are in the 2nd semester (spring).

If the term you are planning to study abroad during is not listed, you should look at the corresponding term (spring or fall) of the year prior to see a list of courses LIKELY to be offered in the upcoming term you are interested in.

Courses outside the Faculty of Arts:

Beyond the minimum requirement of two Faculty of Arts courses per semester, KU students can take courses outside the Faculty of the Arts. Listed below are the more popular Faculties for KU students you may want to look in for additional courses. Search for courses outside the Faculty of Arts following the same steps listed above using this link:

<https://www.ru.nl/english/education/exchange-phd-other/exchange-students/overview-exchange/>

- The Faculty of Social Studies offers courses in Anthropology and Development Studies, Artificial Intelligence, Communication Science, Gender Studies, Psychology and Sociology.
- The Faculty of Science offers courses (*for majors in these fields only*) in Biology, Computer Science, Mathematics, Physics and Astrophysics, and Molecular Sciences.
- The Nijmegen School of Management offers courses in Business Administration, Economics, Political Science, Human Geography, Spatial Planning, Social and Political Science of the Environment, and Public Administration.
- The Faculty of Philosophy, Theology and Religious Studies offers some inter-disciplinary courses as part of the three subjects in the Faculty.

At the top of each course listing, you will find an explanation of the codes in the table. Most undergraduates should plan to search for courses offered at the Bachelor's (levels 1-4) and lower-level Master's level.

Click on the hyperlinked course title in the list for a more detailed description of the course. You will need this detailed description to take to the relevant KU academic department at KU for approval.

Radboud uses the **European Credit Transfer System (ECTS)** to calculate credit amount. Courses are assigned a number of credits depending on the workload students need in order to achieve the expected learning outcomes. The credit weight is 1/30 of the average student workload during one term, and 60 credits represent the workload required for one year's full-time study, or 30 credits per term.

Number of classes a typical student takes per term: 4 - 5

Number of hours per week typical student spends in class: 12 - 18

Number of weeks per term: 12-13

Here is how ECTS credits convert to KU credits:

<u>ECTS</u>	<u>KU</u>	<u>ECTS</u>	<u>KU</u>
2	1	6	3
3	2	10	5
4	2	12	6
5	3	15	8

**Many European countries do not base their academic systems on the same contact-hour principle that the US standard does, and faculty should review the content of a course and attempt to judge from content plus the scale above to most accurately reflect the KU credit equivalent.*

You may find that the relevant KU department will need to approve the one Radboud course as one three-credit KU class with an additional 1-2 credit class OR combine two Radboud courses together to equal one 3 credit KU class.

2. Learn about Radboud course equivalencies at:

<http://studyabroad.ku.edu/course-equivalencies>

Type "Radboud" in the search box to get a complete list of courses at Radboud University that are currently pre-approved for KU credit and courses that were approved for KU students in the past. Clicking on the "Download to Excel" button after executing your search will provide additional details on the courses, such as which semester the course has been offered in the past.

Bear in mind that this list has "possible equivalency" and "approved equivalency" courses listed. "Possible equivalency" does not grant automatic approval for you. You will need to get this type of Radboud course approved for yourself, just as you will for Radboud courses that do not appear in the course database. Modules are only offered once each academic year, so be sure to check the Radboud module catalog on-line (Step 1 of this document) to make sure a module you like on the list is available during the semester you are studying abroad. The course database is NOT A COMPLETE LIST of what you could take at Radboud. It is only a list of what KU students have gotten approved in the past.

If a module you found in the course database is not on the Radboud module catalog website, that module is either not being offered now, or is unavailable to study abroad students.

3. Bring course descriptions and/or syllabi for the Radboud courses you are interested in taking to the relevant KU faculty study abroad advisor. A list of these advisors can be found at:

<http://www.studyabroad.ku.edu/?go=FacultyDeptAdvisorList>

Some advisors may require that you schedule an appointment. Some may need a few days to review your materials. Please start making arrangements to get courses approved as soon as you can, as the process can take some time. Be sure to bring along a copy of your KU Degree Progress Report to assist the advisor. Be familiar with your degree's requirements. The more prepared you are for meeting with an advisor, the easier it will be for the advisor to assist you.

The form that needs to be completed by the advisor is called the Academic Plan and Approval Form (*available for download in the Materials Submission section of your Radboud program application at www.studyabroad.ku.edu*).

It is always a good idea to get two or three alternate classes approved. Radboud's semester timetables are not finalized until just before the start of a semester, and they are updated continuously before the term begins, so you may encounter timetable changes when you finally get to register/enroll a month or so prior to departure. Having some alternate classes already approved will make your Radboud course registration process much less stressful for you.