Study Abroad

on exchange in 2021/2022

Monique Hanrath
Exchange Coordinator
Agenda

Choosing your destination - Monique Hanrath
Exchange and your study programme - Marloes Lammerts
Application procedure - Monique Hanrath
What is an exchange?

Studying for the duration of a semester or academic year at a foreign university that has an exchange agreement with UU.

- Courses can be integrated into your UU study programme
- No tuition fee at the foreign university
- Support from the International Office UU and host university
What are the conditions of an exchange?

- Remain registered with Utrecht University as a full-time student
- Pay tuition fee only at Utrecht University
- Prior to your exchange: bachelor students must have completed min. 60 EC
- Full time study (30 EC per semester) at host university
- Possibly additional conditions host university (language requirement, GPA)
What about COVID-19?
ARRANGING YOUR STUDY ABROAD IN FIVE STEPS

STEP 1. ORIENTATION
now to ± mid November

STEP 2. APPLICATION AT UU
± Mid November
1st deadline 1 December
Extra deadlines: 1 March and 15 June

STEP 3. HOST UNIVERSITY APPLICATION

STEP 4. PRE-DEPARTURE ARRANGEMENTS
After some time...

STEP 5. TRAVEL TO HOST UNIVERSITY
± end of January

Congrats!
Go to next round

I'm IN!
One day a mysterious mail appears...

Utrecht University
Where may / will you go?
Humanities Students

Universitywide Partners

Faculty Partners
Humanities

- Broad agreements
- Programme-specific agreements

Extra:
Do you study Philosophy, Politics and Economics (PPE)
with a major at the:
- School of Economics (U.S.E)
- School of Governance (USGO)

and do you want to take courses in your specific field of study during the exchange?

Partners of the Department in question
Step 1: Orientation
Where do you start?

Study programme website
(general information, Contact Person Study Abroad, FAQ)

Exchange destinations website
Step 1: Orientation
How to choose your destination?

1. Academic Requirements (UU and host university)
   - Integrate courses in your study programme at UU (Studyplan)
   - Subject area
   - Course offer
   - Entry requirements courses
   - Level (Ba/Ma)

2. Language requirement

3. Location

4. Accommodation

5. Type and size of the institution

6. (Living) costs
**Step 1: Orientation**

**Financial plan**

<table>
<thead>
<tr>
<th>Income</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus grant (within Europe)</td>
<td>Flight ticket</td>
</tr>
<tr>
<td>Public Transport (OV) compensation (€ 98 p.m.)</td>
<td>Rent</td>
</tr>
<tr>
<td>Personal savings</td>
<td>Insurance</td>
</tr>
<tr>
<td>DUO loan</td>
<td>Visa costs</td>
</tr>
<tr>
<td>Other scholarships</td>
<td>Living costs</td>
</tr>
<tr>
<td>Sublet your room</td>
<td>Study materials</td>
</tr>
<tr>
<td>Travel Green Grant</td>
<td>Leisure activities</td>
</tr>
</tbody>
</table>
Step 1: Orientation
What can you do?

- Read the Newsletter
- Check the website
- Q&A sessions by region
- Contact the Contact Person Study Abroad and/or the IO
- @internationalofficegwuu
Internship Nederlands als Vreemde Taal (NVT)

What: Combine studying and an internship at one of the host universities:
10-15 EC internship + 15-20 EC following courses

Where: Budapest (ELTE), Londen (UCL), Madrid (EOI), Münster, Napels,
Sheffield, Stockholm, Strasbourg

Coordination and selection: Emmeline Besamusca (E.N.Besamusca@uu.nl)

Application deadline: 1 november
How to integrate your exchange in your study programme?

Marloes Lammerts

Study Advisor
How do you integrate the courses in your study programme?

➢ As part of the elective component in your BA programme.
   You have two options:
   ➢ As part of the electives which you can choose freely
   ➢ Or as a ‘course package’, a compulsory part of the elective component
What to take into account when choosing your courses?

Do I have enough credits in my study programme at a certain level:

➢ 45 EC at level 3 within the major
➢ Minimum of 15 EC at level 2 within the electives

Advice: include two level 2 courses as part of your electives at UU

➢ Reason: the Board of Examiners may assess courses completed abroad at a different (and even lower) level
What to take into account when choosing your courses?

➢ Choice of courses are preliminary and might change
➢ What is the added value for you? What will you follow abroad that you cannot follow in Utrecht?
➢ Have you completed less than 30 EC abroad?
  - Balance this out with courses in Utrecht
  - Find out if there are consequences for your Erasmus grant

!! The Board of Examiners approve the courses you are following abroad. Put in a request with the Board as soon as you know what your definite courses are (enrollment at host institution for courses is completed)
When will you go?

➢ Is your study progress sufficient: minimum of 60 EC achieved?
➢ Year 3 is the most logical option

On exchange before or after your graduation?

➢ Before graduation:
  Will it delay your study progress (e.g. overlapping semesters)?
➢ After graduation:
  Apply for postponement of graduation
Conversion of your grades

- Grades you obtain abroad are converted to Pass/Fail
- Your results do not count towards your final average grade
- You can find your results on your diploma and on the transcript of records (ToR) of your host university
Contact Person Study Abroad
Role: Signs the study plan and pays attention to:
  • Study progress
  • Relevance of courses
  • Motivation
When: Before the application deadline of the International Office UU and HUM
Who: Teacher or Study Advisor. You can find out who this is on the studentsite website of your study programme.

Study Advisor
Role: Helps you with the planning of your studies, not only for your exchange but for your entire study programme.
Questions?
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After some time...

Mr. Mail
Inbox (1)

CONGRATS!
GO TO NEXT ROUND
Step 2: Application at UU
How do I apply?

1. List a top 3 of universities
   Minimum of 2 destinations is required
2. Collect the required documents
   • In English
   • Based on your 1st choice
3. Apply via Osiris student ‘Stay Abroad’ section before the deadline

1st deadline 1st and 2nd semester 2020-2021:

1 December 2020
Step 2: Application at UU

Deadlines

- **December 1, 2020**: applications for semester 1, semester 2 or a full year.
- **March 1, 2021**: applications for semester 1, semester 2 or a full year.
- **June 15, 2021**: applications for semester 2.
- **Please note**: Popular destinations may be full after the first deadline on December 1.
Step 2: Application at UU
Which documents?

1. **Studyplan** (format), including signature
   Contact Person Study Abroad
2. **Motivation letter** in English

→ Based on your 1st choice
Indicate how you intend to implement the exchange into your study programmed in Utrecht. Make sure that you include all UU-courses that you are currently enrolled in or are still planning to enroll in; include all required courses as well as optional courses (e.g. vrije keuzerruimte).

<table>
<thead>
<tr>
<th>Year</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
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<tbody>
<tr>
<td>2019-2020</td>
<td>list the courses you are enrolled in during this period at UU</td>
<td>list the courses you are enrolled in during this period at UU</td>
<td>list the courses you are planning to take during this period at UU</td>
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<td>2020-2021</td>
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<td>2021-2022</td>
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If you need more space to include all the courses you need to complete your studies (including those after your return), please continue the list.

Courses during your exchange
List the courses you plan on enrolling in during your exchange.

Name host university 1st choice: <name host university>
Courses during your exchange
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<table>
<thead>
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<th>Name host university 1st choice:</th>
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<table>
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<tr>
<th>Course code</th>
<th>Course Title</th>
<th>Course level (BA or MA)</th>
<th>Number of ECTS credits</th>
<th>Language of instruction</th>
<th>Weblink to course description</th>
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Initial approval* Study Plan: check your faculty's information on how to get this approval.

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<th>Faculty/progr.</th>
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<tr>
<th>Name &amp; job title</th>
<th>Signature</th>
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Remarks

* Please note that for the courses abroad to be accepted as credits towards your degree in Utrecht, they must be approved by the Board of Examiners of your study programme at a later stage.
1. Which period do you prefer to study abroad?
   - Semester 1 (Sept - Jan)
   - Semester 2 (Feb - Aug)
   - Full year (Sep - Aug)

2. At which level do you wish to take courses while abroad?
   - Bachelor
   - Master
   - Bachelor and Master

3. Please upload your study plan.
   - Attachments

4. Please upload your motivation letter.
   - Attachments

5. Does your top 3 contain destinations with a language of instruction other than English, Dutch or your native language?
   - Or is there a language requirement indicated at the requirements section at the UU destination website
   - Yes

6. Indicate your level of proficiency in the following languages
   - Spanish
   - French
   - Italian
   - German
   - Portuguese

7. If you are fluent in another language than the ones above and you feel the language is relevant to your exchange plans, please write down the language here.

8. What coursework have you taken, including courses in progress, in or related to this language? List name of course, brief description and grade received, if applicable

9. What other experiences have you had in this language? (e.g. living abroad, spoken at home, read journals/newspapers, etc.)
Step 2: Application at UU
Selection

- Selection based on your complete application (convenient studyplan, motivation, language level, grades)
- Selection by lot
- Selection by International Office – Utrecht University (not the host university)
- At the end of January you will be informed about the definite choice
- Not selected or too late: second selection round/remaining places
Support from the International Office Humanities

Orientation phase:
- Internationaloffice.hum@uu.nl for short questions
- Appointment with coordinator on request via TEAMS (November)
- Study abroad presentations and workshops

After selection:
- Predeparture meeting
- Nomination at host university
- Signing of and assistance with (Erasmus) application documents
Questions?

@internationalofficegwuu