Study Abroad

on exchange in 2021/2022

Monique Hanrath
Exchange Coordinator
Agenda

Choosing your destination - Monique Hanrath
Exchange and your study programme - Luuk Dijkstra
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

Start your application in time!
Deadline: 1 December

End of January

Congratulations!

Go to next round

now to ± mid November

**STEP 1.** ORIENTATION

**STEP 2.** APPLICATION AT UU

**STEP 3.** HOST UNIVERSITY APPLICATION

**STEP 4.** PRE-DEPARTURE ARRANGEMENTS

**STEP 5.** TRAVEL TO HOST UNIVERSITY

One day a mysterious mail appears...

Mr. Mail
Inbox (1)

I’m in!
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>Train or 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 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: a.o. 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 2021
Questions?
How to integrate your exchange in your study programme?

Luuk Dijkstra

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

➢ Reminder: your programme comprises a major and an optional course profile. Your optional course profile consists of electives and an optional course package (30 EC).

➢ Your exchange courses will be part of the optional course profile in your BA programme.

➢ You have two options:
  ➢ Filling up your electives by going on exchange
  ➢ Filling up your optional course package by going on exchange
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 or 3 within the optional course profile

Advice: include two level 2 (or 3) courses at UU as part of your optional course profile

➢ Reason: the Board of Examiners may assess courses completed abroad at a different (and even lower) level than indicated at your host university
➢ The level of your exchange courses will be assessed explicitly if you have not taken 2 UU courses on a level 2 or 3 (in that case, your exchange courses are needed in order to fulfill the ‘15 EC at level 2-3’ criterion)
What to take into account when choosing your courses?

➢ Choice of courses is 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 approves 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?
➢ You can go on exchange in year 3

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 studyplan 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 for Luuk?
ARRANGING YOUR STUDY ABROAD

IN FIVE STEPS

1. ORIENTATION
   - now to ± mid November

2. APPLICATION AT UU
   - Deadline: 1 December

3. HOST UNIVERSITY APPLICATION

4. PRE-DEPARTURE ARRANGEMENTS
   - End of January
   - One day a mysterious mail appears...

5. TRAVEL TO HOST UNIVERSITY
   - Congrats!
   - Go to next round

Utrecht University
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
   • Study plan
   • Motivation form
3. Apply via Osiris student ‘Stay Abroad’ section before the deadline

Deadline 1st and 2nd semester 2022-2023:

1 December 2021
Step 2: Application at UU
Which documents?

1. **Studyplan** (format), including signature
   Contact Person Study Abroad
2. **Motivation form** in English
Preliminary Study Plan
Humanities or Medicine faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Student number</th>
<th>UU study progr.</th>
<th>For period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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 keuzeruimte).

<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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</thead>
<tbody>
<tr>
<td>2019-2020 (current year)</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>
<td>list the courses you are planning to take during this period at UU</td>
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<tr>
<td>2020-2021</td>
<td>list the courses you are enrolled in during this period at UU or write EXCHANGE</td>
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<td>list the courses you are enrolled in during this period at UU or write EXCHANGE</td>
</tr>
<tr>
<td>2021-2022</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 enrolled in during this period at UU</td>
<td>list the courses you are enrolled in during this period at UU</td>
</tr>
</tbody>
</table>

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

**Name host university 1st choice:**  

<table>
<thead>
<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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<td>6.</td>
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</tbody>
</table>

Initial approval* Study Plan: check your faculty's information on how to get this approval.

<table>
<thead>
<tr>
<th>Faculty/progr.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; job title</td>
<td>Signature</td>
</tr>
</tbody>
</table>

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.
Keep in mind that this motivation form is an important factor in the selection process when there are more applicants than places. Make sure to complete all components before uploading it in your Osiris exchange application.

Pay attention to the following:
- Write in English.
- Adhere to the maximum number of words per answer, if indicated.
- If you contacted the International Office and/or the preferred host university for exemptions or special request, mention this in part 5.

1. PERSONAL DETAILS

First and last name
Student number
Study programme
In which year of study are you planning to go on exchange (e.g., 3rd year)?

2. GENERAL MOTIVATION FOR EXCHANGE

Write a general motivation in which you also elaborate on the following questions: Why do you want to go on exchange? What are your goals for the exchange? How would an exchange contribute to your (academic) development? (max. 300 words)
3. YOUR TOP 3 CHOICES OF UNIVERSITIES

Some general tips when choosing your top 3 of universities:
- The university's offered subject area must fit your academic background (e.g., study programme or completed courses).
- Make sure there are sufficient courses available that are suitable for your study programme.
- Check the language requirements and make sure you have sufficient knowledge in the language of instruction of your chosen courses.
- A third choice is optional but strongly advised.
- Increase your chances by choosing destinations in non-capital cities, smaller universities and less visited (touristic) countries.

Motivation form – Application for exchange Faculty of Humanities

FIRST CHOICE UNIVERSITY

Why do you want to go to this particular university? (max. 100 words)

Name the courses you wish to take, minimum of 30 EC. Please make sure that your courses correspond with your study plan (only applicable to your first choice).

Why do you want to take these courses? (max. 100 words)

Do you meet the language requirements for courses with a language of instruction other than Dutch/English? Indicate your language proficiency per course if applicable.
<table>
<thead>
<tr>
<th><strong>SECOND CHOICE UNIVERSITY</strong></th>
<th>&lt;name host university&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why do you want to go to this particular university? (max. 100 words)</td>
<td></td>
</tr>
<tr>
<td>Name all courses you wish to take, minimum of 30 EC.</td>
<td></td>
</tr>
<tr>
<td>Why do you want to take these courses? (max. 100 words)</td>
<td></td>
</tr>
<tr>
<td>Do you meet the language requirements for courses with a language of instruction other than Dutch/English? Indicate your language proficiency per course if applicable.</td>
<td></td>
</tr>
</tbody>
</table>
4. LANGUAGE PROFICIENCY PLAN (IF APPLICABLE)

If you are planning to take courses in other languages than English or Dutch and you do not yet meet the language requirement, please indicate below your (feasible) plan to obtain the required language level. Language requirements can be found on the UU destination websites per university.

Examples of a feasible plan:
Student A: I did a Spanish language course in Spain last summer and I achieved level A2. I have registered for Spanish 3 and Spanish 4 courses at UU in semester 2 of this year, so I will obtain level B2 before I go on exchange to Valencia in semester 1 of the next academic year.

Student B: I have no experience with Italian at the moment, but I am going to register for a language course at institute X and I can obtain a certificate of level B2 here. I will take lessons 4 times a week and also do 8 hours a week of homework. The course starts on January 1 and the exam takes place on July 1. This way I can go on an exchange in semester 1 with the right level.

Student C: I did my VWO final exam in French where I achieved level B1-B2. To make sure that I can follow the courses at my host university, I will refresh my French by taking a B2 course at institute X. Allowing me to go on an exchange with the right language proficiency in semester 2. This course takes place from September 1 to December 1.

Examples of an insufficient plan:
Student D: I have downloaded Duolingo on my phone and will watch the series 'Casa de Papel' and 'Elle' on Netflix to learn Spanish.

Student E: I'm going to do a language course.

<table>
<thead>
<tr>
<th>Which Language(s) does it concern:</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will you obtain the required level?</td>
</tr>
</tbody>
</table>
5. ADDITIONAL COMMENTS OR PRE-APPROVED EXEMPTIONS AND REQUESTS (OPTIONAL)
Step 2: Application at UU
Selection

- Selection by International Office – Utrecht University (not the host university)
- Difference between university-wide and faculty-wide destinations
Step 2: Application at UU
Selection

- Selection based on
  1. Right courses (within the study area open to exchange students)
  2. Right academic background
  3. Language proficiency requirements
  4. Grade requirements
  5. Second-year students before first-year students
  6. Motivation form

- In case of oversubscription, we will draw lots
Step 2: Application at UU
Selection

- 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, presumably via TEAMS (November)
- Study abroad presentations and workshops next week
- Newsletters until December 1st (unsubscribe? E-mail internationaloffice.hum@uu.nl)

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

Follow us on Instagram @internationalofficegwuu
De informatie in deze presentatie is met zorg samengesteld, maar er kunnen geen rechten ontleend worden aan de inhoud.