Study Abroad

on exchange in 2021/2022

Monique Hanrath
Exchange Coordinator
Choosing your destination and 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
- Full time study (30 EC per semester) at host university
- Possibly additional conditions host university (language requirement, GPA)
Begeleiding

- International Office(s) UU
- Studieadviseur en/of contactpersoon buitenland
- Erasmus Office UU
- Examencommissie
- International Office gastuniversiteit

Now – +/- Mid November

+ / - Mid November - Deadline: 1 December

End of January
Where may / will you go?
Humanities Students

Universitywide Partners

Faculty Partners
Humanities

Broad agreements
Programme-specific agreements
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 (€ 95 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></td>
<td>Leisure activities</td>
</tr>
</tbody>
</table>
Step 1: Orientation
What can you do?

- Read our Newsletter
- Workshop *Finances* (next week register on the formdesk)
- Workshop *How do I choose?* (next week register on the formdesk)
- Study abroad presentation by region by Student Services / university wide IO
- On the website: [https://students.uu.nl/en/academics/study-abroad/step-1-orientation/study-abroad-presentations](https://students.uu.nl/en/academics/study-abroad/step-1-orientation/study-abroad-presentations)
- Make an appointment with the Contact Person Study Abroad and/or the IO
- [Instagram](https://www.instagram.com/internationalofficegwu/)
Step 1: Orientation

Step 2: Application at UU

Step 3: Host University Application

Step 4: Pre-Departure Arrangements

Step 5: Travel to Host University

Now - +/- Mid November

+/- Mid November - Deadline: 1 December

End of January
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

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.
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
# Preliminary Study Plan

**University of Utrecht**

**Humanities or Medicine Faculty**

<table>
<thead>
<tr>
<th>Name</th>
<th>Student number</th>
<th>UG study GOBI</th>
<th>Year</th>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2021-2022</td>
<td>2021-2022</td>
<td>2022-2023</td>
<td>2022-2023</td>
</tr>
</tbody>
</table>

 Indicates how you intend to implement the exchange into your study programme 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. electives).

<table>
<thead>
<tr>
<th>Year</th>
<th>Period</th>
<th>Period 1</th>
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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 on a new section.

## Courses during your exchange

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Level (UU CRH)</th>
<th>Number of ECTS credits</th>
<th>Language of instruction</th>
<th>Eligibility to count for graduation</th>
</tr>
</thead>
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</table>

## Initial approval of study plan

Check your faculty's information on how to get this approval.

**Faculty name:**

**Date:**

**Name & Job title:**

**Signature:**

**Remarks:**

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*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.*
Step 2: Application at UU
Selection

- Selection based on your complete application (convenient study plan, 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

General:
- E-mail: internationaloffice.hum@uu.nl

Orientation phase:
- E-mail: internationaloffice.hum@uu.nl (short questions)
- Appointment with coordinator on request (as of the last week of October)
- Study abroad presentations and workshops

After selection:
- Predeparture meeting
- Nomination at host university
- Signing of and assistance with (Erasmus) application documents
Exchange without an agreement: Visiting student

- In light of COVID-19 visiting student for September 2021 onwards is not guaranteed. Keep this in mind if you consider this. So discuss this always first with the programme coordinator or the responsible person in your programme.
- You will have to deal with the host university on your own
- Be prepared to pay a fee and this maybe costly (UK, USA and others)

To do:
- Discuss this exchange with your Master programme coordinator or the responsible contactperson
- Check in a very early stage with the Examination committee if the courses will be accepted
- Check with the host university:
  - do not engage in financial commitments at an early stage: cancellation may happen.
  - Support: ie housing, insurance, visa, residence permit, course enrollment etc.
  - Costs involved: tuition fee, fee for visa, insurance, housing etc.

Mandatory:
If you decide to go: register in the Osiris field: IO other
Internship and practical issues

Please note: Internship from September 2021 onwards not guaranteed
If applicable: uncertain in 2020-21 due to the current situation concerning Covid-19
To be discussed with the programme coordinator or the contact person responsible for
internships before engaging of any commitments as signing paperwork etc.

Content of the internship:
Programme coordinator of the research master
Sometimes someone else: an academic staff member

Erasmus scholarship: International Office of Humanities
https://students.uu.nl/onderwijs/studeren-in-het-buitenland/financieringen-beurzen/erasmus-grants
Mind the deadline for the Erasmus grant: check the website!
E-mail address: Internationaloffice.hum@uu.nl

Practical issues:
Studentdesk Humanities/ Internship Office Humanities:
stage.gw@uu.nl
Finding an internship

Internship website Humanities Faculty: https://stage.wp.hum.uu.nl/
Registration of your internship in Osiris

Separate from regular course registrations.

The Student Desk Humanities will register you for your internship in Osiris.

In order to do so the Student Desk Humanities needs multiple documents from you.
Internship documents

- Internship Work Plan
- Internship Work Plan – Form (!)
- Internship Agreement (!)

- ‘Stay Abroad’ in Osiris

You can find templates for all of these documents on the students website of your own (R)MA programme
Internship documents

Make sure all documents are signed correctly!

Make sure you hand them in at the Student Desk Humanities in time! (= 4 weeks before departure the latest)
Internship documents

- Internship Work Plan
- Internship Work Plan – Form (!)
- Internship Agreement (!)

- ‘Stay Abroad’ in Osiris

You can find templates for all of these documents on the students website of your own (R)MA programme

What happens when you don’t get your Internship registered in time?
- You won’t be able to receive a grade/ECTS!
- Your Internship Agreement won’t be valid!
- UU won’t be able to help you if you do start your internship..
Questions?

@internationalofficegwuu