Exchange 2024–2025
Faculty of Humanities
Presenter: Monique Hanrath

International Office Faculty of Humanities

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Program

- Step 1: Choosing your destination
- Step 2: Application procedure
- Internship
What is an exchange?

Studying for the duration of a semester 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

International Office Faculty of Humanities
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)
Where can I go?

University wide destinations + Faculty destinations Humanities = All destinations available to you

Fixed study area destinations

Faculty wide destinations

Note: your academic background needs to fit the destinations

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Step 1: Orientation - Where do you start?

Start your research here:

Degree website: requirements study programme

Study Abroad website: application and selection

Destination page: detailed info per destination
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 (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>Spendings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus+ grant (EU/EER) (€ 270–390 p.m. + Top Ups)</td>
<td>Travel cost</td>
</tr>
<tr>
<td>Travel Green Grant (max €194)</td>
<td>Rent</td>
</tr>
<tr>
<td>Other grants (Holland Scholarship)</td>
<td>Insurance</td>
</tr>
<tr>
<td>Savings</td>
<td>Visa fee</td>
</tr>
<tr>
<td>DUO compensation</td>
<td>Living cost</td>
</tr>
<tr>
<td>Subletting your room</td>
<td>Study supplies</td>
</tr>
<tr>
<td>OV compensation (€ 120,96 p.m.)</td>
<td>Personal spendings</td>
</tr>
</tbody>
</table>

Join the ‘How do I finance my exchange’ workshop

International Office Faculty of Humanities
Step 1: Orientation What can you do?

- Walk in office hours 11:00 - 12:00 (Drift 10)
- short question? Email internationaloffice.hum@uu.nl
- multiple questions? Appointment via online tool

- Study Abroad page
- Workshops and Q&A's volgende week
- @humanitiesuu

International Office Faculty of Humanities
Step 2: Application at UU - How do I apply?

1. Apply in Osiris student (starting 1 nov)
2. Pick 3 destinations  
   • Minimum of 2 is mandatory
3. Upload the application form

Deadline 1 December 2023
Exchange without an agreement: Visiting student

• 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:
• Remain registered as a student of Utrecht University in order to get your courses registered within your study programme.
• If you decide to go: register in the Osiris field: IO other so we can reach out to you in case of certain events abroad
Internship and practical issues

• To be discussed with the programme coordinator or the contact person responsible for internships before engaging of any commitments as signing paperwork etc.

• Information concerning internship:
  • Check out the website of your master programme and/or discuss this with the Programme coordinator of the research master
  • Sometimes someone else: an academic staff member

  • 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/
https://stage.wp.hum.uu.nl/en/
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
Questions?
# Internship Work Plan - Form

**STUDENT**

<table>
<thead>
<tr>
<th>Student name</th>
<th>Bachelor’s/Master’s programme</th>
</tr>
</thead>
</table>

**INTERNSHIP INSTRUCTOR (LECTURER URECHT UNIVERSITY)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/school/programme</th>
</tr>
</thead>
</table>

**INTERNSHIP PROVIDER**

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Address</th>
</tr>
</thead>
</table>

**INTERNATIONAL INFORMATION**

<table>
<thead>
<tr>
<th>Located in The Netherlands/A broad (delete as appropriate)</th>
<th>I have registered my &quot;Stay Abroad&quot; in Dutch year / not applicable (delete as appropriate)</th>
</tr>
</thead>
</table>

**Name daily supervisor**

<table>
<thead>
<tr>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
</table>

**INTERNATIONAL INFORMATION**

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
</table>

**Level and type of internship (check the appropriate box)**

- [ ] BA level 2 - Work internship
- [ ] Master - internship
- [ ] BA level 3 - Research internship

**Total ECTS**

<table>
<thead>
<tr>
<th>7.5 ECTS</th>
<th>15 ECTS</th>
<th>30 ECTS</th>
<th>Other... ECTS</th>
</tr>
</thead>
</table>

**APPROVAL INTERNSHIP**

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>

| Internship instructor (Utrecht University) | |
| Internship provider | |

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Internship documents:

Internship Agreement

Internship agreement template

Personal details student
Name
Student number
Institutional programme
Address
Postal code, city
Email address
Phone number

Details of educational institution
Name of institution
Address
Postal code, city
Name of academic supervisor
Phone number
Fax number
Email address

Details of organisation offering the internship
Name of organisation
Student work address
Phone number
Fax number
Email address
Name of internship supervisor
Phone number
Fax number
Email address

Internship agreement

Part I

Article 1: Learning objectives and intern responsibilities

- The objectives of this internship are for the student to develop and improve their skills and knowledge in the field of... 
- Learning objectives: skills and knowledge to be acquired, as defined by the academic supervisor.
- Student intern responsibilities: are assigned to help the intern attain his or her learning objectives, as defined by the internship supervisor in consultation with the academic supervisor.

Part II: Guidance and evaluation

- Utrecht University (or the relevant study unit or Faculty) shall designate an academic supervisor to take responsibility for the internship and the organisation offering the internship shall designate an internship supervisor. If any problems arise, the internship supervisor shall contact the academic supervisor.
- At the end of the internship, Utrecht University will require the student intern to submit a report, the specifications for which will be made available to the student before the internship starts. The organisation offering the internship may request a copy of this report.
- The organisation offering the internship shall provide the student intern with an evaluation of his or her internship, as well as written confirmation that the work programme has been completed.

Part III: Internship details

- The number of EC credits to be awarded upon completion of the internship is __________.
- The student intern will be assessed on his or her contribution to the academic supervisor.
- The internship will last from __________ to __________, except for __________ days when the student intern is absent.
- The daily working schedule of the organisation offering the internship shall apply to the student intern.
- The number of hours the student intern will work each week will be __________.
- The student intern will be informed of the organisation offering the internship on __________.
- The student intern agrees to abide by all rules and regulations set by the organisation offering the internship.
- The student intern will receive compensation for travel expenses in the amount of __________.
- The student intern will receive compensation for any expenses incurred in the amount of __________.
- Other compensation for expenses, the student intern will receive a financial support of __________ per day/week/month.
- The student intern shall receive __________ for any additional expenses.
- The organisation offering the internship will provide the intern with all necessary means to accomplish the tasks and objectives that have been set for him or her.
- The internship report shall be submitted to the internship supervisor before it is submitted to the academic supervisor.
Internship documents: Internship Agreement

Always pay close attention to both the Intellectual property and the Insurance + liability in any agreement!

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**Article 5: Intellectual property**

Copyright over the results of the project will remain with the student intern except where explicitly otherwise specified. Any patents directly or indirectly resulting from the internship remain with the organisation offering the internship, as determined in Dutch patent law (art. 12 paragraph 2 of the Wet op de wetenschappelijke patenten), except where explicitly otherwise specified.

Both the student intern and Utrecht University are permitted to use the results of the internship internally without consulting the organisation offering the internship.

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**Article 6: Social safeguards / Insurance**

- The organisation offering the internship shall safeguard the student intern against any form of intimidation or discrimination in the workplace. The principle of equal rights shall at all times have precedence.

- In conformance with Dutch law (art. 7:638 paragraph 4 of the civil code) the organisation offering the internship is liable for any injury or damage the student intern may suffer during the internship.

- In conformance with Dutch law (art. 7:661 paragraph 1 of the civil code), if a student intern damages the organisation offering the internship or any third party the student intern shall in principle not be held liable. The only way to deviate from that principle is by written agreement and only insofar as the student intern is insured against liability (art. 7:661 paragraph 2 of the civil code).

- Utrecht University has included in its liability insurance policy any liability incurred by students at Utrecht University during the performance of their internships, providing that internship is taking place under the auspices of Utrecht University.
Internship documents: ‘Stay Abroad’

Are you starting an internship abroad? Register your internship in OSIRIS. Click the 'Stay abroad' button to say in which period you will be doing your internship. This way, the faculty will be able to contact you in case of calamities.
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 But 6 weeks if you wish to apply for an Eramus scholarship)
Internship documents

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- Internship Agreement (!)

- ‘Stay Abroad’ in Osiris

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International Office Faculty of Humanities
OV (public transport) compensation

https://duo.nl/particulier/ov-vergoeding-buitenland.jsp

The Student Desk Humanities can sign the document on behalf of Utrecht University (but only after you’ve handed in all your Internship documents)
Don’t wanna go home just yet? / extending your internship

• If you want to extend your internship abroad, please contact the Student Desk Humanities in time.

• They will provide you with additional information on how to formally arrange this.