



Utrecht  
University

# Exchange 2024-2025

## Faculty of Humanities





# Presenter: Monique Hanrath

## International Office Faculty of Humanities



Bart Weerdenburg



Iva Martínková



Pooi Ji Hang



Sirma Ordanovski



Monique Hanrath

# Program

- Step 1: Choosing your destination
- Step 2: Application procedure
- Internship

# What is an exchange?

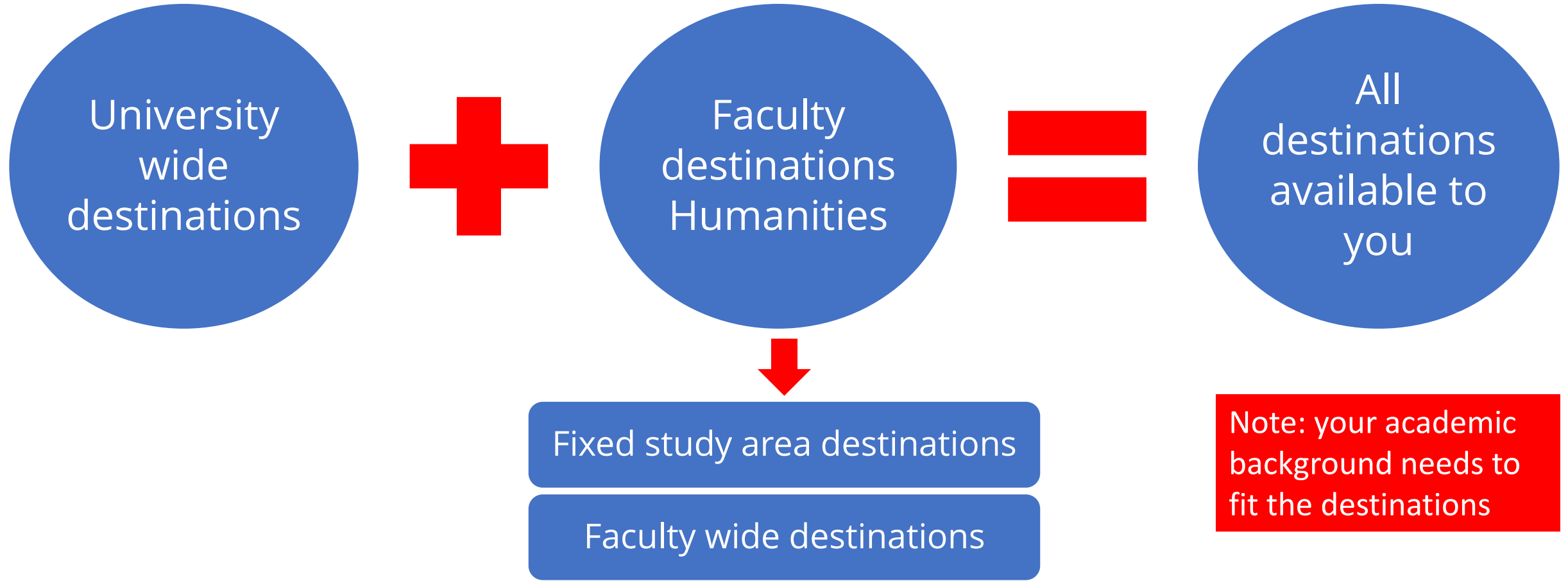
**Studying for the duration of a semester at a foreign university that has an exchange agreement with UU.**

- 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

# 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?



# 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

Income	Spendings
Erasmus+ grant (EU/EER) (€ 270–390 p.m. + Top Ups)	Travel cost
Travel Green Grant (max €194)	Rent
Othe grants (Holland Scholarship)	Insurance
Savings	Visa fee
DUO compensation	Living cost
Subletting your room	Study supplies
OV compensation (€ 120,96 p.m.)	Personal spendings

**Join the 'How do I finance my exchange' workshop**

# Step 1: Orientation What can you do?



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



- [Study Abroad page](#)
- Workshops and Q&A's volgende week



- @humanitiesuu

## 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 programmecoordinator or the contactperson 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 researchmaster
- Sometimes someone else: an academic staff member
- Erasmus scholar ship: 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/>

<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 documents: Internship Work Plan - Form

Coursecode

To be filled in by Internship Office



Universiteit Utrecht

Faculty of Humanities

## FORM INTERNSHIP WORK PLAN

STUDENT	
Student name	
Student number	Bachelor's/Master's programme
INTERNSHIP INSTRUCTOR (LECTURER UTRECHT UNIVERSITY)	
Name	
E-mail	Department/school/programme
INTERNSHIP PROVIDER	
Organisation	Address
Located in The Netherlands/Abroad (delete as appropriate)	
I have registered my 'Stay Abroad' in Osiris: yes / not applicable (delete as appropriate)	
Name daily supervisor	
E-mail	Telephone
INTERNSHIP INFORMATION	
Start date	End date
Level and type of internship (check the appropriate box)	
<input type="checkbox"/> BA level 2 - Work internship <input type="checkbox"/> Master - internship <input type="checkbox"/> BA level 3 - Research internship	
Total ECTS <input type="checkbox"/> 7,5 ECTS <input type="checkbox"/> 15 ECTS <input type="checkbox"/> 30 ECTS <input type="checkbox"/> other:... ECTS *	

\* 1 EC = 28 hours of study/work

APPROVAL INTERNSHIP	DATE	SIGNATURE
Student		
Internship instructor (Utrecht University)		
Internship provider		



Universiteit Utrecht

# Internship documents: Internship Agreement

## Internship agreement template

### Personal details student

Name [REDACTED]  
Student number [REDACTED]  
Educational programme [REDACTED]  
Address [REDACTED]  
Postal code, city [REDACTED]  
E-mail address [REDACTED]  
Phone number [REDACTED]

### Details Dutch educational institution

Name of institution Utrecht University  
Faculty [REDACTED]  
Address [REDACTED]  
Postal code, city [REDACTED]  
Name of academic supervisor [REDACTED]  
Phone number [REDACTED]  
Fax number [REDACTED]  
E-mail address [REDACTED]

### Details of organisation offering the scholarship

Name of organisation [REDACTED]  
Student intern work address [REDACTED]  
Phone number [REDACTED]  
Fax number [REDACTED]  
E-mail address [REDACTED]  
Name of internship supervisor [REDACTED]  
Phone number [REDACTED]  
Fax number [REDACTED]  
E-mail address [REDACTED]

## Internship agreement

### Part I

#### Article 1: Learning objectives and intern responsibilities

- The objectives of this internship are for the student to experience the practical application of the theoretical knowledge they have acquired and to acquire new knowledge and skills. The organisation offering the internship and Utrecht University will ensure that the student intern will be assigned tasks and responsibilities commensurate with the student's abilities and his or her learning objectives for the period of internship. This internship agreement is therefore not an employment contract.
- Learning objectives:** skills and knowledge to be acquired, as defined by the academic supervisor. [REDACTED]
- Student intern responsibilities:** tasks assigned to help the intern attain his or her learning objectives, as defined by the internship supervisor in consultation with the academic supervisor. [REDACTED]

#### Article 2: 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 will receive a copy of this report.
- The organisation offering the internship will provide the student intern with an evaluation of his or her internship, as well as written confirmation that the work programme took place and was completed.

#### Article 3: Internship details

- The number of EC credits to be awarded upon completion of this internship is: [REDACTED]. The final decision on whether to award these credits rests with the academic supervisor.
- The internship will last from [REDACTED] until [REDACTED], except on (parts of) days that the staff at the organisation offering the internship is off work.
- The daily working schedule of the organisation offering the internship will apply to the student as well. The minimum number of hours the student intern will work each week will be: [REDACTED].
- The student intern will be absent from the organisation offering the internship on: [REDACTED].
- The student intern agrees to abide by all house rules set by the organisation offering the internship.
- The student intern will receive compensation for expenses each month in the amount of € [REDACTED].
- The student intern will receive compensation for travel expenses in the amount of € [REDACTED].
- Besides compensation for expenses, the student intern will receive a financial reward of € [REDACTED] per day/week/month\*. Please note that if this amount is greater than € 0, the organisation offering the internship is required to withhold income tax: internship compensation constitutes taxable income for the student intern.
- The organisation offering the internship will provide the intern the required means to accomplish the tasks and objectives that have been set for him or her.
- The written report will be presented 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!

## 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 Rijksoctrooiwet), 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.

## 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. 7:658 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 Erasmus scholarship)

# Internship documents

- Internship Work Plan
- Internship Work Plan – Form (!)
- Internship Agreement (!)
  
- ‘Stay Abroad’ in Osiris

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..

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

# 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.