Course Selection Guide for Exchange Students

Utrecht University School of Law

This Course Selection Guide informs you how to select your courses at Utrecht University School of Law

Note: After course registration is finalized, the options to change courses are very limited.
As such, follow the guide's instructions carefully.

General information

Academic calendar

The academic year is divided into two semesters, each consisting of two periods. Each period concludes with examinations.

For more information and the full academic calendar see this website.

		Lectures / tutorials	Retake exams
Semester 1	Period 1	Sep – Nov	Dec – Jan
	Period 2	Nov – Jan	Feb – Apr
Semester 2	Period 3	Feb – Apr	May – Jun
	Period 4	Apr – Jul	1st half Jul

Time slots

To prevent having to take lectures, tutorials or exams at the same time, you must select courses from different time slots. Timeslots divide the week into different parts to prevent a clash in these course times.

For more information see this website and see the header *Preventing overlap*.

How many credits (EC) do I have to take?

- We recommend exchange students to enrol for a full-time course load: 15 EC per study period (= 30 EC per semester).
  Utrecht University uses ECTS: the European Credit Transfer System. 1 EC equals 28 hours of study.

Which courses can I take?

Courses at Utrecht School of Law

- You can request enrolment for available courses.
  - Follow this guide's instructions carefully, to make sure you meet all requirements for course enrolment.
- Bachelor(/undergraduate) students can choose Bachelor-level courses (levels 1, 2, and 3).
  - Level 1 & 2 Law courses: generally available to students with a background in Law.
  - Level 3 Law courses: more restrictive, admission depending on your background.
- At least 50% of your courses should be at the School of Law.

Courses at other faculties:

- You can request up to 50% of your courses at **one** other school/faculty.
- You can only select courses that are open to exchange students.
  See *Choosing your courses* below.
- Most faculties allow exchange students to take Bachelor level 1 or 2 courses, depending on required knowledge. Level 3 courses usually require a fair amount of academic background in the subject.
- Courses may have limited availability or timetable clashes with Law courses. Make sure that you include alternative courses on your Course Registration Form.

Can I be denied for courses?

It is possible that we cannot enrol you in the course of your choice due to insufficient academic background, time slot clashes, or lack of available places. To reduce the risk of being denied enrolment, please follow this guide's instructions carefully. We will always do our best to find suitable alternatives if course enrolment is not possible.

Can I add and drop courses?

- It is **not** possible to **add** a course or **switch** courses when the study period has started.
- It is possible to deregister for a course **until the 2nd week** of the study period. However, it is not possible to change to another course when the study period has started.
  - Courses that you have not deregistered for in time, will be shown **including a NP (not participated)** on the Transcript of Records that we send to your home university at the end of your exchange period.

What else should I know?

- We expect exchange students to fully participate in courses. This means that students should meet attendance requirements, hand in assignments before the deadline, and take exams. It is not possible to sit in on a course. Please note that traveling abroad is not an excuse to miss class or deadlines.

- Work that you are doing for your home university (e.g. thesis research) while on exchange does not count towards your credit load at Utrecht and will not be mentioned on your Transcript of Records.

Questions?

Please do not hesitate to contact studentdesk.law@uu.nl if you have further questions.

Choosing your courses

STEP 1. Determine which course level(s) match your level of knowledge

It is important to choose courses that match your level of knowledge and academic background. This will also reduce the risk of being denied enrolment.

Level/ category		Level description	Admission
1	Bachelor Introductory	Broad introduction to the subject. You don't need any specific background knowledge; courses are mostly followed by 1st year students.	Generally available to students with a background in Law
2	Bachelor Elaborating	Exploring aspects of the subject, current debates, specific methods and techniques. Depending on the course, specific background knowledge may be needed as are specific academic skills.	Generally available to students with a background in Law
3	Bachelor Advanced	Integration/synthesis, formation of theories based on research results. You must have sufficient background knowledge in the subject area.	Admission depending on your background, more restrictive

STEP 2. Search the course offer

1. Go to the exchange websites to see which courses are offered for exchange students:

   Faculty of Law, Economics and Governance:

   a. Utrecht School of Economics
   b. Utrecht School of Law
   c. Utrecht School of Governance

   Exchange courses offered at other faculties:

   d. Faculty of Social and Behavioural Sciences
   e. Faculty of Humanities
   f. Faculty of Science
   g. Faculty of Geosciences

2. Check the course in the Osiris Course Catalogue for:

   a. **The course level /category**
      Select courses that match your knowledge level.
   b. **The course's content**
      There may be some content overlap between courses. To avoid this, make sure to read the remark section.
   c. **The prerequisites and entry requirements**
      We will check if you have a sufficient academic background to take the course.

      Note: if completion of a specific Law course is an entry requirement, we will check if you have followed an equivalent course.
   d. **Time slots**
      Select courses in different timeslots. You cannot select courses with overlapping timeslots.

      Check in which time slots the course is available (A, B, C, D, or a combination).
      If a course is indicated by a combination of letters (for instance C/D), then the course is in both slots and you have to make sure that your other courses are in the other slots (so A and/or B).

e. **Faculty**
You can request up to 50% of your courses at **one** other school/faculty.

f. **Language of instruction**
Law courses are English-taught. However, courses at other faculties can be taught in other languages. As such, check the course's 'instruction language'.

You can use the table below to determine your courses. You will have to fill in this information in the course registration form.

		Faculty/ School	Course title	Course code	Course level	Time slot
Period 1	Course 1					
	Course 2					
	Course 3 *(optional)*					
	Alternative course 1					
	Alternative course 2					
Period 2	Course 1					
	Course 2					
	Course 3 *(optional)*					
	Alternative course 1					
	Alternative course 2					

STEP 3. Submit your Course Registration Form

Submit the Course Registration Form that we sent you before the deadline.

Note: After course registration is finalized, the options to change courses are very limited.