

FORM CONTRIBUTION OF EXCHANGE COURSES WITHIN THE MASTER'S DEGREE

My details

Student number:

Surname:

First names:

E-mail: Phone:

Master's programme:

Exchange period (academic year 2024/2025)

- semester 1 entire academic year
 semester 2 other

Graduate directly after the exchange? yes no

Exchange university and course selection

Name university:

Country:

UU-wide or faculty partner*

*Strike through which is not applicable

Course code:	Course title: (as indicated in the course catalogue 2024/2025):	Local credits:	Course contribution: -optional/additional -mandatory elective -mandatory

Please send this form along with [weblinks of the course descriptions](#) to the Board of Examiners master (examencommissie.rechten@uu.nl).

I have read and understood the information on page 2 of this form.

Date: Signature student:

Information exchange courses within the master's degree

All exchange courses form part of your master's degree, if:

- courses are passed as part of an exchange program with a university-wide or faculty partner;
- there is no replication of content in relation to courses already completed or still to be completed in Utrecht;
- courses are at a sufficient academic level;
- courses are at a Master's degree level (bachelor courses will not be approved within the master's program);
- there is no distinct assessment for exchange students;
- course result is satisfactory ('satisfactory' or 'passed' are sufficient, notifications stating that a course was only 'followed' or similar provisions do not suffice).

NB In the event of the preparation/writing of the master's thesis abroad, final assessment will take place in Utrecht.

Contribute course as:

- **Optional course/ additional course:** always possible if the above conditions are met;
- **Mandatory elective*:** prior approval required. The board of examiners determines, in consultation with the coordinator of the UU course, if the exchange course can serve as a replacement;
- **Mandatory course*:** same procedure as for a mandatory elective.

** You should also mention the name of the UU course in the table on front side of form*

Add to e-mail (as weblink):

- **Course description**
 - an official description from the corresponding academic year from the exchange university;
 - contains information on the content and study load (in local credits or ECTS) of the course.

When to send the information?

- When your choice of courses is final.

NB

- Upon receipt of the original (or – directly sent by the exchange university – digital) Transcript of Records (ToR), the Board of Examiners definitively determines (per student depending on their program) whether the courses will be approved and how many ECTS will be granted;
- In OSIRIS the title of the course will be registered as mentioned on the transcript of records (ToR), indicating date, result (original result and 'pass' or 'fail'), study load and level;
- On your diploma supplement (IDS) the title of the course will be printed as mentioned on the ToR, also indicating the exchange university, original result, result (Pass), number of ECTS and level;
- If the exchange university does not work with ECTS, the local credits will be converted to ECTS in accordance with the university-wide conversion table;
- Please inform the International Office and/or the Board of Examiners as soon as possible in case of any changes!
- For up-to-date information: please see the student website of your program.