Study Abroad

Exchange in 2023/2024
Programme

1. Choosing your destination - Pooi Ji Hang
2. Exchange and your study programme - Mirjam van Deutekom
3. Application procedure - Pooi Ji Hang
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
Basic conditions to go on exchange?

• Remain registered with Utrecht University as a full-time student
• Pay tuition fee only at Utrecht University
• Prior to exchange: bachelor students must have completed min. 60 EC
• Full time study (30 EC per semester) at host university
• Possibly additional conditions host university (language requirement, GPA)
Travel advice (Dutch government)

Travel abroad is allowed:
Green: No special security risks
Yellow: Attention: security risks

Travel abroad is not allowed:
Orange: Travel only when necessary
Red: Do not travel
ARRANGING YOUR STUDY ABROAD IN FIVE STEPS

1. **ORIENTATION**
   - Now to ± mid November

2. **APPLICATION AT UU**
   - After some time...

3. **HOST UNIVERSITY APPLICATION**

4. **PRE-DEPARTURE ARRANGEMENTS**
   - One day a mysterious mail appears...

5. **TRAVEL TO HOST UNIVERSITY**
   - Mr. Mail: Congrats!
   - Go to next round
Where may / will you go?
Humanities Students

Universitywide Partners

Faculty Partners

Humanities

Broad agreements

Programmespecific agreements

Extra:

Do you study Philosophy, Politics and Economics (PPE) with a major at the:
- School of Economics (U.S.E)
- School of Governance (USBO)

and do you want to take courses in your specific field of study during the exchange?

Partners of the Department in question
Step 1: Orientation
Where to search?

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, current year: € 240-360) Top Ups</td>
<td>Flight ticket</td>
</tr>
<tr>
<td>Public Transport (OV) compensation (€ 104,42 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>Travel Green Grant</td>
<td>Leisure activities</td>
</tr>
</tbody>
</table>
Step 1: Orientation
What can you do?

• Read the Newsletter
• Check the website
• Q&A sessions by region
• Contact the Contact Person Study Abroad and/or the IO
• Instagram: @internationalofficegwuu
Internship Nederlands Vreemde Taal (NVT)

What: Combine studying and an internship at one of the host universities: 10-15 EC internship + 15-20 EC following courses

Where: a.o. Budapest (ELTE), Londen (UCL), Madrid (EOI), Münster, Napels, Sheffield, Stockholm, Strasbourg

Selection: Emmeline Besamusca (E.N.Besamusca@uu.nl)
Application deadline: 1 november 2022
Questions?
How to integrate your exchange in your study programme?

Mirjam van Deutekom

Study Advisor
How do you integrate the courses in your study programme?

• As part of the elective component in your BA programme. You have two options:
  o As part of the electives which you can choose freely
  o Or as a ‘course package’, a compulsory part of the elective component
What to take into account when choosing your courses?

Do I have enough credits in my study programme at a certain level:

- 45 EC at level 3 within the major
- Minimum of 15 EC at level 2 within the electives

Advice: include two level 2 courses as part of your electives at UU

- Reason: the Board of Examiners do not add levels to courses completed abroad (since 2020)
What to take into account when choosing your courses?

• Choice of courses are preliminary and might change
• What is the added value for you? What will you follow abroad that you cannot follow in Utrecht?
• Have you completed less than 30 EC abroad?
  o Balance this out with courses in Utrecht
  o Find out if there are consequences for your Erasmus grant

!! The Board of Examiners approve the courses you are following abroad. Put in a request with the Board as soon as you know what your definite courses are (enrollment at host institution for courses is completed)
When will you go?

- Is your study progress sufficient: minimum of 60 EC achieved?
- Year 3 is the most logical option

On exchange before or after your graduation?

- Before graduation: Will it delay your study progress (e.g. overlapping semesters)?
- After graduation: Apply for postponement of graduation
Conversion of your grades

- Grades you obtain abroad are converted to Pass/Fail
- Your results do not count towards your final average grade
- You can find your results on your diploma and on the transcript of records (ToR) of your host university
Contact Person Study Abroad

Role: Signs the studyplan and pays attention to:
  - Study progress
  - Relevance of courses
  - Motivation

When: Before the application deadline of the International Office UU and HUM

Who: Teacher or Study Advisor. You can find out who this is on the studentsite website of your study programme.

Study Advisor

Role: Helps you with the planning of your studies, not only for your exchange but for your entire study programme.
Questions?
Start your application in time!
Deadline: 1 December

ARRANGING YOUR STUDY ABROAD
IN FIVE STEPS

1. ORIENTATION
2. APPLICATION AT UU
3. HOST UNIVERSITY APPLICATION
4. PRE-DEPARTURE ARRANGEMENTS
5. TRAVEL TO HOST UNIVERSITY

Results end of January

CONGRATS!

One day a mysterious mail appears...

Go to NEXT ROUND
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
   • Study plan
   • Motivation form
3. Apply via Osiris student ‘Stay Abroad’ section before the deadline

Deadline: 1 December 2022
Step 2: Application at UU
Which documents?

1. **Studyplan** (format on website)
   - Only applicable for first destination choice
   - Signature Contact Person Study Abroad (required!)

2. **Motivation form** (format on website)
   - *Always complete all questions for all 3 destination choices*

Complete both forms in English
# Preliminary Study Plan

## Humanities or Medicine faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Student number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UU study progr.</th>
<th>For period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>full year</td>
</tr>
<tr>
<td></td>
<td>first semester</td>
</tr>
<tr>
<td></td>
<td>second semester</td>
</tr>
</tbody>
</table>

Indicate how you intend to implement the exchange into your study programmed 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. vrije keuzerruimte).

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>Period 1:</td>
<td>Period 2:</td>
</tr>
<tr>
<td></td>
<td>list the courses you are enrolled in during this period at UU&gt;</td>
<td>list the courses you are enrolled in during this period at UU&gt;</td>
</tr>
<tr>
<td>2020-2021</td>
<td>Period 1:</td>
<td>Period 2:</td>
</tr>
<tr>
<td></td>
<td>list the courses you are enrolled in during this period at UU or write EXCHANGE&gt;</td>
<td>list the courses you are enrolled in during this period at UU or write EXCHANGE&gt;</td>
</tr>
<tr>
<td>2021-2022</td>
<td>Period 1:</td>
<td>Period 2:</td>
</tr>
<tr>
<td></td>
<td>list the courses you are enrolled in during this period at UU&gt;</td>
<td>list the courses you are enrolled in during this period at UU&gt;</td>
</tr>
</tbody>
</table>

If you need more space to include all the courses you need to complete your studies (including those after your return), please continue the list.

## Courses during your exchange

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

| Name host university 1st choice: | <name host university> |
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 (BA or MA)</th>
<th>Number of ECTS credits or equivalents</th>
<th>Language of instruction</th>
<th>Weblink to course description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>course title</td>
<td>Level</td>
<td>number of ECTS credits or equivalents</td>
<td>language</td>
<td>weblink course description</td>
</tr>
<tr>
<td>2.</td>
<td>course title</td>
<td>Level</td>
<td>number of ECTS credits or equivalents</td>
<td>language</td>
<td>weblink course description</td>
</tr>
<tr>
<td>3.</td>
<td>course title</td>
<td>Level</td>
<td>number of ECTS credits or equivalents</td>
<td>language</td>
<td>weblink course description</td>
</tr>
<tr>
<td>4.</td>
<td>course title</td>
<td>Level</td>
<td>number of ECTS credits or equivalents</td>
<td>language</td>
<td>weblink course description</td>
</tr>
<tr>
<td>5.</td>
<td>course title</td>
<td>Level</td>
<td>number of ECTS credits or equivalents</td>
<td>language</td>
<td>weblink course description</td>
</tr>
<tr>
<td>6.</td>
<td>course title</td>
<td>Level</td>
<td>number of ECTS credits or equivalents</td>
<td>language</td>
<td>weblink course description</td>
</tr>
</tbody>
</table>

Initial approval* Study Plan: check your faculty's information on how to get this approval.

<table>
<thead>
<tr>
<th>Faculty/progr.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; job title</td>
<td>Signature</td>
</tr>
</tbody>
</table>

Remarks

* 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.
Keep in mind that this motivation form is an important factor in the selection process when there are more applicants than places. Make sure to complete all components before uploading it in your Osiris exchange application.

Pay attention to the following:
- Write in English.
- Adhere to the maximum number of words per answer, if indicated.
- If you contacted the International Office and/or the preferred host university for exemptions or special request, mention this in part 5.

1. PERSONAL DETAILS

<table>
<thead>
<tr>
<th>First and last name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number</td>
</tr>
<tr>
<td>Study programme</td>
</tr>
<tr>
<td>In which year of study are you planning to go on exchange (e.g, 3rd year)?</td>
</tr>
</tbody>
</table>

2. GENERAL MOTIVATION FOR EXCHANGE

Write a general motivation in which you also elaborate on the following questions: Why do you want to go on exchange? What are your goals for the exchange? How would an exchange contribute to your (academic) development? (max. 300 words)
3. YOUR TOP 3 CHOICES OF UNIVERSITIES

Some general tips when choosing your top 3 of universities:
- The university's offered subject area must fit your academic background (e.g. study programme or completed courses).
- Make sure there are sufficient courses available that are suitable for your study programme.
- Check the language requirements and make sure you have sufficient knowledge in the language of instruction of your chosen courses.
- A third choice is optional but strongly advised.
- Increase your chances by choosing destinations in non-capital cities, smaller universities and less visited (touristic) countries.

Motivation form – Application for exchange
Faculty of Humanities

FIRST CHOICE UNIVERSITY

Why do you want to go to this particular university? (max. 100 words)

Name the courses you wish to take, minimum of 30 EC. Please make sure that your courses correspond with your study plan (only applicable to your first choice).

Why do you want to take these courses? (max. 100 words)

Do you meet the language requirements for courses with a language of instruction other than Dutch/English? Indicate your language proficiency per course if applicable.
<table>
<thead>
<tr>
<th><strong>SECOND CHOICE UNIVERSITY</strong></th>
<th>&lt;name host university&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why do you want to go to this particular university? (max. 100 words)</td>
<td></td>
</tr>
<tr>
<td>Name all courses you wish to take, minimum of 30 EC.</td>
<td></td>
</tr>
<tr>
<td>Why do you want to take these courses? (max. 100 words)</td>
<td></td>
</tr>
<tr>
<td>Do you meet the language requirements for courses with a language of instruction other than Dutch/English? Indicate your language proficiency per course if applicable.</td>
<td></td>
</tr>
</tbody>
</table>
4. LANGUAGE PROFICIENCY PLAN (IF APPLICABLE)

If you are planning to take courses in other languages than English or Dutch and you do not yet meet the language requirement, please indicate below your (feasible) plan to obtain the required language level. Language requirements can be found on the UU destination websites per university.

Examples of a feasible plan:

Student A: I did a Spanish language course in Spain last summer and I achieved level A2. I have registered for Spanish 3 and Spanish 4 courses at UU in semester 2 of this year, so I will obtain level B2 before I go on exchange to Valencia in semester 1 of the next academic year.

Student B: I have no experience with Italian at the moment, but I am going to register for a language course at institute X and I can obtain a certificate of level B2 here. I will take lessons 4 times a week and also do 8 hours a week of homework. The course starts on January 1 and the exam takes place on July 1. This way I can go on an exchange in semester 1 with the right level.

Student C: I did my VWO final exam in French where I achieved level B1-B2. To make sure that I can follow the courses at my host university, I will refresh my French by taking a B2 course at institute X. Allowing me to go on an exchange with the right language proficiency in semester 2. This course takes place from September 1 to December 1.

Examples of an insufficient plan:

Student D: I have downloaded Duolingo on my phone and will watch the series 'Casa de Papel' and 'Élite' on Netflix to learn Spanish.

Student E: I’m going to do a language course.

Which Language(s) does it concern:

How will you obtain the required level?
5. ADDITIONAL COMMENTS OR PRE-APPROVED EXEMPTIONS AND REQUESTS (OPTIONAL)
1. Which period do you prefer to study abroad?
   - Semester 1 (Sept - Jan)
   - Semester 2 (Feb - Aug)
   - Full year (Sep - Aug)

2. At which level do you wish to take courses while abroad?
   - Bachelor
   - Master
   - Bachelor and Master

3. Please upload your study plan.
   - Attachments +

4. Please upload your motivation letter.
   - Attachments +

5. Does your top 3 contain destinations with a language of instruction other than English, Dutch or your native language?
   Or is there a language requirement indicated at the requirements section at the UU destination website?
   - Yes

6. Indicate your level of proficiency in the following languages
   - Spanish
   - French
   - Italian
   - German
   - Portuguese

7. If you are fluent in another language than the ones above and you feel the language is relevant to your exchange plans, please write down the language here.

8. What coursework have you taken, including courses in progress, in or related to this language? List name of course, brief description and grade received, if applicable.

9. What other experiences have you had in this language? (e.g. living abroad, spoken at home, read journals/newspapers, etc.)
Step 2: Application at UU
Selection by the International Office

- Selection by Utrecht University (not the host university)
- University-wide vs faculty-wide destinations
Step 2: Application at UU
Selection criteria

1. Course choice (within the study area open to exchange students)
2. Suitable academic background
3. Language proficiency requirements
4. Grade requirements (from destination university)
5. Second-year students have priority over first-year students
6. Motivation form

In case of oversubscription, we will draw lots
Step 2: Application at UU
Selection results

• By the end of January selection results will be announced
  o Students from other faculties might be informed earlier/later

• **Selected** = You’ll receive an email with important information about your exchange.

• **Not selected** = You’ll receive an email with further information to choose new destination(s) from the remaining destinations list.
Questions & Support

Orientation:
• Email Internationaloffice.hum@uu.nl for short questions
• Make an appointment with coordinator (online from November)
• Study abroad presentations and workshops next week
• Newsletters until December 1st (unsubscribe? E-mail internationaloffice.hum@uu.nl)

Application:
• Email Internationaloffice.hum@uu.nl with questions about your application
Exchange Network Event

November 3rd 16:00-18:00 (open walk-in)

Meet current incoming exchange students or talk to returning outgoing exchange students.

Join and be inspired!
De informatie in deze presentatie is met zorg samengesteld, maar er kunnen geen rechten ontleend worden aan de inhoud.