Study Abroad

on exchange in 2023/2024

Monique Hanrath
Exchange Coordinator
Agenda

Choosing your destination and application procedure  - Monique Hanrath (International Office)

Internship  - Maud Roelse (Studentdesk Humanities)
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)
Travel advice

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
   - Deadline: 1 December

2. APPLICATION AT UU
   - End of January

3. HOST UNIVERSITY APPLICATION
   - Pre-departure arrangements
   - Travel to host university

4. PRE-DEPARTURE ARRANGEMENTS
   - I'm in!
   - One day a mysterious mail appears...

5. TRAVEL TO HOST UNIVERSITY
   - Go to next round
   - Congrats!
Where may / will you go?

Humanities Students

Universitywide Partners

Faculty Partners

- Humanities
  - Broad agreements
  - Programme-specific agreements
Step 1: Orientation
Where do you start?

**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 (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) (€240 – 360 p.m.) 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
ARRANGING YOUR STUDY ABROAD

IN FIVE STEPS

START YOUR APPLICATION IN TIME!
Deadline: 1 December

End of January

CONGRATS!

GO TO NEXT ROUND

1. ORIENTATION
   now to ± mid November

2. APPLICATION AT UU
   Push the button
   Mr. Mail
   Inbox (1)

3. HOST UNIVERSITY APPLICATION
   I'm IN!
   One day a mysterious mail appears...

4. PRE-DEPARTURE ARRANGEMENTS
   To Do's
   - Housing
   - Insurance
   - Visa Application
   - Travel
   - Passport

5. TRAVEL TO HOST UNIVERSITY
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
   • In English
3. Apply via Osiris student ‘Stay Abroad’ section before the deadline

Deadline 1st and 2nd semester 2023-2024:

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

1. Studyplan (format), including signature
   Contact Person Study Abroad
2. Motivation form 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 keuzeruimte).

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Period 1</strong></td>
<td><strong>Period 2</strong></td>
</tr>
<tr>
<td>2019-2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(current year)</td>
<td>&lt;list the courses you are enrolled in during this period at UU&gt;</td>
<td>&lt;list the courses you are enrolled in during this period at UU&gt;</td>
</tr>
<tr>
<td>2020-2021</td>
<td>&lt;list the courses you are enrolled in during this period at UU or write EXCHANGE&gt;</td>
<td>&lt;list the courses you are enrolled in during this period at UU or write EXCHANGE&gt;</td>
</tr>
<tr>
<td>2021-2022</td>
<td>&lt;list the courses you are enrolled in during this period at UU&gt;</td>
<td>&lt;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</th>
<th>Language of instruction</th>
<th>Weblink to course description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>&lt;course title&gt;</td>
<td>&lt;Level&gt;</td>
<td>&lt;number of ECTS credits or equivalent&gt;</td>
<td>&lt;language&gt;</td>
<td>&lt;weblink to course description&gt;</td>
</tr>
<tr>
<td>2.</td>
<td>&lt;course title&gt;</td>
<td>&lt;Level&gt;</td>
<td>&lt;number of ECTS credits or equivalent&gt;</td>
<td>&lt;language&gt;</td>
<td>&lt;weblink to course description&gt;</td>
</tr>
<tr>
<td>3.</td>
<td>&lt;course title&gt;</td>
<td>&lt;Level&gt;</td>
<td>&lt;number of ECTS credits or equivalent&gt;</td>
<td>&lt;language&gt;</td>
<td>&lt;weblink to course description&gt;</td>
</tr>
<tr>
<td>4.</td>
<td>&lt;course title&gt;</td>
<td>&lt;Level&gt;</td>
<td>&lt;number of ECTS credits or equivalent&gt;</td>
<td>&lt;language&gt;</td>
<td>&lt;weblink to course description&gt;</td>
</tr>
<tr>
<td>5.</td>
<td>&lt;course title&gt;</td>
<td>&lt;Level&gt;</td>
<td>&lt;number of ECTS credits or equivalent&gt;</td>
<td>&lt;language&gt;</td>
<td>&lt;weblink to course description&gt;</td>
</tr>
<tr>
<td>6.</td>
<td>&lt;course title&gt;</td>
<td>&lt;Level&gt;</td>
<td>&lt;number of ECTS credits or equivalent&gt;</td>
<td>&lt;language&gt;</td>
<td>&lt;weblink to course description&gt;</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.
Motivation form – Application for exchange
Faculty of Humanities

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

<table>
<thead>
<tr>
<th>FIRST CHOICE UNIVERSITY</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 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).</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>
<tr>
<td><strong>SECOND CHOICE UNIVERSITY</strong></td>
<td>&lt;name host university&gt;</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------</td>
</tr>
<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
<table>
<thead>
<tr>
<th>Language</th>
<th>Native</th>
<th>Excellent</th>
<th>Average</th>
<th>Insufficient</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portuguese</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.)
Support from the International Office Humanities

General:
- E-mail: internationaloffice.hum@uu.nl

Orientation phase:
- E-mail: internationaloffice.hum@uu.nl (short questions)
- Appointment with coordinator on request (as of the last week of October)
- Study abroad presentations and workshops

After selection:
- Predeparture meeting
- Nomination at host university
- Signing of and assistance with (Erasmus) application documents
Exchange without an agreement: Visiting student

- In light of COVID-19 and other travel restrictions visiting student for September 2022 onwards is not guaranteed. Keep this in mind if you consider this. So discuss this always first with the programme coordinator or the responsible person in your programme.
- 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.
Internship and practical issues

Please note: Internship from September 2022 onwards not guaranteed
If applicable: uncertain in 2021-22 due to the current situation concerning Covid-19
To be discussed with the programmecoordinator or the contactperson responsible for internships before engaging of any commitments as signing paperwork etc.

Content of the internship:
Programme coordinator of the researchmaster
Sometimes someone else: an academic staff member

Erasmus scholarship: 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/ work in progress
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
# Internship Work Plan - Form

<table>
<thead>
<tr>
<th>Internship documents: Internship Work Plan - Form</th>
</tr>
</thead>
</table>

**Student**  
Student name  
Student number  
Bachelor's/Master's programme

**Internship Instructor (Lecturer Utrecht University)**  
Name

**Email**  
Department/school/programme

**Internship Provider**  
Organisation  
Address

Located in the Netherlands/Abroad (delete as appropriate)

I have registered my "Stay Abroad" in Dutch year / not applicable (delete as appropriate)

Name daily supervisor

**Email**  
Telephone

**Internship Information**  
Start date  
End date

Level and type of internship (check the appropriate box)

- □ BA level 2 - Work internship  
- □ Master - internship  
- □ BA level 3 - Research internship

<table>
<thead>
<tr>
<th>Total ECTS</th>
<th>7,5 ECTS</th>
<th>15 ECTS</th>
<th>30 ECTS</th>
<th>other: ECTS</th>
</tr>
</thead>
</table>
* 1 ECT = 30 hours of study/work

**Approval Internship**  
Date  
Signature

- Student
- Internship instructor (Utrecht University)
- Internship provider
Internship documents: Internship Agreement

Internship agreement template

Personal details student

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

Details of educational institution

Name of institution
Location, province
Facility
Address
Postal code, city
Name of academic supervisor
Phone number
Fax number
E-mail address

Details of organisation offering the internship

Name of organisation
Student/ internship address
Phone number
Fax number
E-mail address
Name of internship supervisor
Phone number
Fax number
E-mail address

Internship agreement

Part 1

Article 1: Learning objectives and intern responsibilities

The objectives of this internship are for the student to acquire 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 to the learning objectives for the period of the internship. This internship agreement is therefore not an employment contract.

- Learning objectives: skills and knowledge to be acquired, as defined by the academic supervisor.
- Intern responsibilities: tasks and objectives as described in the learning objectives.

Article 2: Selection and evaluation

Utrecht University (or the relevant study unit at Utrecht University) 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 has been completed.

Article 3: Internship details

The number of EC credits to be awarded upon completion of the internship is .

The internship will last from until , except for days off 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

The student intern will be absent from the organisation offering the internship on

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

The student intern will receive compensation for travel expenses in the amount of

In case of compensation for expenses, the student intern will receive a financial report of each

It is understood that if this amount is greater than € 0, the organisation offering the internship is required to inform the student intern in writing of the internship compensation scheme, in the amount of

The organisation offering the internship will provide the intern the means to meet the tasks and objectives that have been set for him or her.

The internship 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 Buitenschoolwet), 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.
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)
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

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!
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.
Questions?

@internationalofficegwuu
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!
The information in this presentation has been compiled with the utmost care, but no rights can be derived from its contents.