Study Abroad

on exchange in 2020/2021

Monique Hanrath
Exchange Coordinator
Agenda

Choosing your destination - Monique Hanrath

Exchange and your study programme - Stefan Vuurens

Application procedure - Monique Hanrath
What is an exchange?

Studying for the duration of a semester or academic year 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
- Prior to your 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)
Now – +/- Mid November

+/- Mid November - Deadline: 2 December

End of January
Where may / will you go?
Humanities Students

Extra:
Do you study

Liberal Arts and Sciences (LAS)
with a major at the
- Faculty of Social Sciences
- Faculty of Science
- Faculty of Geosciences

or

Philosophy, Politics and Economics (PPE)
with a major at the:
- School of Economics
- School of Governance

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

Partners of the Faculty (LAS) or Department (PPE) in question
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 (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)</td>
<td>Flight ticket</td>
</tr>
<tr>
<td>Public Transport (OV) compensation (€ 95 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></td>
<td>Leisure activities</td>
</tr>
</tbody>
</table>
Step 1: Orientation
What can you do?

- Read our Newsletter
- Workshop *Finances* – How to make a budget? (15-10)
- Workshop *How do I choose?* - From 200 to a top 3 (22-10 / 4-11)
- Study abroad presentation by region by Student Services / university wide IO
- Make an appointment with the Contact Person Study Abroad and/or the IO
- 📱 @internationalofficegwuu
Internship Nederlands als Vreemde Taal (NVT)

- Combine studying and an internship at one of the host universities: 10-15 EC internship + 15-20 EC following courses
- Where: Masaryk University, Eötvös Lorand University, Universität zu Köln, University College London (UCL), Westfälische Wilhelms-Universität, University of Napels, University of Padova, University of Sheffield, Stockholms Universitet
- Coordination and selection: Emmeline Besamusca (E.N.Besamusca@uu.nl)
- Deadline 1 November
How to integrate your exchange in your study programme?

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

➢ Always possible as free electives (optional course profile)
➢ With approval from the Board of Examiners as replacement of your minor (optional course profile)
➢ In very exceptional cases and with approval from the Board of Examiners as replacement within the major (Core profile/Specialisation)
What to take into account when choosing your courses?

Do I have enough credits in my study programme on level 2/3:

➢ 45 EC level 3 within the major
➢ Minimum of 15 EC on at least level 2 in the optional course profile

Advice: include two level 2 courses in the optional course profile at UU

➢ Reason: the Board of Examiners can assess courses completed abroad as a different (lower) level
What to take into account when choosing your courses?

➢ Choice is preliminary and might change
➢ What is the added value for you? What will you do that you cannot do in Utrecht?
➢ Do you complete less than 30 EC abroad?
   - Balance this out with courses in Utrecht
   - Find out if there are consequences for your Erasmus grant
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: Between now and late November. Pay attention to the deadline for your studyplan!
Who: Teacher or Study Advisor. You can find out who this is on the 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?
ARRANGING YOUR STUDY ABROAD

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

INTERNATIONAL OFFICE UU
STUDY ADVISEUR EN OF CONTACTPERSOON BUITENLAND
ERASMUS OFFICE UU
EXAMENCOMMISSIE
INTERNATIONAL OFFICE GASTUNIVERSITEIT

Now – +/- Mid November
+ / - Mid November - Deadline: 2 December
End of January
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
   - Based on your 1st choice
3. Apply via Osiris student ‘Stay Abroad’ section before the deadline

**Deadline 1st and 2nd semester 2020-2021:**

**2 December 2019 12:00**
Step 2: Application at UU
Which documents?

1. **Studyplan** (format), including signature
   Contact Person Study Abroad

2. **Motivation letter** in English

→ Based on your 1st choice
# Preliminary Study Plan

**Humanities or Medicine faculty**

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

### Indicate how you intend to implement the exchange into your study programme in Utrecht. Make sure that you include all UL-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. electives).

<table>
<thead>
<tr>
<th>Year</th>
<th></th>
<th>Period 1</th>
<th></th>
<th>Period 2</th>
<th></th>
<th>Period 3</th>
<th></th>
<th>Period 4</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>Fall</td>
<td>1</td>
<td>Course A</td>
<td>3</td>
<td>Course B</td>
<td>4</td>
<td>Course C</td>
<td>5</td>
<td>Course D</td>
</tr>
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<td></td>
<td>6</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2019-2020</td>
<td>Fall</td>
<td>1</td>
<td>Course E</td>
<td>3</td>
<td>Course F</td>
<td>4</td>
<td>Course G</td>
<td>5</td>
<td>Course H</td>
</tr>
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<tr>
<td>2020-2021</td>
<td>Fall</td>
<td>1</td>
<td>Course I</td>
<td>3</td>
<td>Course J</td>
<td>4</td>
<td>Course K</td>
<td>5</td>
<td>Course L</td>
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<td>6</td>
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</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.

<table>
<thead>
<tr>
<th>Name/host university 1ST choice</th>
<th>Name/host university 2ND choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course code</td>
<td>Course title</td>
</tr>
<tr>
<td>1</td>
<td>Course A</td>
</tr>
<tr>
<td>2</td>
<td>Course B</td>
</tr>
<tr>
<td>3</td>
<td>Course C</td>
</tr>
<tr>
<td>4</td>
<td>Course D</td>
</tr>
</tbody>
</table>

**Initial approval**

Study plan: check your faculty's information on how to get this approval.

<table>
<thead>
<tr>
<th>Faculty/anger</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; job title</td>
<td>Signature</td>
</tr>
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</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.
Preliminary Study Plan
Humanities or Medicine faculty

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</table>

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

Indicate how you intend to implement the exchange into your study programme 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>Period 1</td>
<td>Period 2</td>
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<tr>
<td>2019-2020</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>(current year)</td>
<td></td>
<td></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 1<sup>st</sup> choice: <name host university>
Courses during your exchange
List the courses you plan on enrolling in during your exchange.

**Name host university 1st choice:** 

<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. [course code]</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. [course code]</td>
<td>[course title]</td>
<td>[Level]</td>
<td>[number of ECTS credits or equivalents]</td>
<td>[language]</td>
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<td>3. [course code]</td>
<td>[course title]</td>
<td>[Level]</td>
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<td>[language]</td>
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<td>4. [course code]</td>
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<td>5. [course code]</td>
<td>[course title]</td>
<td>[Level]</td>
<td>[number of ECTS credits or equivalents]</td>
<td>[language]</td>
<td>[weblink course description]</td>
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<tr>
<td>6. [course code]</td>
<td>[course title]</td>
<td>[Level]</td>
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**Initial approval**
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**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.
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?
   - Yes
   - No

   Or is there a language requirement indicated at the requirements section at the UU destination [website]

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

- Selection based on your complete application (convenient study plan, motivation, language level, grades)
- Selection by lot
- Selection by International Office – Utrecht University (not the host university)
- At the end of January you will be informed about the definite choice
- Not selected or too late: second selection round/remaining places

12 November 2019
Workshop: How to write a motivation letter
Support from the International Office
Humanities

General:
- Walk-in hours (Monday & Thursday 11:00 -12:00) for short questions and for signing documents

Orientation phase:
- Walk-in hours for 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
Questions?

@internationalofficegwuu