Study Abroad

on exchange in 2020/2021

Monique Hanrath
Exchange Coordinator
Agenda

Choosing your destination and application procedure - Monique Hanrath

Practical issues concerning internships - Lowi Willems
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
- Full time study (30 EC per semester) at host university
- Possibly additional conditions host university (language requirement, GPA)
ARRANGING YOUR STUDY ABROAD

1. **Orientation**
   - Now – +/- Mid November

2. **Application at UU**
   - +/- Mid November - Deadline: 2 December

3. **Host University Application**
   - End of January

4. **Pre-departure Arrangements**

5. **Travel to host university**
Where may / will you go?
Humanities Students
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><strong>Income</strong></th>
<th><strong>Expenses</strong></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
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

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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**Indicate how you intend to implement the exchange into your study programme at Utrecht. Make sure that you include all AU-courses that you are currently enrolled in or are still planning to enrol in, and include all required courses as well as optional courses (e.g. electives).**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tr>
<td>Year</td>
<td>Period 1</td>
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<tr>
<td>2023-2024</td>
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<tr>
<td>1st term</td>
<td></td>
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<tr>
<td>2nd term</td>
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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>
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<tbody>
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<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Course level (Ua/Er)</th>
<th>Number of ECTS credits</th>
<th>Language of instruction</th>
<th>Eligible to earn credit at Utrecht</th>
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Initial approval Study Plan: check your faculty's information on how to get this approval.

<table>
<thead>
<tr>
<th>Faculty/centre</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Name &amp; Job title</th>
<th>Signature</th>
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**Please note that for the courses abroad to be accepted as credits towards your degree at Utrecht, they must be approved by the board of examiners of your study programme at a later stage.**
Step 2: Application at UU
Selection

- Selection based on your complete application (convenient studyplan, 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
Exchange without an agreement: Visiting student

- 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
- Check in a very early stage with the Examination committee if the courses will be accepted
- Check with the host university:
  - Support: ie housing, insurance, visa, residence permit, course enrollment etc.
  - Costs involved: tuition fee, fee for visa, insurance, housing etc.

Mandatory:
If you decide to go: register in the Osiris field: IO other
Internship and practical issues

Content of the internship:
Programme coordinator of the researchmaster
Sometimes someone else: a 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/
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

## Form Internship Work Plan

### STUDENT

<table>
<thead>
<tr>
<th>Student name</th>
<th>Bachelor's/Master's programme</th>
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### INTERNSHIP INSTRUCTOR (LEcTURER UTRECHT UNIVERSITY)

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Department/school/programme</th>
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### INTERNSHIP PROVIDER

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Located in The Netherlands/Abroad (delete as appropriate)</th>
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<tbody>
<tr>
<td>I have registered my &quot;Stay Abroad&quot; in Dutch year / not applicable (delete as appropriate)</td>
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<table>
<thead>
<tr>
<th>Name daily supervisor</th>
<th>E-mail</th>
<th>Telephone</th>
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### INTERNSHIP INFORMATION

<table>
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<tr>
<th>Start date</th>
<th>End date</th>
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Level and type of internship (check the appropriate box)

- [ ] BA level 2 - Work internship
- [ ] BA level 3 - Research internship
- [ ] Master - internship

Total ECTS: 7,5 ECTS 15 ECTS 30 ECTS other: ECTS

* 1 EC = 20 hours of study/work

### APPROVAL INTERNSHIP

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>Signature</th>
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<table>
<thead>
<tr>
<th>Internship instructor (Utrecht University)</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Internship provider</th>
<th>Date</th>
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</table>
Internship documents: Internship Agreement

Internship agreement template

Personal details student

Name
Student number
Institution program
Address
Postal code, city
Email address
Phone number

Details (both educational institutions)

Name of institution
Address
Postal code, city
Name of academic supervisor
Phone number
Fax number
Email address

Details of organization offering the internship

Name of organization
Student work address
Phone number
Fax number
Email address
Name of internship supervisor
Phone number
Fax number
Email address

Internship agreement

Part 1

Article 1: Learning objectives and interim 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 organization offering the internship and the academic supervisor will ensure that the student intern will be assigned tasks and responsibilities commensurate with the student's abilities and or her 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.
- Student interim responsibilities: tasks assigned to help the intern attain his or her learning objectives, as defined by the internship supervisor in consultation with the academic supervisor.

Article 2: Guidance and supervision

University (for the relevant study unit) shall designate an academic supervisor to take responsibility for the internship and the organization 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, the University will require the student intern to submit a report, the specifications for which will be made available to the student intern before the internship begins. The organization offering the internship will receive a copy of this report.

The organization 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/track phase was completed.

Article 3: Internship details

The number of EC credits to be awarded upon completion of this internship is ___

The internship will last from ___ until ___, except for days off days that the staff at the organization offering the internship is off work.

The daily working schedule of the organization offering the internship will apply to the student intern. The minimum number of hours the student intern will work each week will be ___.

The student intern will be absent from the organization offering the internship on ___.

The student intern agrees to abide by all house rules set by the organization 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 ___.

Besides compensation for expenses, the student intern will receive a financial support of ___.

Note that if this amount is greater than ___ the organization offering the internship is required to provide the student intern with internship compensation in accordance with the Dutch Labour Law for the student intern.

The organization offering the internship will provide the intern the means to accomplish 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.
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 Wet op de intellectuele eigendom), 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 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, and don't forget to leave your abroad address. 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.
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