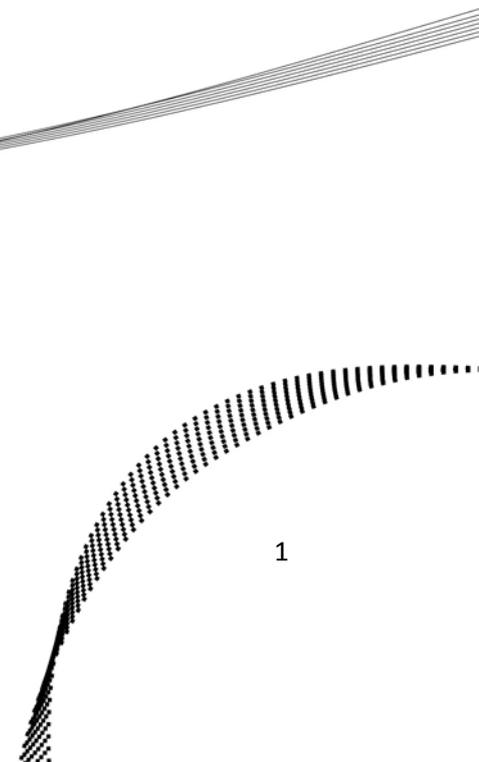
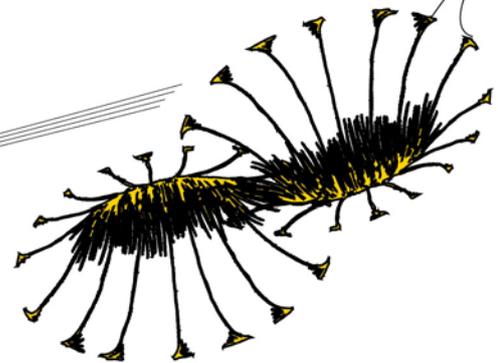


# STUDY ABROAD MANUAL

Faculty of Behavioural, Management and Social Sciences  
2017-2018



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This manual gives an overview of the possibilities, the procedure, information on how to prepare yourself step by step, possible partner institutions, selection and nomination.

Please read the information carefully.

# 1. The possibilities

The University of Twente, Faculty of Behavioural, Management and Social Sciences, offers several possibilities to go abroad as part of your study programme;

- Study Abroad; following courses at a foreign University
- Minor: Crossing Borders: Global Challenges of Technology and sustainability (2 x 15 EC)
- Bachelor assignment abroad (15 EC)
- Master assignment abroad (25-30 EC)
- Double Degree Master programme

This manual focusses on **Study Abroad**; following courses at a foreign University.

## 2. Planning

Several issues need to be arranged before you can actually go abroad. Therefore, make sure that you start at least 9 months before departure with preparing your study abroad stay.

Always discuss your study planning with your study advisor or track coordinator (Master students). For Bachelor students the most convenient time to study abroad is during the 1<sup>st</sup> semester of the 3<sup>rd</sup> year. Other options are to exchange courses from the curriculum and transfer the credits (Master students) or to follow extra-curricular courses. If you wish to exchange courses from your regular curriculum, please first discuss this with your study advisor. The courses chosen need to be approved by a representative of your study programme. It might lead to a delay if you are not able to pass all courses abroad. Following extra-curricular courses leads to a study delay.

Some partner universities have different academic calendars meaning that you will experience overlap of your study abroad semester and the start of the semester at the University of Twente. Please be aware that this could cause a study delay. Carefully compare the academic calendars, consult your study advisor and deliberately choose a partner university that fits to your study programme and schedule.

### 3. Orientation

The Faculty of Behavioural, Management and Social Sciences has several bilateral agreements with European universities (all participants in the Erasmus+ programme) and a few outside Europe. Besides, the University of Twente has some university wide agreements with universities outside the EU, There is a different selection procedure for these universities, see chapter 6.

#### 3.1 Partner universities

You can find a list of our partner universities on blackboard (Study Abroad Documents) which is frequently updated. If you are selected to go to a UT partner, you don't have to pay tuition fee at the foreign university, you only have to pay the tuition fee at the UT.

#### 3.2 Number of places available

The number of places available per partner university is limited, you can find the number of places per university on blackboard. Please note that this number represents the total amount of students that is allowed to go during that academic year (both semesters, bachelor and master students). If needed, a selection of students will be made. You can find more information on the selection procedure in chapter 6. To make sure your name is included when the is selection is being made, hand in the application form before the faculty deadline (see 'when to apply').

#### 3.3 Make a selection

It is advised to choose 3 preferences of partner universities.

Search for and read information, check websites of partner universities and collect course information. You can find student experience reports on the International Office website: <http://www.utwente.nl/studyabroad/experiences>. These reports are written by your fellow students during or after their stay abroad. Besides, you can find student experiences on the Study Abroad blackboard page.

Carefully check the following details and take them into account when selecting suitable destinations:

- Available courses and course information
- Language of instruction of courses
- Requirements from the partner university (f.e. pre knowledge, language requirements)
- Semester data

You need to invest time in this and show a lot of own initiative! (Limited) information per country and per partner university is published on blackboard. It is your own responsibility to search for information and make a decision based on that.

Make sure that you select a University that is a partner University from your study programme, that offers courses that match with your study programme and do check the language of instruction of

courses. Not every partner university offers courses taught in English, especially universities in for example Spain, Portugal and Italy offer a lot of courses taught in the native language. You may request course information directly from the partner Universities website, or by sending them an email (for example to their international office).

### **3.4 Non-partner universities, or partner universities from another study programme or faculty**

You have to fulfil additional criteria to go to a university that is a partner from another study programme or faculty at the UT, or to go to a university that is not a UT partner. See chapter 4 (Conditions).

#### **Partner universities from another study programme or faculty**

If you fulfil these additional criteria, it might be possible to go to a university that is a partner from another study programme or faculty at the UT. This is not recommended though. You would need to retrieve approval from the other study programme or faculty and they will give priority to their own students. You also need approval from the partner university. You have to take into account that it will take a lot of time before you receive the final answer (April/May), it is wise to choose other universities as well as a back-up plan, in case you do not get the approval.

If you do want to go to a university that is a partner from another study programme of faculty at the UT, please send an e-mail with the name of the university, the study programme you are interested in, your motivation and proof that you fulfil the additional criteria to [l.klaver@utwente.nl](mailto:l.klaver@utwente.nl).

#### **Non-partner universities**

If you fulfil the additional criteria (see chapter 4), it might also be possible to go to a university that is not a UT partner. However, this is not recommended either. You have to show a lot of own initiative, as you have to arrange the place, the application and all other matters involved by yourself. Besides, you also have to proof the quality of the university chosen towards the programme coordination of your study programme, e.g. the academic ranking and if it is a research university. Next to that, the financial part can be a drawback. When you choose a UT partner, you don't have to pay tuition fee at the foreign university, you only have to pay the tuition fee at the UT. If you want to go to a university that is not a UT partner, you both have to pay tuition fee at the foreign university and at the UT. In some countries these tuition fees are very high.

If you do want to go to a university that is not a UT partner, it is recommended to choose a UT partner university as well, as a back-up plan. You have to mention in the study abroad application form that you are applying for a non-partner university by yourself.

## 4. Conditions

### 4.1 General conditions for study abroad

To be able and allowed to **study abroad** you need to fulfill the following conditions.

#### Study abroad during the **first** semester of the next academic year

- Be enrolled as a regular UT student and pay UT tuition fee
- Pre-requisite: 90 EC registered at 1 August, including a successfully completed first year (60EC) of your study programme (this applies to *Bachelor students* only).
- To be eligible in reserving a place at a partner university, you must have passed courses with at least 60 EC registered at 1 March (this applies to *Bachelor students* only).

#### Study abroad during the **second** semester of the next academic year

- Be enrolled as a regular UT student and pay UT tuition fee
- Pre-requisite: 90 EC registered at 1 January, including a successfully completed first year (60EC) of your study programme (this applies to *Bachelor students* only).
- To be eligible in reserving a place at a partner university, you must have passed courses with at least 60 EC registered at 1 September (this applies to *Bachelor students* only).

When you study abroad for your minor programme, make sure that you pass each and every course so that upon your return to UT, you can immediately use these credits for further progress in the third year (especially starting your bachelor thesis and getting ready for graduation on time).

### 4.2 Additional criteria when applying for non-partner universities and partner universities from other BMS study programmes or UT schools/faculties

In some cases it is possible to apply for a non-partner university or for a partner university from another study programme (see chapter 5 of this manual). To be able to do this you need to fulfill additional criteria on top of the overall conditions mentioned above:

#### Study abroad during the **first** semester of the next academic year

- You must have passed all your courses, both on 1 March and 1 August. This means that you need to have 90 EC registered at 1 March and 120 EC registered at 1 August. This applies to *Bachelor students* only. If you are a Master student, there is no needed minimum of registered credits or passed courses, but we strongly advise you to discuss your study planning with your study advisor.
- Your average grade needs to be a 7.5 or higher. This applies to *both* Bachelor and Master students.

Study abroad during the **second** semester of the next academic year

- You must have passed all your courses, both on 1 October and 1 January. This means that you need to have 90 EC registered at 1 October and 120 EC registered at 1 January. This applies to *Bachelor students* only. If you are a Master student, there is no needed minimum of registered credits or passed courses, but we strongly advise you to discuss your study planning with your study advisor.
- Your average grade needs to be a 7.5 or higher. This applies to *both* Bachelor and Master students.

## 5. Study Abroad application and deadlines

### 5.1 Application form

To express your Study Abroad interest and to apply for a place at a partner university, you need to fill in the application form before the deadline. You can find the application form on Blackboard -> Organizations -> Study Abroad -> Study Abroad Application.

### 5.2 Application deadline

Deadlines for Study abroad during the **first** semester of the next academic year:

1. **15 February: Application deadline for UT wide partner universities.**

Apply through the UT system Mobility Online:

[https://www.service4mobility.com/europe/LoginServlet?identifier=ENSCHED01&sprache=en&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=S&aust\\_prog=INT&trans\\_roll\\_id=8&fromApplication=1](https://www.service4mobility.com/europe/LoginServlet?identifier=ENSCHED01&sprache=en&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=INT&trans_roll_id=8&fromApplication=1)

To complete your UT-Wide application, submit an e-mail to [l.klaver@utwente.nl](mailto:l.klaver@utwente.nl) with the following information:

- Up-to-date Transcript of Records
- Preliminary course list
- Name according to your passport
- Date and Place of Birth
- Write down the number of registered EC and your cumulative grade point average (CPGA) in the subject line of the e-mail.

2. **15 February: Application deadline faculty partner universities. Apply for study abroad and fill in your three preferred destinations.**

Apply through the UT system Mobility Online:

[https://www.service4mobility.com/europe/LoginServlet?identifier=ENSCHED01&sprache=en&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=S&aust\\_prog=INT&trans\\_roll\\_id=8&fromApplication=1](https://www.service4mobility.com/europe/LoginServlet?identifier=ENSCHED01&sprache=en&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=INT&trans_roll_id=8&fromApplication=1)

3. **Before 1 March: Hand in your transcript of records for the faculty partner universities to [l.klaver@utwente.nl](mailto:l.klaver@utwente.nl).**

Mention your name, number of registered EC, and average grade in the subject line of this e-mail. You need to take care of your transcripts of records yourself. You can retrieve a transcript of records in Osiris → Progress review → download progress report.

4. **After 20 March: You will receive the final outcome of the selection procedure via e-mail.**

In this e-mail, we will inform you if you have been selected for one of your three preferred destinations. You will receive information on the follow-up procedure (nomination and application to the partner university).

5. **Before 26 March:** It might happen that you are not able to go to one of your three preferred destinations due to the fact that there are limited places available for each partner

university. In that case you will receive information on the places left. You can apply for one of these remaining places before 26 March.

Study abroad during the **second** semester of the academic year:

1. **1 September: Application deadline for UT wide partner universities.**

Apply through the UT system Mobility Online:

[https://www.service4mobility.com/europe/LoginServlet?identifier=ENSCHED01&sprache=en&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=S&aust\\_prog=INT&trans\\_roll\\_id=8&fromApplication=1](https://www.service4mobility.com/europe/LoginServlet?identifier=ENSCHED01&sprache=en&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=INT&trans_roll_id=8&fromApplication=1)

To complete your UT-Wide application, submit an e-mail to [l.klaver@utwente.nl](mailto:l.klaver@utwente.nl) with the following information:

- Up-to-date Transcript of Records
- Preliminary course list
- Name according to your passport
- Date and Place of Birth
- Write down the number of registered EC and your cumulative grade point average (CPGA) in the subject line of the e-mail.

2. **1 September: Application deadline faculty partner universities. Apply for study abroad and fill in your three preferred destinations.**

Apply through the UT system Mobility Online:

[https://www.service4mobility.com/europe/LoginServlet?identifier=ENSCHED01&sprache=en&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=S&aust\\_prog=INT&trans\\_roll\\_id=8&fromApplication=1](https://www.service4mobility.com/europe/LoginServlet?identifier=ENSCHED01&sprache=en&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=INT&trans_roll_id=8&fromApplication=1)

3. **1 September: Hand in your transcript of records for the faculty partner universities via e-mail ([l.klaver@utwente.nl](mailto:l.klaver@utwente.nl)).**

Mention your name, number of registered EC, and average grade in the subject line of this e-mail. You need to take care of your transcripts of records yourself. You can retrieve a transcript of records in Osiris → Progress review → download progress report.

4. **After 20 September: You will receive the final outcome of the selection procedure via e-mail.** In this e-mail, we will inform you if you have been selected for one of your three preferred destinations. You will receive information on the follow-up procedure (nomination and application to the partner university).

5. **Before 27 September:** It might happen that you are not able to go to one of your three preferred destinations due to the fact that there are limited places available for each partner university. In that case you will receive information on the places left. You can apply for one of these remaining places before 27 September.

### 5.3 Not possible to switch Study Abroad destinations

Once you have been allocated a place at a Study Abroad destination, it is **not** possible to switch destinations. Even if, for example, a spot at the University of your first or second preference becomes available because another student has decided to withdraw. We therefore advise you to carefully consider your choices.

## 6. The selection procedure

If there are more students interested to go to a certain partner university than places available at this partner, a random selection will take place based upon academic performance. In order to conduct a fair selection procedure, we will first divide all students into four groups based on their achievements and grades so far (see table below).

<b>Group 1</b>	You have passed at least 100% of the nominal study work load of your BSc or MSc study programme (EC's registered at 1 March or 1 September) and your average grade is a 7.5 or higher.
<b>Group 2</b>	You have passed at least 100% of the nominal study work load of your BSc or MSc study programme (EC's registered at 1 March or 1 September) and your average grade is a 6.5 or higher.  Or  You have passed at least 80% (for BSc TOM this represents at least 75EC) of the nominal study work load of your BSc or MSc study programme (EC's registered at 1 March or 1 September) and your average grade is a 7.5 or higher.
<b>Group 3</b>	You have passed at least 100% of the nominal study work load of your BSc or MSc study programme (EC's registered at 1 March or 1 September) and your average grade is lower than a 6.5.  Or  You have passed at least 80% (for BSc TOM this represents at least 75EC) of the nominal study work load of your BSc or MSc study programme (EC's registered at 1 March or 1 September) and your average grade is lower than a 7.5.
<b>Group 4</b>	All other students (you fulfill at the least the minimum overall conditions)

*Overview of Group Distribution*

Afterwards, a random selection is made per group. First, students from Group 1 will be selected and divided over their preferred choices. After having awarded a study abroad destination to all students from Group 1, we will continue with Group 2. Here, the same procedure will take place, but obviously less places are available since some places are already given to students from Group 1. Then, we will continue with Group 3 and finally, we will conduct the same procedure for Group 4.

As can be seen from the selection procedure, students with higher achievements will have the highest chance of getting a spot at their preferred university. It might happen that you do not get a place at one of your preferred partner universities since there are limited places available for each partner university. Please do not worry about the number of remaining places; in total, there are enough study abroad places for all students.

**UT wide partners - selection**

The selection for UT wide partners will be performed by International Office, after a faculty nomination based on your grade point average (GPA) and study progress so far.

**How to calculate your Grade Point Average (GPA)**

The GPA used for the study abroad selection procedure is a simple grade point average. Sum up **all grades** of your passed modules (TOM) or courses so far and divide the total by the number of passed modules or courses. For bachelor students, this means that you also have to include the grades from your first year modules in the calculation. The GPA calculated here will not be based on a weighted count, meaning that there is no distinction made between 2EC, 3EC or 5EC courses, or different 15EC modules.

## 7. Application to the partner university

### Nomination

The University of Twente (Laura Klaver) will send the partner university an email, informing them that you have been nominated to apply as an exchange student. You will receive a CC of this email.

### Application and deadline partner institution

You have to apply to the partner institution by yourself. Only if the partner institution requires that the application has to be send by the University of Twente, please inform Laura Klaver and hand in your application incl. the attachments and signatures two weeks prior to the application deadline.

1. You can find the application form of the partner institution on their website or you will receive an email from them after the nomination. If you are not able to find it, please send them an email, in most cases to their International Office.
2. Check the deadline of the partner institution and make sure that you send in your application in time.
3. Make sure that you completely fill in the application forms (check and double check), do not forget any attachments. For example; institutions might ask for proof of English language, a passport size photo, a copy of your passport/ID card, an original Transcript of Records in English. Check which documents are needed.
4. You might need a signature from: the Departmental Erasmus coordinator / Faculty contact person (Laura Klaver) and/or from the Institutional Erasmus coordinator (at UT this is Ms. Inge Broekman, International Office, you may report to the Student Service Desk in the Vrijhof building). Documents always first need to be signed by the Departmental Coordinator and then by the Institutional Erasmus Coordinator. Take into account that it might take some time to obtain these signatures. Do not forget your own signature if asked for.

**If you need a signature, please pass by with a print out of the documents; we will not print, copy or scan any documents for you.**

5. Make a copy of your application for your own administration.
6. The partner institution will inform you if they have accepted you as an exchange student. Once you have been accepted at the partner university, you are obliged to register your stay in the UT International Registration, you can find a link to these systems on:  
<http://www.utwente.nl/studyabroad/practical/files/registration-insurance/>

### **Proof of English language**

One of the requirements for participating in an exchange programme is that the student has sufficient skills in the language in which the courses are taught at the host university. To prove this you might need to take a language test that consists of writing, listening, speaking and reading ability. Sometimes the requirements differ from one university to another, so please check the application requirements carefully in advance. You can consult the Language Coordination Center (<http://www.utwente.nl/ces/tcp/>) for questions on language tests. Note that you will have to pay for the language test yourself!

If you are in an English study programme (Master, or the ES/IBA bachelor), please request a letter from the Student Service desk that states that your study programme is taught in English. If the partner institution asks for an official language test certificate (like TOEFL or IELTS), a letter like this might not be sufficient, contact the partner institution (in most cases their International Office) to check this with them.

### **Transcript of Records**

Most partner universities ask for an original, signed, Transcript of Records in English. You can obtain this document at the Student Service desk in the Vrijhof building.

### **Academic Calendar**

Carefully check the academic calendar and semester data of the partner University. The start and end date of a semester might differ from these of the University of Twente. This will influence your study plan, especially with regards to the exams that you plan to take. Make sure that you obtain all relevant information in time and consult your study advisor to discuss your study planning if you expect any problems to occur.

## 8. Selection of Courses (Learning Agreement)

### 8.1 Bachelor students

Carefully select the courses that you would like to follow at the partner institution. Make sure that the partner institution of your choice offers a sufficient amount of suitable courses needed for your study programme. It is your own responsibility to find and select these courses. Do not forget to check the language of instruction (English, or local language). If you are not able to find a course list on the website of the partner institution, or if you are not sure which courses you are allowed to choose as an exchange student, please contact the partner institution by yourself (f.e. their International Office).

Important information:

- To be able to transfer your credits (e.g. individual minor or exchange of regular curriculum courses) you need the approval from the study programme.
- File for course approval by submitting the 'Elective Space-Minor Course Approval Form BMS', available on the Study Abroad Blackboard page, to the Exchange Officer (Laura Klaver).
  - o **EPA students:** Before you submit the request for Course Approval, consult mr. Rik Reussing for his advice on the courses you selected.
  - o **TBK students:** Please consult the TBK Blackboard page.
- It is mandatory to select more courses for approval than you basically need. It might happen that courses at partner institutions change, are not offered anymore, will be taught in another language or semester, etc. It will save you a lot of time and effort if you select a few extra courses.
- If you want to request course approval for changes during your study abroad semester, you need to submit your **complete course package** on the course approval request form. Emails with information about the new course only or incomplete course packages will **not** be reviewed.
- You might choose to do only extra-curricular courses. In that case you only need approval of the programme coordination of your study if you would like these courses to be added to your UT transcript of records.

Please note:

- Credits will be transferred, **but grades will not be transferred** (as every country uses another grading system).
- Your Learning Agreement needs to be signed by Laura Klaver or Inge van Haare, please note that this does not substitute approval of the study programme. It is possible to make changes to your Learning Agreement at a later stage (for example once you have arrived); but you do need new approval of the study programme in that case. The Learning Agreement form will probably be part of the application form of the partner institution, if not, you will receive one from the International Office as part of the Erasmus documents (only if you apply for this scholarship and if you will get it awarded).

- It could happen that you need to make changes to your initial Learning Agreement with the courses you selected to follow when studying at the Partner University. Courses could no longer be available, or open to exchange students or could be taught in a different period. Hence, make sure that you are flexible and that you are prepared to change your Learning Agreement. Your contact person at the Host university, or the Host university's International Office, can support you in finding alternative courses. Make sure you modify your Learning Agreement accordingly.

## 8.2 Master students

Carefully select the courses that you would like to follow at the partner institution. Make sure that the partner institution of your choice offers a sufficient amount of suitable courses needed for your study programme. It is your own responsibility to find and select these courses. Do not forget to check the language of instruction (English, or local language). If you are not able to find a course list on the website of the partner institution, or if you are not sure which courses you are allowed to choose as an exchange student, please contact the partner institution by yourself (f.e. their International Office).

For Master students who wish to exchange regular curriculum courses with courses taken while doing a semester abroad, you need to file a request for course approval at the examination board. Before you do so, make sure you ask your track or programme coordinator of your study programme for advice on the courses you intend to follow. Submit the advice of your coordinator along with your request for course approval.

Submitting a request for course approval can be done by filling in the web form:

<https://www.utwente.nl/bms/examboard/for-students/application/>.

Important information:

- Try to select more courses for approval than you basically need. It might happen that courses at partner institutions change, are not offered anymore, will be taught in another language or semester, etc.
- You might choose to do only extra-curricular courses. In that case you only need approval of the programme coordination of your study if you would like these courses to be added to your UT transcript of records.
- Credits will be transferred, but grades will not be transferred (as every country uses another grading system).
- Your Learning Agreement needs to be signed by Laura Klaver or Inge van Haare, please note that this does not substitute approval of the examination board. It is possible to make changes to your Learning Agreement at a later stage (for example once you have arrived); but you do need approval for the new courses on your Learning Agreement in that case. The Learning Agreement form will probably be part of the application form of the partner institution, if not, you will receive one from the International Office as part of the Erasmus documents (only if you apply for this scholarship and if you will get it awarded).

- It could happen that you need to make changes to your initial Learning Agreement with the courses you selected to follow when studying at the Partner University. Courses could no longer be available, or open to exchange students or could be taught in a different period. Hence, make sure that you are flexible and that you are prepared to change your Learning Agreement. Your contact person at the Host university, or the Host university's International Office, can support you in finding alternative courses. Make sure you modify your Learning Agreement accordingly.

## 9. How to prepare my stay abroad?

### 9.1 Housing

In most cases the partner university is willing to help you find accommodation. Most often these rooms are furnished to some extent. Therefore the accommodation costs might be somewhat higher than your current rent. However, making sure that housing is arranged is your responsibility.

### 9.2 Insurance

You have to arrange your own health insurance. You can choose to extend your current health insurance to include European/worldwide coverage (depending on your destination).

The UT has entered into a liability and travel insurance for all its students and employees. This insurance is for free, you can apply for it through:

<http://www.utwente.nl/studyabroad/practical/files/registration-insurance/>.

A few days after your application you the insurance policy will be send to your home address. Keep in mind that the UT travel insurance is only valid for the duration of your study-related stay abroad.

### 9.3 Health and safety

Before departure, check whether you need vaccinations or other medical preparations for your stay abroad. Contact your family doctor or the GGD (the Dutch health service with centres across the Netherlands) for information. Moreover, if needed, make sure that you take sufficient medications with you to cover your stay abroad. When choosing a destination, keep the official travel advice in mind. The Ministry of Foreign Affairs publishes an overview of all recent official travel recommendations. The UT does not allow you to travel to a destination with a 'negative' travel advice.

### 9.4 Visa and passport

Depending on your destination, you might need to arrange a visa, this is your own responsibility. Explore how to apply for a visa and which documents are needed and which institutions you need to contact (e.g. the embassy or consulate of the country of your destination). Apply for a visa in time.

Besides, make sure that your travel document (ID-card or passport) is valid for at least three months after your planned arrival to the Netherlands.

### 9.5 Scholarships and financial matters

You can apply for a scholarship (Erasmus+ or TMF) **after you are officially accepted by the Partner University**. The scholarship procedure is part of the registration in Mobility Online. The application will be checked digitally by the faculty and International Office.

Carefully read the information on the criteria, deadlines and application procedure.

## **9.6 Compensation Public Transport Card (OV Chip card)**

Moreover, you can choose to convert your public transport card (OV chip card) into a financial compensation during your stay abroad. For more information and to apply check the DUO website.

Make sure that you have enough financial resources to pay for your travels and stay abroad. Consult your bank on how to most easily and inexpensively access your money while being abroad. In most cases, a credit card with PIN-code will be sufficient, in some cases you need to activate your card to be able to pay abroad.

## 10. Contact persons

For more information:

- Blackboard -> Organizations -> Study Abroad
- Exchange Officer: Ms. Laura Klaver, MSc. ([l.klaver@utwente.nl](mailto:l.klaver@utwente.nl))
- For information on scholarships and practical issues: International Office:  
<http://www.utwente.nl/internationaloffice/>

Other useful links

- Wil Weg : [www.wilweg.nl](http://www.wilweg.nl) (in Dutch)
- ESN Twente: [www.esntwente.nl](http://www.esntwente.nl)
- AIESEC Twente: [www.aiesec.nl/twente](http://www.aiesec.nl/twente)

## **11. Upon return**

When you get back to the Netherlands after your stay abroad, there are certain issues that you need to take care of.

### **11.1 Your scholarship**

If you received a scholarship (TMF, Erasmus+) during your stay abroad, you have to hand in documents to receive the last part of your scholarship. Before your departure you received an e-mail from International Office with the specific requirements. Please read this information carefully. If you have any questions regarding this matter, send an e-mail to International Office:

[studyabroad@utwente.nl](mailto:studyabroad@utwente.nl)

### **11.2 Credit transfer**

Once your transcript of records from the host institution has arrived, containing courses that the Examination Board approved of, your credits can be transferred. Your grades will not be translated. If you receive the transcript at home, please hand it in at BOZ. In case we receive your transcript of records, we will notify you, after which you can pick it up and hand it in at BOZ.

If you did not obtain all credits during your semester abroad, you probably have to do an extra course/module at the UT to compensate for the missing credits. This might cause study delay. In case this situation occurs, please contact your study advisor to discuss your study plan.