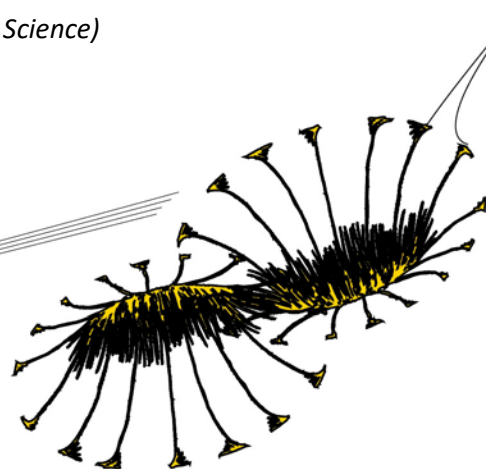


STUDY ABROAD MANUAL

Following courses at a foreign university

University of Twente - Faculty EEMCS

(Electrical Engineering, Mathematics and Computer Science)



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This manual gives an overview of the possibilities, the procedure, and step by step information on how to prepare yourself for a study abroad. It also gives information on possible partner institutions and the selection and nomination procedures.

Please read the information carefully.

1. Possibilities for going abroad as part of your study programme

The University of Twente, Faculty of EEMCS, offers several possibilities to go abroad as part of your study programme;

- Study Abroad; following courses at a foreign University
- Bachelor assignment abroad
- Master assignment abroad
- Study tour
- 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 plans with your study advisor or programme mentor (Master students). For Bachelor students the most convenient time to study abroad is during the 9th and 10th module. Other options are to exchange courses from the curriculum and transfer the credits (Master students). If you wish to exchange courses from your regular curriculum, please **first** discuss this with your programme mentor. The Examination Board¹ needs to approve the courses chosen. 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.

Please be aware: 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.

¹ Or if you are a Creative Technology student: your mentor has to approve the courses.

3. Orientation

The Faculty EEMCS has numerous bilateral agreements with European universities (all participants in the Erasmus+ programme) and also multiple bilateral agreements with universities outside Europe. Besides this, the University of Twente has some university wide agreements with universities outside the EU, however 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 both within Europe and outside Europe on the website <http://www.utwente.nl/studyabroad/> which is frequently updated. If you are selected to go to a UT (or an EEMCS) partner, you don't have to pay the tuition fee at the foreign university. You only pay the tuition fee at the UT.

3.2 Number of places available

The number of places available per partner university is limited. The Faculty exchange coordinator (j.rijken@utwente.nl) can provide more information on the number of places per partner. Please note that this number represents the total number 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. If applicable, you will receive more information on the selection procedure from the faculty exchange coordinator.

3.3 Make a selection

It is advised to always have a **second choice** of partner university. Do the necessary research and gathering of information, check the websites of partner universities and collect course information.

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 (e.g. pre knowledge, language requirements)
- **Semester data**

You need to **invest time** in this and show a lot of your **own initiative!** It is your 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 and that offers courses that match with your study programme. Do not forget to check the language of instruction of the courses. Not every partner university offers courses taught in English, especially universities for example in Spain,

Portugal and Italy where a lot of courses are 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). **Before your appointment** with the faculty contact person, it is important that you have already given a lot of thought about:

- **First/second/third choice** of partner universities
- **Available courses** at these universities
- **Other details** at these universities: Language/other requirements/semester data.

3.4 Free-mover universities, or partner universities from another faculty

Partner universities from another faculty

It might be possible to go to a university that is a partner from another faculty at the UT. However this is **not recommended** though. You will need to retrieve approval from the other faculty and they will give priority to their own students. You will 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). Therefore it is wise to choose other universities as well as a **back-up plan**, in case you do not get the approval.

If you want to go to a university that is a partner of another faculty and so also other programme at the UT, please send an e-mail with the name of the university, the study programme you are interested in, your motivation to j.rijken@utwente.nl.

Free-mover exchange

It is also possible to go to a university that is **not a UT partner**. This is generally known as doing an exchange as a free mover. However, this is **not recommended either**. You have to show a lot of your own initiative, as you have to arrange the place, the application and all other matters involved by yourself. Aside from this, you have to prove the quality of the university chosen before the Examination Board of your educational 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 will have to pay both the tuition fee at the foreign university and at the UT. In some countries, these tuition fees are very high. If you still want to go to a university that is not a UT partner, it is recommended to also **choose a UT partner university, 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

To be able to **study abroad** each programme has its own criteria that you need to fulfill before you can go abroad. These criteria can be found in the programme specific [EER/OER](#). Please read them carefully for your educational programme.

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 your graduation on time).

5. Study Abroad application and deadlines

5.1 Registration

To express your Study Abroad interest and to apply for a place at a partner university, you are obliged to register in [Mobility Online](#). Here you can also apply for scholarships.

5.2 Application deadlines

Deadlines for Study abroad during the **first** semester (FALL semester) of an academic year:

1. **1 February : Application deadline for UT wide partner universities.**
Apply through registering in Mobility Online and to complete your UT-Wide application, submit an e-mail to j.rijken@utwente.nl with the following information:
 - up to date transcript of records
 - preliminary course list
 - name according to your passport/I.D.
 - date and place of birth
2. **1 February: Application deadline faculty partner universities. Apply for study abroad and fill in your three preferred destinations.** Apply through registering in Mobility Online.

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

1. **1 September: Application deadline for UT wide partner universities.**
Apply through registering in Mobility Online and to complete your UT-Wide application, submit an e-mail to j.rijken@utwente.nl with the following information:
 - up to date transcript of records
 - preliminary course list
 - name according to your passport/I.D.
 - date and place of birth
2. **1 September: Application deadline faculty partner universities. Apply for study abroad and fill in your three preferred destinations.** Apply through registering in Mobility Online.

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 concerning your preferred partner universities to make sure you will make the right decision.

5.4. UT-wide partner selection

The selection for UT wide partner will be carried out by International Office by a draw, after the faculty has done a nomination. This nomination at EEMCS is not based on your GPA.

6. Application to the partner university

6.1 Nomination

The University of Twente (Ms. Jitske Rijken) 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.

6.2. Application and deadline partner institution

You have to apply to the partner institution yourself. Only if the partner institution requires that the application has to be send by the University of Twente, please inform Ms. Jitske Rijken and hand in your application incl. the attachments and signatures at least **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 on time.
3. Make sure that you completely fill in the application forms (check and double check) and 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 (drs. Janke Rademaker/Ms. Jitske Rijken) 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 [Mobility Online](#) and in the UT International Registration. You can find a link to these systems on: <http://www.utwente.nl/studyabroad/practical/files/registration-insurance/>

6.3. 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](#) 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 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.

6.4. 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.

6.5. Selection of courses (Learning agreement)

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 (e.g. 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 of the Examination Board² of your educational programme.
- For (Master) students who wish to exchange regular curriculum courses it is wise to ask a teacher (e.g. the track coordinator) for advice on the courses you have chosen and to send this advice to the Examination Board together with your request.
- 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 only do extra-curricular courses. In that case you only need approval of the Examination Board 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).

² Or if you are a Creative Technology student: your mentor has to approve the courses.

- Your Learning Agreement needs to be signed by Jitske Rijken, 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 must get new approval of the Examination Board 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 it is awarded to you).
- It could happen that you need to make changes to your Initial Learning Agreement. 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, and inform your educational programme and Ms. Jitske Rijken about this.

6.6 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 those 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.

7. How to prepare my stay abroad?

7.1 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. Making sure that housing is arranged is **your** responsibility.

7.2 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 **obligatory** but **free of charge**. You can apply for it through:

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

A few days after your application, 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.

7.3 Registration

At the faculty of EEMCS we find it important to know the whereabouts of our students who go abroad. The UT has an online system that is designed to keep track of the students, in case of an emergency. You are **obliged to register your stay** in Mobility Online and in the UT International Registration. You can find a link to these systems on:

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

When you apply for the UT-insurance you will be automatically registered in the UT International Registration system. If you do not apply for this insurance, please make sure that you do register your stay abroad.

7.4 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 centers 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.

7.5 Visa and passport

Depending on your destination, you might need to arrange a visa, this is **your** 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 on time. If a letter of approval is needed from the EEMCS department, we can assist.

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

7.6 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. For further information regarding scholarships visit [“apply for a scholarship”](#) on UT site .

7.7 Compensation Public Transport Card (OV Chip card)

You can choose to convert your public transport card (OV chip card) into a financial compensation during your stay abroad. For more information and how to apply check the [DUO website](#).

If you need a signature on an application form, please pass by with a print out of the document; we will not print, copy or scan any documents for you. Also, make sure that you fill in the exact dates that you are out of the country for educational purposes; the university will not sign for holiday related stays abroad.

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.

8. Further information & Contact persons

For more information:

- For information on practical issues : International Office:
<http://www.utwente.nl/internationaloffice/>

Other useful links

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

Contact persons:

- Exchange Officer: Jitske Rijken, (j.rijken@utwente.nl)
 - Coordinator of International Affairs: drs. Janke Rademaker (j.rademaker@utwente.nl)
- In case of other questions send an e-mail to: studyabroad-eemcs@utwente.nl

9. Upon return

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

9.1 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

9.2 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.