



STUDY ABROAD MANUAL

An exchange for courses at a foreign university

University of Twente - Faculty of EEMCS

(Electrical Engineering, Mathematics and Computer Science)

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This manual provides all the information about the possibilities, the procedure (each step explained), and guidelines 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/Exchange - following courses at a foreign University
- Internship abroad
- Study tour
- Summer schools
- Double Degree Master programme

This manual focusses on **Study Abroad/Exchange for 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.

It can be useful to discuss your study plans with exchange coordinator or your study advisor or track coordinator beforehand. For Bachelor students the most convenient time to study abroad is during the 9th and 10th module. Another option is to exchange courses from the regular curriculum or use you elective courses and transfer the credits (Master students). If you wish to exchange courses from your regular curriculum, please **first** discuss this with your tract coordinator. The Examination Board needs to approve the courses chosen. It might lead to a delay in your studies if you are not able to pass all the exchanged regular 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/(end) of the (next) 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/track coordinator and deliberately choose a partner university that fits to your study programme and schedule.

The University of Twente uses [Mobility-Online](#) to track your whole mobility process from before the actual Mobility (Orientation and Registration) to after the Mobility has ended (Returned to the Netherlands and finalizing all documentations). You will be required to keep track of your status in Mobility Online during the whole process and take the needed steps.

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 for these universities there is a separate selection procedure, 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 wide (or an EEMCS) partner, you don't have to pay the tuition fee at the foreign university. You only pay (obligatory) 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 (studyabroad-eemcs@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 random 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 choose **more than one** partner university to go to. For each choice it is very important to do the necessary research, checking the website of the partner university and gathering the required information about the courses available, semester dates, housing situation, etc.

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
- Overall costs of living

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. Some partner Universities are open to receive students from a different programme than what is stated on the agreement (see partner list on website where it states study field). Others are more strict and can only receive students from the study programme as per the agreement as the courses on offer are only in their faculty/school/department. You can always check this directly with the international office of the partner University or with [Faculty Exchange coordinator](#).

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, France 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 you make an appointment with the Faculty exchange coordinator, 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 receive approval from the other faculty and they will always give priority to their own students first. 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) if you have secured the spot. 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 therefore the agreement is also for another programme at the UT, please send an e-mail with the name of the university, the study programme you are interested in, and your motivation to the [Faculty exchange coordinator](#).

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 your registration in Mobility online that you are applying for a non-partner university by yourself.

4 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 Teach and Education Regulations [TER/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 (one of the steps in mobility online concerns scholarships).

5.2 Application deadlines

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

A. **1st February: Application deadline** for [UT wide & faculty partner universities](#).

Apply by registering in Mobility Online and to complete your application, submit an e-mail to the [Faculty exchange coordinator](#) with the following information:

- up to date transcript of records
- preliminary course list per partner university
- name according to your passport/I.D.
- date and place of birth

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

B. **1st September: Application deadline** for [UT wide & faculty partner universities](#).

Apply by registering in Mobility Online and to complete your application, submit an e-mail to the [Faculty exchange coordinator](#) with the following information:

- up to date transcript of records
- preliminary course list per partner university
- name according to your passport/I.D.
- date and place of birth

5.3 Not possible to switch Study Abroad destinations

Once you have accepted your nomination in Mobility Online and 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 Selection (UT-wide partner)

In the case of more applications than places for a certain destination, a random selection will take place at faculty level. This is not based on GPA (unless it is a requirement of the partner university). The selection for UT wide partner universities will be carried out by International Office (Scholarship Office) by a random draw. Each faculty may deliver a particular amount of names for each destination. You can only partake in one selection procedure for the UT-wide Non-EU partner universities.

Please note: If you intend to go abroad in the Spring semester, you can apply before 1 February (the Fall semester deadline) so that you already partake in the selection procedure in February.

The results of the selection procedure will be processed in Mobility Online. As soon as this is done, you will receive an automated email about this.

6 Application to the partner university

6.1 Nomination

The University of Twente (UT-wide partners – Scholarship office & other partners – the Faculty Exchange Coordinator) will send the partner university an email, informing them that you have been nominated to apply as an exchange student.

6.2 Application and deadline partner institution

You have to apply to the partner institution yourself. A few partner institutions require that the application has to be sent by the University of Twente. This information will be known and explained in the infosheet you will receive at the time of accepting your selection. If you need a signature of your Faculty exchange coordinator for any forms please send the documents at least **two weeks prior to the application deadline**. Do not leave it to the last minute!

Make sure to continue your application in UT's Mobility Online too during this whole process.

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 (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.
5. 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.
6. Make a copy of your application for your own administration.
7. The partner institution will inform you if they have accepted you as an exchange student. Once you have been accepted at the partner university, please forward a copy of the letter to the [Faculty Exchange Coordinator](#) and indicate this in your Mobility Online application. Once you have done this the faculty Exchange coordinator can approve your study abroad in Mobility online.
8. After approval of your study abroad in Mobility online you will move to the scholarship questions. At this point you are also automatically registered for a free [UT travel insurance](#). This free insurance applies to study related activities only. Keep in mind that the UT travel insurance is only valid for the duration of your study-related stay abroad. You will automatically receive the insurance policy by email, including the general conditions and coverage overview.

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. Sometimes a Language proficiency statement is required, which you can request from the [Faculty Exchange Coordinator](#).

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, exchange or regular curriculum courses) you need the approval of the Examination Board¹ of your educational programme.
- For (Master) students who wish to exchange regular curriculum courses it is wise to ask your 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 (2/3 back up 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).
- Your Learning Agreement needs to be signed by the [faculty Exchange Coordinator](#), 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 a 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 Scholarship office as part of the Erasmus documents (only if you apply for this scholarship and it is awarded to you).

¹ Some programmes (Create, BIT, TCS) have mandated the Bachelor coordinator to approve your courses. 10

- 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 the faculty Exchange coordinator (Ms. Jitske Rijken) about this.
- Please inform the faculty Exchange coordinator if there are any changes (academic/social/personal) so that she can provide the necessary assistance where needed.

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 will automatically be registered for the [UT travel insurance](#), once your study abroad has been approved by the faculty Exchange Coordinator in Mobility online. This free insurance applies to study related activities only. Keep in mind that the UT travel insurance is only valid for the duration of your **study-related stay** abroad. You will automatically receive the insurance policy by email, including the general conditions and coverage overview.

7.3 UT International 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 will automatically be registered in the UT International Registration system, once you have received the UT travel insurance.

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. Be aware of safety risks in other countries. 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. Also make sure to be prepared for [emergencies](#). Very useful it to download the [BZ Reisapp](#) and [register](#) with Ministry of Foreign Affairs.

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 six months after your planned arrival back to the Netherlands.

7.6 Scholarships and financial matters

You can apply for a scholarship (Erasmus+, TMF, HS) 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 .

There are further alternative options to finance your study abroad. Have a look at [Beursopener](#) & [Research Professional](#).

It is essential that you have **enough financial resources** to pay for your travels and stay abroad. Do you research beforehand to know about the [costs of living per destination](#) or how your destination [compares with here](#) by clicking on the links.

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 bring a fully filled out print out of the document (hard copy) for the Faculty Exchange coordinator to sign. We will not print the document 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 Upon return

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

8.1 Your scholarship

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

8.2 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, with a copy to the [Faculty Exchange Coordinator](#). 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 will have to do an extra course/module at the UT to compensate for the missing credits. This might cause a delay in your studies. In case this situation occurs, please contact your study advisor to discuss your study plan.

8.3 Experience report & final evaluation meeting

After a great time studying abroad the faculty exchange coordinator would like to hear about your experiences during your time abroad in final evaluation meeting. How do you feel about the time abroad, how would you rate your experience? How was the quality of the courses, the university, the social life and/or what were your impressions of the country and its culture? All this information helps to better inform future students, improve this website and all the procedures involved in studying abroad.

Each student is also required to write a short report on how they experienced their study abroad at their destination. These reports (with your approval) will be shared on the [canvas course study abroad EEMCS](#). These experience reports are meant for future students to get a better insight into the destination and better prepared using the tips & tricks.

9 Further information & Contact persons

Some further useful links on studying abroad:

- Further practical info: <http://www.utwente.nl/internationaloffice/>
- Wil Weg : www.wilweg.nl (in Dutch)
- ESN Twente: www.esntwente.nl
- AIESEC Twente: www.aiesec.nl/twente

Contact persons:

- EEMCS Faculty Exchange Coordinator: Ms. Jitske Rijken, (studyabroad-eemcs@utwente.nl)
- Coordinator of International Affairs: drs. Janke Rademaker (j.rademaker@utwente.nl)