



STUDY ABROAD MANUAL

FACULTY OF ENGINEERING TECHNOLOGY
2016-2017

BSc:

Civil Engineering (Civiele Techniek)
Industrial Design
Mechanical Engineering (Werktuigbouwkunde)

MSc:

Construction Management & Engineering
Civil Engineering & Management
Industrial Design Engineering
Mechanical Engineering
Sustainable Energy Technology

UNIVERSITY OF TWENTE.

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INTRODUCTION

This manual describes the procedure for a **study abroad**, including information on how to prepare yourself step by step, possible partner institutions, selection and nomination.

Please read the information carefully.

1. OPPORTUNITIES TO GO ABROAD

The Faculty of Engineering Technology of the University of Twente offers several opportunities to go abroad as part of your study programme. But, first of all you have to make sure that it fits within your study plan. You can always discuss your study plan with your student adviser. Then you have to decide if you want to go abroad to study or to do an internship?

1.1. BACHELOR STUDENTS

- Study Abroad: following courses at a foreign university (exchange semester, 'minor') (30 EC)
- An internship abroad (15-20 EC)
- Bachelor assignment abroad (15 EC)
- Other options (for example: summer school, study tour or international competition)

1.2. MASTER STUDENTS

- Study Abroad: following courses at a foreign university (amount of ECs differs per programme)
- An internship abroad (15-20 EC)
- Master assignment abroad (30-45 EC)
- Other options (for example: summer school, study tour or international competition)
- Double Degree Master programme (60 EC)

At this moment the University of Twente has a Double Degree Program in Mechanical Engineering with [Instituto Tecnológica the Aeronáutica](#) ITA. For more information about this programme, please click [here](#).

1.3. ECIU TWIN PROGRAMME

The University of Twente is partner of a ECIU Twin Programme Mechanical Engineering together with:

- University of Stavanger
- University of Aveiro
- Kaunas University of Technology
- Tecnológico de Monterrey
- Linköping University

The Twin Programme is a wonderful opportunity for exchange students. There are two exchange places per semester available at every partner of this programme. For more information visit the [website](#).

! 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 up till a year before departure with the preparation of your study abroad stay.

If you are not able to pass all courses abroad or are following extra-curricular courses this will nearly always lead to a study delay.

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

2.1. BACHELOR

Always discuss your study planning with your student adviser. For students that study within the official time period with no delays (nominal), the most convenient time to study abroad is during the 1st semester of the 3rd year (Module 9 & Module 10). Another option is to follow extra-curricular courses. Be aware that in all cases the courses chosen need to be approved by your study programme.

2.2. MASTER

Always discuss your study planning with your track coordinator. It might be possible to exchange courses from the curriculum and transfer the credits or to follow extra-curricular courses. If you wish to exchange courses from your regular curriculum, please first discuss this with your track coordinator. Be aware that in all cases the courses chosen need to be approved by your track coordinator.

3. ORIENTATION

The Faculty of Engineering Technology has several bilateral agreements with European universities (all participants in the Erasmus+ programme) and a few outside Europe. In addition, 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 6.2.

3.1. PARTNER UNIVERSITIES

You can find a list of our partner universities on the website:

<https://www.utwente.nl/ctw/student-mobility/partners/> which is frequently updated. Going to a partner university has several advantages:

- you don't have to pay tuition fee (you continue to pay the tuition fee at the UT only).
- the quality of the host university is assumed to be good enough
- you get (a lot of) support from the foreign university with regards to all kind of practical matters, such as registration, accommodation, etc.

If you are interested in going to a non-partner university, please read paragraph 3.4.

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 the aforementioned website. 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 necessary, a selection of students will be made. You can find more information on the selection procedure in Chapter 6. To make sure that you participate in the selection procedure, finish your application in Mobility Online before the faculty deadline (see section 5.1).

3.3. MAKE A SELECTION

You are able to choose 6 preferences of partner universities. It is advisable to choose at least 3 preferences of partner universities. Please see the appendix for further explanation and examples.

Search for and read information, check websites of partner universities and collect course information. The search portal of Mobility Online can be very helpful for that. In addition 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.

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

- Availability & suitability of courses:
 - Is it your personal interest?
 - Do they fit in your curriculum?
 - Language of instruction
 - Not every partner university offers courses taught in English, especially universities in the south of Europe 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).

- General requirements from the partner university (such as pre knowledge, language requirements, etc.)
- Academic calendar (semester data)

You need to invest time in this and show a lot of own initiative! It is your own responsibility to search for information and make a decision based on that.

3.4. PARTNER UNIVERSITIES FROM ANOTHER STUDY PROGRAMMES AND NON-PARTNER UNIVERSITIES

It is not preferred 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 at all. You have to fulfil additional criteria. It might be possible to choose a:

- **partner university from another study programme or faculty**

This is not recommended though. You would need to retrieve approval from both the other study programme or faculty (they will give priority to their own students) as well as from the partner university. You have to take into account that it will take a lot of time before you receive the final answer, 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 or 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 the mobility coordinator of the programme of interest.

To find the right person, please see:

<https://www.utwente.nl/en/education/exchange-students/departamental-exchange-coordinators/>

- **a non-partner university**

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 this, you also have to proof the academic quality of your preferred university to your student adviser or your track coordinator, such as the academic ranking and research activities. Realise 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. PREREQUISITES

To be able and allowed to **study abroad** you need to fulfil certain basic requirements, which are slightly different for bachelor and master students.

4.1. REQUIREMENTS FOR BACHELOR STUDENTS

To be able to study abroad as part of your minor, you have to meet the requirements of the minor. Please see the OER of your programme for these requirements. You can find the programme specific OER for each programme below:

- **Civil Engineering (Civiele Techniek)**

In order to participate in a minor, a student needs to have completed 3 modules from year 1 (B1) and 3 modules from year 2 (B2). You can find more information on this at the following link:

https://www.utwente.nl/cit/Regels_en_procedures/Studentenstatuut/Archief_OER/oer-civiele-techniek-2016.pdf

(article m1a), and see;

https://www.utwente.nl/cit/Regels_en_procedures/Ingangseisen_minor/

- **Industrial Design (Industrieel Ontwerpen)**

In order to participate in a minor, a student needs to have earned at least 90 EC, of which 60 EC must be obtained in the first academic year. The reference date is 31st of August prior to the academic year in which the minor is followed. You can find more information on this at the following link (page 29):

https://www.utwente.nl/io/rules_and_procedures/student_charter/student_charter-2016-2017.pdf

- **Mechanical Engineering (Werktuigbouwkunde)**

In order to participate in a minor, a student needs to have completed all 4 modules from the first year (B1) and 2 modules from the second year (B2). You can find more information on this at the following link (page 8):

https://www.utwente.nl/wb/onderwijs/regelingen_procedures/studentenstatuut/oer-wb-2065-2017-opleiding-specifiek-deel-final.pdf

In addition, you need to be enrolled as a regular UT student and pay UT tuition fee.

It is recommended to choose a feasible package of 30 EC of courses for your exchange semester. If you are successful in passing all courses, then after returning to the UT you can immediately use the obtained credits for further progress in the third year, especially by starting your bachelor thesis and getting ready for graduation on time. Every EC you did not obtain might cause some/further study delay.

4.2. REQUIREMENTS FOR MASTER STUDENTS

The requirements apply for students in the following programmes:

- Civil Engineering and Management
- Construction Management and Engineering
- Industrial Design Engineering
- Mechanical Engineering
- Sustainable Energy Technology

To be able to study abroad during your Master you need to contact your track coordinator to see if you get permission to follow courses abroad. In addition, you need to be enrolled as a regular UT student and pay UT tuition fee.

5. STUDY ABROAD APPLICATION AND DEADLINES

To express your Study Abroad interest and to apply for a place at a partner university, you need to fill in the application form in Mobility Online. Below you will find more information about the application and deadlines.

5.1. DEADLINES AND APPLICATION STUDY ABROAD FALL SEMESTER

Below you will find the deadlines to study abroad during the first semester of the next academic year:

Fall semester	
1-Feb	Application deadline of your top 6 universities Apply through the UT system Mobility Online: https://www.utwente.nl/onderwijs/huidige-studenten/mobility-online/ Apply and fill in your six preferred destinations and write down a preliminary course list with hyperlinks to the courses for each of your preferred university. Submit by email @ your Exchange Coordinator: <ul style="list-style-type: none">▪ Transcript of Records*▪ The number of registered EC and your cumulative grade point average*
15-Feb	Central selection UT-wide partners (by International Office)
End of Feb	Students receive allocation of UT-wide partners
1-Mar	Deadline for hand-in updated Transcript of Records Hand in a new ToR ONLY if you have obtained additional ECs with respect to February 1st.
15-Mar	Students receive allocated places of faculty partners <i>Note: Students that are not allocated by International Office and who submitted their preference for non-UT-wide place are also in this selection.</i>
31-Mar	It might happen that you are not able to go to one of your preferred destinations due to the fact that there are limited place 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 31 March.

*Please see the Appendix for a detailed description of Transcript of Records and the calculation of your cumulative grade point average (CPGA).

5.2. DEADLINES AND APPLICATION STUDY ABROAD SPRING SEMESTER

These deadlines will be announced later in the academic year.

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.

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.

	Bachelor			Master		
	You have passed at least .. of the nominal study workload.	&	Your average grade is:	You have passed at least .. of the nominal study workload.	&	Your average grade is:
Group 1	100%	&	7.5 or higher	100%	&	7.5 or higher
Group 2	100%	&	6.5 or higher	100%	&	6.5 or higher
	80%	&	7.5 or higher	80%	&	7.5 or higher
Group 3	100%	&	lower than 6.5	100%	&	lower than 6.5
	80%	&	lower than 7.5	80%	&	lower than 7.5
Group 4	All other students (you fulfil at the least the minimum overall conditions)					
Note:	Study abroad during:			Fall semester	Spring semester	
	Total ECs registered at:			1 January	1 September	

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. There should be enough study abroad places for all students; **!** however, be aware that due to unforeseen huge numbers of interested students we cannot guarantee this.

Please see the appendix for an example of which period counts for your registered EC and grades.

6.2. INTERNATIONAL OFFICE / UT WIDE PARTNER SELECTION

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

7. APPLICATION TO THE PARTNER UNIVERSITY

7.1. NOMINATION

If applicable, the faculty contact person will send the partner university an email, informing them that you have been nominated to apply as an exchange student. You will either receive a CC of this email or you will see this step check-marked in Mobility Online.

7.2. APPLICATION AND DEADLINE PARTNER UNIVERSITY

You have to be nominated to apply to the partner institution by yourself. Only if the partner institution requires that the application has to be sent by the University of Twente, please inform your exchange coordinator and hand in your application including (if applicable) required 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 (see appendix) and/or from the Institutional Erasmus coordinator. 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 can upload your proof of acceptance in Mobility Online and continue with the next step. Do not forget to register in the UT International Registration:
<https://www.utwente.nl/studyabroad/practical/files/registration-insurance/>

7.3. DOCUMENTS

▪ 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 taught study programme, you can kindly 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.

- **Nomination Letter**

Some partner universities ask for an nomination letter from the University of Twente. Ask your exchange coordinator for this letter.

7.4. ACADEMIC CALENDER

Before you apply in Mobility Online, carefully check the academic calendar and semester data of the partner university. The start and end dates of a semester might differ from those of the University of Twente. This might 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 student adviser or track coordinator to discuss your study planning if you expect any problems to occur.

8. 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. 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.
- It is advisable 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.

Guidelines for course approval:

- Select courses at your host university that have no overlap with the courses from your UT study program.
- You may select up till a maximum of 5 EC language and cultural courses related to the host country. For example if you are in Spain, you can select a course of Spanish of 5 EC, but you cannot do a course of Italian.
- You may select up till a maximum of 5 EC first year bachelor courses.
- Check the language of instruction.
- Check the academic calendar and whether the course is taught in the semester that you will be at the host university.
- Pay attention to the knowledge requirements for the courses you select.
- Check if the course is available for exchange students. Please be aware that universities may have additional requirements / prerequisites.

Please note:

- Credits will be transferred, but grades will not be transferred (as every country uses another grading system).
- When you apply for your six preferred universities in Mobility Online, it is mandatory to upload a course selection with hyperlinks to the courses for your chosen universities. When you are nominated and accepted at the partner university, you adjust your course selection in Mobility Online and your student adviser needs to approve this. During your stay at the university, the selection of your courses can change (see below). Make sure that you upload your final course selection in Mobility Online **two weeks** before you return home. Your study programme will give the final approval.

- Your Learning Agreement needs to be signed by your Departmental Erasmus Coordinator, 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 student adviser 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.

Additional important information for Bachelor students

- In order to have your credits transferred to your exam programme after returning home, you need on forehand the approval of your desired list of courses by your study programme. Do not hesitate to discuss your wishes with your student adviser or your exchange coordinator.

Additional important information for Master students

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 your track coordinator. Before you do so, make sure you ask your track 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.

- In order to have your credits transferred to your exam programme after returning home, you need on forehand the approval of your desired list of courses by your track coordinator.
- You might choose to do only extra-curricular courses. Also discuss this with your track coordinator.

9. HOW TO PREPARE MY STAY ABROAD?

A lot of information about practical matters can also be found on the website of the International Office: <https://www.utwente.nl/en/education/international-students/>

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 costs of the accommodation might be somewhat higher than your current rent. However, it is your own responsibility that housing is arranged.

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 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.

9.3. REGISTRATION

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.

9.4. 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 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.

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

9.6. SCHOLARSHIPS AND FINANCIAL MATTERS

You can apply for a scholarship (Erasmus+ or TMF) after you are officially accepted by the Partner University. More information can be found on the following website:

<https://www.utwente.nl/studyabroad/study/files/2/>

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

In addition to the above mentioned scholarships, you can apply for a student ambassador scholarship. For more information check:

<https://www.utwente.nl/studyabroad/files/sas-en/>

As you cannot make use of your public transport card (OV / 'Studentenreisproduct') you can choose to convert your public transport card into a financial compensation during your stay abroad. For more information and to apply check the DUO website:

<https://duo.nl/particulier/student-hbo-of-universiteit/buitenland/tijdelijk-in-het-buitenland.jsp>.

In the summer of 2016 this compensation was € 99,66 per month.

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 debit card ('bankpas') with PIN-code will be sufficient, in some cases you need to activate your debit card to be able to pay abroad or you might even need a credit card.

10. UPON RETURN

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

10.1. 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

10.2. CREDIT TRANSFER

Once your transcript of records from the host institution has arrived, containing courses that your study programme approved of, your credits can be transferred. Your grades will not be translated. If you receive the original transcript of records (ToR) at home, please hand it in at CES (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 CES (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 student adviser to discuss your study plan.

11. APPENDIX

11.1. SELECTION OF SIX PREFERRED UNIVERSITIES

You are able to choose 6 preferences of partner universities. It is advisable to choose at least 3 preferences of partner universities.

What is the difference between UT wide partners & faculty partners?

UT wide partners are partners with places for student exchange for the whole UT. This means that all the faculties have to nominate students from their faculty and International Office will then random select students for these places. Faculty partners are partners from only the faculty. If there are more interested students in the same place at a partner university, there will be a selection under these students in the faculty. You can find more information about the selection procedure in chapter 6.

Is it possible to choose only faculty partners?

Yes, this is possible.

Is it possible to choose only UT wide partners?

Yes, this is possible. But, there's a chance that you won't have a place. Because, first you have to be nominated for the UT wide selection and then you have to be selected in the UT wide selection.

Examples of top-6

Example A			Example B	
1.	University of Melbourne	UT wide	Universität Osnabrück	Faculty
2.	University of Campinas	UT wide	University of South Australia	UT Wide
3.	Universidade do Aveiro	Faculty	Technische Universität München	Faculty
4.	Universiteit Antwerpen	Faculty	University of Stavanger	Faculty
5.	University of Stavanger	Faculty	Wuhan University	UT Wide
6.	Aalborg University	Faculty	Akita University	UT Wide

Example C		
1.	Aalborg University	Faculty
2.	University of Melbourne	UT wide

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 6 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).

11.2. TRANSCRIPT OF RECORDS (TOR)

You can retrieve a transcript of records (ToR) in Osiris → Progress review → download progress report.

11.3. 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) so far and divide the total by the number of passed modules. For bachelor students, this means that you also have to include the grades from your first year modules in the calculation.

11.4. WHICH PERIOD COUNTS FOR MY REGISTERED EC AND GRADES?

Below you will find an overview of the most common situations. There are always exceptions, please contact your exchange coordinator for clarification.

Bachelor

	Year	Quartile	Module	Comments
When do I want to study abroad?	3	1 & 2	9 & 10	Minor
ECs registered:	1 & 2		1-5	

Master

	Year	Quartile	Module	Comments
When do I want to study abroad?	1	3 & 4		
ECs registered:	1-3			ECs & grades of the Bachelor. If you did a Premaster, then the ECs & grades of the Premaster.

	Year	Quartile	Module	Comments
When do I want to study abroad?	2	1 & 2		
ECs registered:	Master	1		ECs & grades of the first year of the Master.

	Year	Quartile	Module	Comments
When do I want to study abroad?	2	3 & 4		
ECs registered:	Master	1 - 4		ECs & grades of the first year of the Master.

11.5. CONTACT PERSONS

- **Exchange coordinator / Departmental Erasmus+ coordinator**
- **Student adviser**

	Programme	Exchange coordinator / Departmental Erasmus+ coordinator	Student adviser
BSc	Civil Engineering	ir. Judith Roos-Krabbenbos	ir. Judith Roos-Krabbenbos
MSc	Civil Engineering and Management	j.roos@utwente.nl	j.roos@utwente.nl
MSc	Construction Management and Engineering	Room: HR Z-214	Room: HR Z-214
BSc	Industrial Design	drs. Tineke Hoeksma	drs. Tineke Hoeksma
MSc	Industrial Design Engineering	c.c.hoeksma@utwente.nl	c.c.hoeksma@utwente.nl
		Room: HR Z-210	Room: HR Z-210
BSc & MSc	Mechanical Engineering	dr.ir. Dorien van de Belt	ir. Annet de Kiewit
MSc	Sustainable Energy Technology	d.vandebelt@utwente.nl	j.g.dekiewit@utwente.nl
		Room: HR W-204	Room: HR Z-218

- **Faculty contact person**

Maruschka Waldus

m.waldus@utwente.nl

- **Institutional Erasmus Coordinator**

Inge Broekman

- **For more information:**

Please visit the website of International Office for more information about scholarships and practical issues: <http://www.utwente.nl/internationaloffice/>

- **Other useful links**

Wil Weg: www.wilweg.nl (Dutch)

ESN Twente: www.esntwente.nl