Study Abroad with Erasmus+

Application guide 2022-2023
This brochure has been compiled with the greatest possible care. However, there is always the possibility that some information is no longer correct. Students may not derive any rights from the information in this brochure. Please contact the coordinator and partner universities for the latest information. For information about studying abroad, you are advised to keep a close eye on the UvA website and the degree programme website.

Communication Science internationalisation coordinator contact information:

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W: http://studyabroad.uva.nl/ >> Exchange >> Erasmus programme >> Communication Science

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1. OPTIONS FOR STUDYING ABROAD

This brochure is intended for students of the Communication Science Bachelor’s programme who would like to spend part of their study time abroad at one of the European partner institutions of the College of Communication. The College of Communication operates exchange agreements with faculties at various universities in Europe, as part of the Erasmus+ programme. Exchange agreements have been made with more than twenty partner institutions in Europe. Depending on your interests, your language skills, and the range of courses offered by the partner institution, this is an outstanding opportunity to spend a semester attending lectures at an educational institution elsewhere in Europe!

There is a lot to be said for doing part of your Communication Science programme abroad: foreign universities may offer electives that are not available at the UvA, and you will learn to approach your field of study differently. Studying abroad has a beneficial effect on your personal development (organisational talent, social skills) and improves your career prospects (self-reliance, language skills).

Students who study abroad as part of their programme do so in the third year of the Communication Science Bachelor’s phase, as the teaching on the exchange programmes is primarily at a more advanced Bachelor’s level (undergraduate). In some cases, it is possible for Communication Science Master’s students to take subjects at Master’s level; this should be discussed with the coordinator and the host university. You are advised to start preparing around a year in advance. The period spent abroad is one semester.

During the period of your studies abroad, you will be temporarily enrolled as an exchange student at the host institution, the rules, and procedures of which you should observe. As an exchange student, you will be studying full-time at the host institution; we will therefore assume that you will obtain 30 ECTS in one semester, or equivalent, in successfully completing your modules.

This brochure is intended specifically to inform you about the options, procedures, and conditions for taking part on an exchange on the Erasmus programme (studying in Europe). However, there are other ways of adding an international dimension to your Communication Science studies. Below is an overview and links to the relevant website pages. Please note that the various exchange programmes have different deadlines and that the application methods may differ from one programme to the next!

**Exchanges outside Europe: Global Exchange Programme**

Communication Science students may also study at a partner university outside Europe. The destinations are coordinated within the Global Exchange Programme of the UvA Office of International Student Affairs (BIS). The programme is available for all UvA students, and features destinations in the US, Canada, Australia, New Zealand, Asia, Latin America, the Middle East, Russia, Turkey, and South Africa. You can find information on this programme on the BIS website: http://studyabroad.uva.nl/exchange/global-exchange-programme/global-exchange-programme.html.

**Internship abroad**

Students also have the option of going on an internship abroad. The following websites have detailed information about internships abroad:

- Communication Science Bachelor’s internship website
- Internships abroad (general)

For the funding of internships in Europe that form part of your study programme, you can in some cases apply for an Erasmus grant. See Chapter 6 for more information on this matter.
Short programmes abroad
If you would prefer not to spend an entire semester abroad, you may decide to apply to attend a Summer School. https://studyabroad.uva.nl/short-term/short-term.html

Master’s degree programme abroad
You are perhaps already thinking about taking a Master’s degree programme abroad, once you have completed your Communication Science Bachelor’s degree programme. See this website for information and tips on the available options.

Any questions?
If you still have any questions after reading this brochure, please send an email (international-office-cs@uva.nl) or make a telephone appointment with Sanne or Loes. Contact the Education Desk to make the appointment, (0031) (0)20 525 3003 or educationdesk-cs@uva.nl. You are also welcome at the information meetings that are held several times a year. The degree programme information meetings are published on the ‘Events’ part of the website. See also studyabroad.uva.nl for the information activities held throughout the UvA on the initial orientation process and on applying for the Global Exchange Programme.

The Student Careers Centre (SCC) also regularly organises information sessions on international careers and internships abroad. Keep a close eye on the Student Services website for this.
2. PARTICIPATION IN ERASMUS PROGRAMME – STEP-BY-STEP PLAN

2.1 STEP 1 Initial orientation (around one year before planned period abroad)
You have a wide choice of destinations in the Erasmus programme. But what factors should you consider when making your choice? In general, you are advised to keep to the following step-by-step plan:

From an outline picture of what you would like to do, and where you would like to go:

- you should certainly read the information about the Erasmus programme on the website (http://studyabroad.uva.nl/content/exchange/communication-science/communication-science.html) and in this brochure;
- see http://wereldkaart-uva.nl. It includes an overview of all the possible destinations for Communication Science students (in and outside Europe).
- try to answer the following questions: What is your motivation for studying abroad? What are the main reasons for going to this particular host university? What are you seeking to gain from studying abroad? When will an exchange fit in your study programme schedule? In what subject areas would you like to take courses? What is your command of the language of the host country like? The answers to these questions should form a guideline to your choice of destination.

To a specific preference:

- study the websites of the partner universities in the countries that interest you;
- visit wilweg.nl/english;
- read the testimonials by students who have already been on an exchange, in which they talk about their educational experiences at their host university and about the local culture, social activities, housing, and costs. You can find the testimonials for each destination on the world map;
- talk about your plans for going abroad with lecturers, family, friends, and fellow students;
- talk to the study adviser and internationalisation coordinator’s telephone consultation hours for a more detailed discussion (Mondays, Thursdays and Fridays from 10:00 to 12:00, appointment to be made via the Education Desk);
- gather information about the courses offered by your first-choice university (and perhaps that of your second choice);
- decide – if necessary, in consultation with the study adviser – on when your exchange will take place and whether you will have to adjust your study schedule accordingly.

2.2 STEP 2 Application and selection (around nine months to a year in advance of the period you intend to study abroad)
As soon as you know at which partner university you would like to study at, you should apply. Elsewhere in this brochure (Chapter 4) is a guide to applying for any of the Erasmus exchange programmes.

If your application is selected, you will be officially nominated as an exchange student at the partner institution. It is up to the partner institution to decide whether to accept you on the programme. Each partner institution has its own application procedures and conditions. If necessary (and possible), the internationalisation coordinator will assist with the application procedure, but it is your responsibility to keep a close eye on the deadlines and procedures of the host university.
2.3 STEP 3 Preparation in advance of departure (around seven months in advance of the period you intend to study abroad)

Make a checklist of all the practical matters you will have to arrange up to your departure. You can find such a checklist at https://www.wilweg.nl/english-information. Do not forget the provisional approval for the courses you intend to take while abroad. Approval is obtained when the internationalisation coordinator has signed the Learning Agreement. You should submit the LA at least four weeks before your departure (either by email or during the consultation hours). This form is used to facilitate the transfer and accommodation of credits. The Learning Agreement is to be found in the Canvas page for going abroad which will be sent to you after you have been selected, together with a manual for drawing up this agreement. The LA should also be signed by you, the internationalisation coordinator and the partner university's coordinator, and be dated before your departure.

UvA students who go on an exchange on the Erasmus programme are invited by the UvA to a pre-departure meeting a few months before their departure, at which the remaining practical matters are covered, and where they are given the opportunity to meet fellow students who are also going to the same city or host university. It is the responsibility of the host university to provide students with the information they need. Bear in mind that things are probably organised differently at your host university than is the case at the UvA. You will have to make some effort and be flexible in relation to a variety of aspects. For example, some host universities are not able to assist you with housing. The dates of the academic years at many foreign universities vary, which means you may have to adjust your own study timetable somewhat. In some countries, including Germany, the academic year is structured differently to how it is in the Netherlands. Host universities often organise special orientation programmes for their new international students; you are strongly advised to attend these.

It is a good idea, and in many cases actually a necessity, to improve your language skills for the country you are going to. Many host universities offer intensive language courses for international students before and during the semester. However, you are also advised to take a language course before leaving (or to study the language in private), using the services of UvA Talen, for example (http://www.uvatalen.nl) or cultural institutes (Goethe-Institut, Maison Descartes, don Quijote, Dante Alighieri). Additionally, the UvA offers a reimbursement to UvA who have done the IELTS test for assessing their English language proficiency. The IELTS score is recognised worldwide and is often used as a prerequisite for admission to international study programmes and work placements abroad. For more information, go to: our studentwebsite.

Do not just focus on the language of the country you are going to, but also on its culture, history, and social customs. To help you prepare for the new culture in which you will be living for a time, you should read one of the 'Culture Shock! A Guide to Customs and Etiquette' country guides. The books give information on how people interact and on the education system of the country in question. They cost around €15.00.

The exchange programme also sees international Communication Science students studying at the UvA. It is possible that students from the partner university where you will be studying will be able to help with your preparations. For more information, please contact your own internationalisation coordinator. International students also attend the UvA ‘study abroad fair’ that is held each autumn, where they share information about their home universities.

The International Student Network (ISN) at the University of Amsterdam is a student association that is dedicated to assisting and supporting international students at the UvA in a wide range of areas. By way of example, it organises the international Introduction Week at the start of each academic year and ensures that guest students are given an UvA student mentor. ISN organises a
Language Exchange Programme, which brings you into contact with a native speaker from your host country. Every week, the ISN organises a popular drinks event for all international students – this is another good opportunity to get to know people from your host country. For more information, go to: www.isnamsterdam.nl

2.4 STEP 4 During the exchange
At the start of your exchange, you may discover that for whatever reason you are unable to take certain courses mentioned in your Learning Agreement and that you have to choose different ones. You should have any changes to the courses you are taking approved no later than two weeks after the start of the courses. To do this, complete part 2 of the LA (During Mobility) and have it signed by all the relevant parties.

2.5 STEP 5 After the exchange (a.s.a.p. after your return)
Hand in your official transcript of records and approved Learning Agreement to the Communication Science Examinations Board in order to receive definitive confirmation of the credits you have obtained. You should also submit SIS petitions for the courses you have successfully completed (for instructions, see (option 1)): Petition in SIS. Please note: For courses successfully completed abroad, the annotation “obligations met” (AVV) will be given.¹

Complete all the formalities regarding the awarding of your grant as soon as possible (instructions on how to do this can be found on the Erasmus Canvas page).

Your personal experiences as an Erasmus student form a very valuable addition to the information provided to future Erasmus students! You should therefore contact the internationalisation coordinator if you would like to talk about your experiences during the Communication Science information sessions on studying abroad and would like to help prospective Erasmus students as they prepare for their exchanges.

¹ See the Teaching and Examination Regulations, Article B.5.5, paragraph 4.
3. ERASMUS EXCHANGE DESTINATIONS

On the website [www.wereldkaart-uva.nl](http://www.wereldkaart-uva.nl), you can find an overview of Erasmus exchange destinations for the Bachelor’s degree programme in Communication Science (choose ‘Exchange programme’ > ‘Communication Science’ and zoom in on Europe). The Erasmus Exchange destinations are liable to change*. Contracts are concluded on a year-by-year basis. **Note that not every university offers courses in English, so make sure you speak the language of instruction!** Go to [www.wereldkaart-uva.nl](http://www.wereldkaart-uva.nl) to find information on each European partner university.

*For example due to Brexit.
4. APPLYING FOR AN ERASMUS EXCHANGE

If you are selected by the College of Communication to take part in the Erasmus programme, we will send you to the partner university as a guest student. In exchange, we will host a guest student from abroad. As an exchange student, you will remain enrolled at the UvA and you will not have to pay any tuition fees abroad. However, some universities charge administrative fees, for the costs of arranging your accommodation, for example. You must also observe the rules and procedures of the host university. As an exchange student, you will be studying full-time at the host institution; we will therefore assume that you will obtain 30 ECTS in one semester, or equivalent, in successfully completing your modules. Places on the Erasmus exchange programme often come with an Erasmus grant.

If you would prefer to arrange your studies abroad yourself (that is, without going through an exchange programme), see Chapter 5.

4.1 Conditions
To be considered for a place on the Erasmus programme, you must meet several conditions.

<table>
<thead>
<tr>
<th>General Erasmus criteria</th>
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<tr>
<td>A. You are enrolled at the UvA as a full-time student;</td>
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<tr>
<td>B. You will have obtained at least 120 EC at the time of departure;</td>
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<tr>
<td>C. You completed the application and having answered the 6 motivational questions;</td>
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<tr>
<td>D. Your programme has recognised the courses you will be taking at the host institution (during the exchange you will be taking electives);</td>
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<tr>
<td>E. To be eligible for an Erasmus scholarship you have to study abroad for at least 3 months. Students can qualify for an Erasmus scholarship for a maximum of 12 months per study phase (Bachelor, Master, PhD, internship).</td>
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<tr>
<td>F. You have submitted your complete application before the deadline of 1 March 2021 17:00 hours CEST</td>
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Re B) You may apply before you have obtained 120 ECTS. The selection committee will then examine how likely it is that you will have obtained 120 ECTS by the time of your departure.
Re C) See elsewhere in this guide for instructions on how to draw up your application.
Re D) The courses you choose do not have to be approved at the time of your application. The courses are given provisional approval post-selection through the signing of the Learning Agreement; definitive approval is given by the Examinations Board.

4.2 Applying
You can apply online for an exchange in the Erasmus programme during the 2021-2022 academic year. The link to the application form can be found on this website: http://studyabroad.uva.nl/ >> Exchange >> Erasmus programme >> Communication Science >> Application

**DEADLINE:** Tuesday 1 March 2022, 17:00 for studying abroad with Erasmus in the 2022-2023 academic year.

The online application process involves the following documents:
1. A completed Erasmus Exchange application form;
2. 6 completed motivational questions (give your study-related and personal reasons);

The application form:
Complete the application form online

Permanent postal address:
The address that the UvA can use during your stay abroad. This could be the address of your parents, of friends, or your agent, for example.

Second-choice university:
If you wish, you may list a second-choice university. You are advised to do so, as it can be considered as an alternative if you are not selected for your first choice; however, there is no obligation to do so. You do not have to apply separately for your second-choice university. You may be asked to submit additional documents at a later stage, though.

Desired duration of study at host university:
You are advised to discuss the duration of your exchange with the study adviser beforehand; you may have to adjust your study schedule. Check also which courses you can take in which semester at the host university; this could also influence your choice of duration.

Mention language courses:
Mention not just any language courses you have taken, but also those you are planning to take.

Motivational questions:
Explain in these questions who you are, what you are studying, and what you would like to do while abroad. Explain why you would like to study abroad, why at that particular university, and how you will accommodate the foreign study programme in your overall degree programme schedule. Strike a balance between your personal and academic motives.

4.3 Procedure
Phase 1: selection
All applications are dealt with by the selection committee, the members of which are employees from your degree programme and the internationalisation coordinator. The committee aims to inform every student of the results of the selection procedure within four weeks. Results are sent by email. There are three possible outcomes:
- the student is selected for his first-choice university;
- the student is selected as an exchange student, but for some reason cannot be allocated a place at his first-choice university. In this case, the student will be nominated at his second-choice university. If he has not stated a second choice, an alternative destination may be decided upon in consultation with the student;
- the student is not selected. If he does not agree with the decision, he may object and the selection committee may reconsider its decision.

Placement
After the closing of the registration period, it will be checked whether:
- Your submitted file is complete.
- You meet the conditions of Erasmus (described in 4.1) and the host university (such as a specific GPA (if applicable)).
If you meet these conditions, you will be placed at the destination of your choice in case there are enough places available. If there are more applications than available places, placement will be
determined by GPA. For the calculation of the GPA, all grades processed in UvA SIS (of all courses taken at the UvA) up to and including the reference date (1 March 2022) are taken into account. Any ‘unsatisfactory’ marks will be excluded. The GPA is rounded to two decimal places. Students with the highest GPA will be placed. In the event that two or more students have the same GPA, placement will be determined by draw.

Every attempt is made to fill all the available places. You may apply for a place at a university that is partnered with a different degree programme to yours and you may be considered for it if it has not been allocated to a student from this other degree programme and providing approval for the courses you wish to take has been obtained from the UvA and the host university.

Phase 2: nomination
After being selected, the student will be nominated for the host university by the internationalisation coordinator. The host university will then invite the student to submit his application and give him practical information on procedures relating to registration for courses and on matters such as accommodation. Some universities have additional requirements, such as a language test. The internationalisation coordinator will assist students with their applications, but it is the responsibility of students to find information from the host university and to keep a close eye on the deadlines that apply.

Phase 3: Erasmus grant and funding
Participants on the Erasmus Exchange programme often receive an Erasmus grant (the awarding of grants depends on the level of funds that the UvA receives from the European Union. There is therefore no guarantee that an Erasmus grant will be awarded to students on the Erasmus programme.). The level of the amount depends on the duration of the exchange and on the destination. The total grant amount will be paid in two instalments. During your time at the UvA, you are eligible for an Erasmus grant only once for each study cycle.

As you will remain enrolled at the UvA while participating on the exchange programme, and as the credits you obtain are recognised, you will not be liable for any tuition fees at your host university. You will be entitled to a monthly reimbursement for your public transport card from DUO for the period you are studying abroad (see www.duo.nl). You will need a signature from the UvA for this. You can apply for this at the UvA Student Service Desk (Nieuwe Achtergracht 166). Take the following with you: Public transport reimbursement form, an identity document, and the letter of acceptance stating the period in which you will be abroad.

There are also private grants available that you could approach in order to gain funding for your period of study abroad. An example is that of the Amsterdam University Fund (AUF). Nuffic also has a useful website with information on available grants that could be relevant to your situation: www.grantfinder.nl. For information on funding studying abroad, see also: http://studyabroad.uva.nl/practical-matters/financial-matters/funds--scholarships.html

Remember that most grants (including the Erasmus grant) will not cover all your expenses and that you will have to obtain additional funding for your travel costs and accommodation while abroad. On the other hand, you should also remember that studying abroad is a very special and valuable experience!
5. STUDYING ABROAD WITHOUT BEING ON AN EXCHANGE PROGRAMME

If you would like to study at a foreign university with which Communication Science has not concluded any agreements, you will have to arrange it yourself. However, you should first check to see whether any other UvA faculties or degree programmes have agreements with the university you would like to study at. The http://wereldkaart-uva.nl website includes lists of all the exchange programmes that are specific to a particular degree programme. It could be that another faculty has a free place and that you could apply through them. However, there is no guarantee that you will be able to take courses outside the scope of the agreement, even if a place is free, the other faculty or degree programme has given its permission, and you meet the other faculty’s conditions. You should contact the internationalisation contact person of the faculty or degree programme in question for more information.

If you study abroad, but not as part of an exchange programme, then you should enrol there as an ‘independent’ paying student. As is the case with a ‘regular’ exchange, you can then make agreements with the study adviser concerning the recognition of credits. The only difference is that you will not receive a Learning Agreement, since it does not involve an official arrangement by the university. Enrolment procedures at foreign universities can sometimes be extremely time-consuming. There is no guarantee that independent contract students can join the second or third year of a degree programme for six months or a year anywhere. Without a Bachelor’s degree, it is virtually impossible to take part in a Master’s programme. Arranging funding takes a lot of time as well. It is only possible to continue to receive a Dutch student grant in another country if you are on either a Bachelor’s or Master’s programme. For more information, please contact DUO. You need to remain enrolled at the UvA to be eligible for funding by the UvA, in the form of a grant from the Amsterdam University Fund, for example.

Nuffic runs various grant programme for students from the Netherlands wishing to study abroad without the involvement of an exchange programme. For example, there are many students every year who arrange their own period of study abroad with the help of a Cultural Agreement grant (Cultureel Verdrag). Go to www.nuffic.nl for more information.

For recent graduates who would like to enhance their development abroad, VSB grants are among those available. They are intended for any full-time student who has graduated with a Bachelor’s or Master’s degree from any Dutch university or university of applied sciences (HBO). The duration of study or research abroad should be between three and 24 successive months. VSB grants are intended solely for study or research that should be supplementary to the curriculum of the Dutch-based programme and should not form part of said programme. Internships therefore do not qualify for the grants. Applications must be submitted by 1 March. More information on VSB grants can be found on the VSBfonds website. You can find more information on the application procedure here.

The study abroad website also has information about studying abroad after you have completed your studies at the UvA, and about grants that are available.
6. INTERNSHIPS ABROAD WITH AN ERASMUS GRANT

For the funding of internships in Europe that form part of your study programme, you can apply for an Erasmus grant. The level of the grant depends on the duration of the internship and on the location.

To be eligible for an Erasmus grant, you should meet the following conditions:
- the student may not have received an Erasmus grant for an internship in the past;
- grants are awarded for a full-time internship of between two- and twelve-months’ duration (36-40 hours a week);
- the student must be enrolled at the UvA for the duration of the internship abroad;
- the internship must be in a company that is based in a country that takes part in the Erasmus programme (certain organisations, such as institutions that form part of the European Union are not eligible!);
- the internship must form part of the degree programme and the internship proposal must have been approved.

When applying for this grant, you must submit the following documents to the internationalisation coordinator:
- Erasmus internship application form (available from the internationalisation coordinator);
- Transcript of records;
- Approval of internship proposal;
- Curriculum vitae.

For questions about this grant, please contact the internationalisation coordinator (international-office-cs@uva.nl).

The following websites include general information about internships abroad (and about finding them):
- Communication Science Bachelor’s internship website
- Internships abroad (general)
UVA ADDRESSES

Internationalisation coordinator
College of Communication
Ms Sanne Dobber, MSc and Loes van Bekkum, Msc
Room REC C6.02
Telephone appointments can be booked through the education desk Tel. +31 20 5253003 or educationdesk-cs@uva.nl
Email: international-office-cs@uva.nl
http://studyabroad.uva.nl/ >> Exchange >> Erasmus programme >> Communication Science

UvA Office of International Student Affairs (BIS)
Visiting address: REC-E (in the central hall on the ground floor), Roetersstraat 11, Amsterdam
Tel. +31 20 5251401
http://studyabroad.uva.nl/

OTHER ADDRESSES AND WEBSITES:

EP Nuffic (expertise and service centre for internationalisation in Dutch education)
Kortenaerkade 11
PO Box 29777
2502 LT The Hague
Tel. +31 70 4260260
www.nuffic.nl

United Kingdom
British Council
Weteringschans 85 A
1017 RZ Amsterdam
Tel. +31 20 5506060
www.britishcouncil.org

www.wilweg.nl
Country information, opportunities for funding, and practical advice for studying and doing work placements abroad

www.beursopener.nl / www.grantfinder.nl
Information about grants and funds in the Netherlands

www.vsbfonds.nl/beurzen
Information about VSB grants, intended for recent graduates who wish to pursue a degree abroad

www.vsnu.nl
Information about grants and universities in general

www.minbuza.nl
Dutch Ministry of Foreign Affairs website with up-to-date travel advice and the address of foreign embassies and consulates in the Netherlands

www.HousingAnywhere.com
Website on which students who are going abroad to study or for a work placement may sublet their rooms. Incoming exchange students can respond immediately.