# University of Amsterdam Global Exchange Programme

## Information sheet 2015-2016

### Postal address

| Address | University of Amsterdam  
| Office of International Student Affairs  
| Global Exchange Programme  
| Binnengasthuisstraat 9  
| 1012 ZA Amsterdam  
| The Netherlands |

### Information

| Website | [www.uva.nl/globalexchange](http://www.uva.nl/globalexchange) |
| Email | exchange-sts@uva.nl |
| Telephone | +31 20 525 8080 |

### Team

| Director | Ms. Willeke Jeeninga  
| Partnership agreements and exchange balance |
| Student Exchange Coordinator | Mr. Guido de Wilde  
| General programme management and student advising |
| Senior Liaison Officer | Ms. Ingeborg de Brieder  
| Student information and partner support |
| Liaison officer | Mr. Maarten Terpstra  
| Student information and programme support |
| Student Exchange Assistant | Ms Ines Jonkhoff  
| Programme support and transcript processing |
About the UvA

**World-class education**

Founded on a tradition of highly integrated academics, the University of Amsterdam enjoys a global reputation for cutting-edge research, high-quality teaching and a broad range of degree programmes. Our open, tolerant and international academic tradition dates back to 1632, and continues strong today thanks to our thriving community of independent thinkers. Now, with more than 30,000 students, we are considered one of the best research universities in the world. We strive for excellence in teaching and research, and are proud to offer you one of the largest selections of English-taught programmes in continental Europe.

**Studying in Amsterdam**

Amsterdam provides an ideal environment for academic study. As the capital city with a population over 790,000 inhabitants Amsterdam is the financial, creative and cultural heart of the Netherlands. It is also home to numerous (international) companies, institutions and museums. The city boasts beautiful architecture and more than 150 canals, lending Amsterdam its unique and charming historical ambience. The people of Amsterdam are easy going and welcoming to foreigners since English is the city’s second language. Getting around is easy using the extensive public transport system, or you can explore the city by bike, discovering places no cars, buses or trams can take you.

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**Exchange**

The Global Exchange Programme is an extensive network of 80 non-European partner universities facilitating student exchanges. Ambitious students at one of our partner universities are encouraged to participate in a challenging and inspiring academic exchange programme at the UvA.

**Academic tradition**

[www.uva.nl/exchange](http://www.uva.nl/exchange) > On exchange at UvA > Academic climate

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**Deadlines**

| Deadline for nomination (by host university) | Semester 1: 1 April | Semester 2: 15 September |
| Deadline for receiving application documents | Semester 1: 15 April | Semester 2: 1 October |

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**Application**

**Nomination procedure**

Official nomination from the home university is a strict requirement to be eligible to apply for the Global Exchange Programme. Nominations forms will be emailed to partner universities before the nomination deadline. [www.uva.nl/globalexchange](http://www.uva.nl/globalexchange) > Application and Admission

**Application procedure**

Application instructions will be sent directly to the student’s email address.
Required documents (Soft copy / digital scans)

- Completed Global Exchange application form
- Certified copies of academic transcripts of all universities attended
- Letter of motivation
- Copy of CV/Resume
- Copy of valid passport / ID card

For non-native speakers of English:
- Certified copy of English language test results

Programme information

Language of instruction

English

Level

Most courses are on bachelor (undergraduate) level. The availability of master (graduate) courses differ per department, admission is done on case-by-case basis. Please consult the UvA international office as soon as possible.

An exception is the Amsterdam Law School (ALS); exchange students can only take master’s courses at the Amsterdam Law School and do not need a completed bachelor’s degree, however, students do need to have at least two full years of academic background in Law.

Departments open to exchange students

- Amsterdam University College - Liberal Arts & Science
- Child Development and Education
- Communication Science
- Economics and Business
- Humanities
- Law
- Psychology
- Science - Interdisciplinary Studies
- Social Science

Course information

www.uva.nl/globalexchange > courses

Course placement

All incoming students are advised to be as flexible as possible with their course selection. We aim to register students for preferred courses but we cannot guaranteed course placement. Placement is generally not confirmed until right before the start of the semester.

Course selection

Students are advised to select courses from one academic department at the UvA. In certain cases it is possible to take one or two courses in another department, but this can only be arranged on a case-by-case basis by your academic advisor and is dependent on availability of courses.
**Limited enrolment**  
Due to a high demand and space constraints, Amsterdam University College (Liberal Arts & Science) has limited access and therefore reserves the right to review applications on motivation, background, study progress and GPA.

**Not open**  
Medicine, Dentistry, Graduate School of Social Science, MSc. Business Studies.

### Dutch language

**Dutch Language courses**  
Each semester, the Institute for Dutch Language Education (INTT) of the UvA offers extensive Dutch courses (non-credit baring) for international students at absolute beginners, beginners, intermediate and advanced level.

**Costs & reimbursement**  
The costs for the semi-intensive course (recommended) is €260 and need to be paid in advance.  
All Global Exchange students may apply for a reimbursement of €260 upon successful completion of the course. However, Intensive Dutch summer courses are not eligible for this scholarship and has to be financed by the student.

**Application**  
Applications go through the Office of International Student Affairs. The application form can be found on the INTT website [www.intt.uva.nl](http://www.intt.uva.nl).

### Dutch culture and society + Dutch language

Each semester the Faculty of Humanities and INTT offer a combined course, consisting of a Dutch language component and a culture and society component. The combined course is worth 12 EC.

The Dutch language component is not offered without the culture and society component. However, the Dutch Culture and Society component is offered separately in a 6 EC course.

Registration for these two courses is handled by the academic advisor of your UvA host department (not using the INTT application form).

### Credits, grading & transcripts

**Full time course load**  
A full time workload for UvA students is 30 EC (European Credits). Exchange students generally take between 24 EC and 30 EC. If students wish to take less than 24 EC, permission is needed from the home university and their UvA academic advisor.

**Course requirements**  
According to Dutch immigration guidelines, students need to be enrolled in at least 18 EC per semester in order to be eligible for the student’s residence permit.
Early leave

If students finish a fulltime course load before the end of the semester (e.g. in the first two blocks of the semester), they are allowed to return home earlier. Although the lease contracts cannot be shortened and cover (almost) the entire semester.

Credits per course

Generally 6 or 12 EC per course

Grading system

Most faculties at UvA use a grading system ranging from 1-10 (5.5 is a pass), Amsterdam University College uses the US letter system. Some courses may also be taken on a pass/non-pass basis.

Re-sits

All students at the UvA are allowed to re-sit exams if the initial grade is not sufficient to pass the course. Re-sitting an exam to improve a grade that already counts as a pass (>5.5) is not possible. For more information about rules & regulations please consult the host faculty at the UvA.

Transcripts

Official transcripts are automatically send to the exchange office of the home university approximately 6 weeks after the end of the semester.

Academic Calendar

Semester system

Two semesters, each comprising three blocks of 8, 8 and 4 weeks.

Semester 1

End of August 2015 – End of January 2016
Exams: end of each block

Semester 2

Early February 2015 – End of June 2016
Exams: end of each block

Collective days off

www.uva.nl/exchange > on exchange at UvA > Academic calendar

Entrance requirements

Language requirements

Non-native speakers of English should provide proof of proficiency in the English language by means of a TOEFL an IELTS. For specific entrance requirements see: www.uva.nl/globalexchange > Courses

Entrance Requirements

- Student must have completed at least 120 ECTS (or the equivalent in local credits) at the time of departure for study abroad. Students should have a grade point average of 3.0 (US system) and a relevant academic background in the proposed field of study.
Entrance requirements (continued)

- Requirement for students wishing to take courses on the Master/Graduate level: Completed Bachelor/Undergraduate degree in the proposed field of study (excepts Amsterdam Law School).
- Each host faculty might have additional requirements. Please review additional requirements per faculty of choice to see if further conditions apply. Requirements are explained in the document for courses and faculty criteria.

For entry requirements see: [www.uva.nl/globalexchange](http://www.uva.nl/globalexchange) > Courses

### Arrival & Orientation

**Recommended arrival dates**

- Semester 1: Mid-August
- Semester 2: Last week of January

**Airport pick up**

The University of Amsterdam offers a pick-up service from Schiphol (Amsterdam airport) during the recommended arrival dates. [www.uva.nl/pickup](http://www.uva.nl/pickup)

**Introduction period**

Right after the recommended arrival dates [www.isn-amsterdam.nl](http://www.isn-amsterdam.nl)

**Faculty Introduction**

Generally one week before the start of the semester

### Accommodation

**University housing**

The UvA guarantees accommodation for Global Exchange students applying before the ‘early bird’ deadline. [www.uva.nl/housing](http://www.uva.nl/housing)

**Types of rooms**

The UvA provides international students with student rooms in the city of Amsterdam and its surrounding area. The UvA offers various kinds of rooms, including shared rooms, private rooms with shared facilities and private rooms with private facilities.

**Contract periods**

Contract periods are fixed for the duration of the signed lease agreement and run for almost the entire semester. In rare cases students will be asked to move out before the end of the semester (due to cleaning purposes for the next semester). If needed, students will be offered appropriate accommodation.

Please note that it is not possible to shorten the contract if a student decides to arrive late, or leave early before the end of the term.
### Housing Application Fee

<table>
<thead>
<tr>
<th>Duration</th>
<th>Fee (Early Birds)</th>
<th>Fee (Regular)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One semester</td>
<td>€265</td>
<td>€315</td>
</tr>
<tr>
<td>Two semesters</td>
<td>€450</td>
<td>€525</td>
</tr>
</tbody>
</table>

### Approximate Costs

The rental prices range from approximately €2000 to €3200 per semester, depending on room type. An additional administration fee of €150 applies for each new contract.

### Housing Application

The UvA uses an online application system to process all applications for student accommodation. Once admitted to the Global Exchange Programme at the UvA, students will receive an email with a link to this online application.

### Insurance

#### Health

The UvA does not have a mandatory health insurance plan, but maintaining sufficient health insurance is mandatory. The UvA has special agreements for exchange students with certain insurance companies. For more information see [www.uva.nl/insurance](http://www.uva.nl/insurance).

#### Liability

Having sufficient liability insurance is mandatory in the Netherlands, in case of damage to other people or property.

### Immigration Procedures

#### Assistance

UvA Student Services assists all students with immigration procedures. The online application will start around four months before the beginning of each semester. [www.uva.nl/visa](http://www.uva.nl/visa)

#### Visa (Travel to Amsterdam)

Based up on the country of citizenship, students may need to apply for an entry visa. To find out whether you need a visa to travel to the Netherlands as a student, please use the visa wizard: [www.nuffic.nl/en/entry-residence/visa-wizard](http://www.nuffic.nl/en/entry-residence/visa-wizard)

#### Residence Permit / WHS Permit

All non-European/European Economic Area (non-EU/EEA) students will have to apply for a residence permit to legally reside and study in the Netherlands for a semester or full year. Students with the Australian, New Zealand and Canadian nationality may also apply for the Working Holiday Scheme permit (WHS permit) instead of the regular residence permit.

#### Chinese Nationals

Students with a Chinese passport also need to apply for a NUFFIC certificate: [www.studyin holland.nl/practical-matters/visas-and-permits/nuffic-certificate-for-chinese-students](http://www.studyinholland.nl/practical-matters/visas-and-permits/nuffic-certificate-for-chinese-students)
Ambassadors programme

**Exchange Ambassadors Programme**

This certificate programme is created to increase integration and cooperation between local and international students. It is meant for all students who wish to work together with Dutch students promoting the exchange destinations, showcasing their talents and developing their intercultural, networking, project planning and professional skills.

[www.uva.nl/globalexchange](http://www.uva.nl/globalexchange) > Exchange ambassador programme

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**Estimated living expenses**

*Provided figures are rough estimates, and based upon previous academic year*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence permit (including Visa)</td>
<td>€ 325</td>
</tr>
<tr>
<td>Housing</td>
<td>€ 2,000 – € 3,200 per semester</td>
</tr>
<tr>
<td>Application fee (early bird)</td>
<td>€ 265 (one semester) € 450 (full year)</td>
</tr>
<tr>
<td>Administration fee</td>
<td>€ 150 (housing corporation)</td>
</tr>
<tr>
<td>Refundable room deposit</td>
<td>Equal to monthly rent <em>(ranges from € 380 to € 650)</em></td>
</tr>
<tr>
<td>Personal expenses (including food)</td>
<td>€ 400 – € 500 per month</td>
</tr>
<tr>
<td>Books</td>
<td>€ 75 per month</td>
</tr>
<tr>
<td>Public Transport / Travel</td>
<td>€ 70 per month (if not using a bike)</td>
</tr>
<tr>
<td>Bicycle</td>
<td>€ 100 <em>(2ndhand, including lock)</em></td>
</tr>
<tr>
<td>Insurance</td>
<td>€ 50 per month</td>
</tr>
<tr>
<td><strong>Semester total</strong></td>
<td><strong>€ 5465</strong></td>
</tr>
</tbody>
</table>