



university of  
 groningen

campus fryslân

# Exchange programme at CF





# The exchange programme is part of your minor

- **First half year (Fall semester) of third year, 30 credits**
- The minor gives you the freedom to choose your own programme!
- Broaden or specialize your knowledge and skills abroad.
- The credits and grades are part of the UCF curriculum
- **Four options for minor semester:**
  - Exchange (outside or inside Europe)
  - Internship (NL or abroad) \*20 ECTS, 10 ECTS Courses
  - Minor or pre-master (at another faculty of the UG or another Dutch university)



# Approval Board of Examiners needed?

- Exchange (inside & outside Europe) → **Yes!**
- Internship → **Yes!**
- Minor & Pre-master at other Dutch uni → **Yes!**
- Pre-master at another Dutch Research University → **Yes!**
- Minor at UG → **No!**
  - Only if you take different courses from separate UG faculties, then you **do need to get approval**
- Pre-master at UG → **No!**



# Approval Board of Examiners needed?

- Approval form to be found [here!](#)
- **If you do not get approval from the BoEx before starting the minor semester, then you cannot receive ECTS credits for your minor**
- Student is responsible for submitting the form(s), and providing additional information if requested by BoEx



# UCF exchange team

- *Amaranta Luna Arteaga / exchange coordinator*
- *Hieke Hoekstra / exchange officer*

email: [exchange.cf@rug.nl](mailto:exchange.cf@rug.nl)



# Options for exchange

- Outside Europe (Marco Polo mobility)
- Europe (E+ mobility)

Other opportunities might be available:

- Erasmus+ ICM mobility (outside Europe)
- Free mover (inside & outside Europe)





# Outside Europe (Marco Polo mobility)

- Exchange Agreements at University Level
- We have to abide to the agreements made by central with partners
- Places rotate every year and managed by the Mobility Service Desk (MSD)
- Check the language requirements
- Selection & nomination done by UCF minor team
- Tuition fees waiver at partner universities
- Marco Polo grant, if nominated
- More information:

## Language test

It is mandatory to submit an English language test. The only exception can be made for students with an American, Australian, British, New Zealand or Irish nationality. Being enrolled in an English taught programme is not considered an exception.

Accepted language tests are:

1. English test of the Language Center of the University of Groningen with a minimum score of C1, whereof max. 1 subject can be minimum B2.
2. Valid TOEFL IBT test with a minimum score of 92
3. Valid IELTS test with a minimum score of 6,5
4. Cambridge Advance CAE with a minimum score C1

Language tests must **not be older than two years** at the time of application to the faculty.

<https://student.portal.rug.nl/infonet/studenten/opleidingen/meer-studiemogelijkheden/studeren-buitenland/multi-faculty-exchange-programmes>



# Europe (E+ mobility)

- Exchange Agreements at faculty and university levels(Erasmus+)
- Selection and nomination by UCF minor team
- Tuition fees waiver at partner universities
- E+ grant, if nominated

Language test is not a requirement but be aware that not all partner universities offer courses in English (Spain, Portugal, Italy, Germany, Romania).





# Erasmus+ ICM agreements

- Exchange Agreements at University Level – South Africa, Russia, Ukraine, Bosnia and Herzegovina & Georgia, amongst others
- 1 or 2 Erasmus+ grants per partner university at university level
- Coordinated by the MSD but approval and nomination by faculty exchange coordinator is mandatory
- Check the application requirements
- Next round will be published in February-April 2023, once published, contact Amaranta Luna if you want to apply for this mobility)
- Tuition fees waiver at partner universities
- E+ grant, if nominated
- For more information:

<https://student.portal.rug.nl/infonet/studenten/opleidingen/meer-studiemogelijkheden/studeren-buitenland/scholarships/erasmus-icm-outbound>



# Free mover

- Arrange your own mobility, communicate directly with the university
- No grants available from the university/faculty
- Extra fees might apply
- Registration at the UG is mandatory



# Exchange options outside Europe\*

\*subject to change

AUSTRALIA	
University of Newcastle	1
Monash University	1
CHINA	
Fudan University	1
Tsinghua University	1
JAPAN	
Tohoku University	2
Osaka University	2
HONG KONG	
City University of Hong Kong	2

SOUTH KOREA	
Hankuk University of Foreign Studies (HUFS)	1
Korea University	1
Seoul National University	1
TAIWAN	
National Taiwan University	2
INDIA	
Presidency University	2
Thapar University	1
INDONESIA	
Gadjah Mada Universitas	4

USA	
UMass Amherst	1
CANADA	
McGill University	1
BRAZIL	
Universidade de São Paulo	1
COLOMBIA	
Universidad de Antioquia	1
Pontificia Universidad Javeriana	2
MEXICO	
Universidad Nacional Autónoma de México	1



# Exchange options Europe\*

\*subject to change

<b>AUSTRIA</b>	
Karl-Franzens-Universität Graz	1
<b>GERMANY</b>	
Friedrich-Schiller-Universität Jena	2
Ruprecht-Karls-Universität Heidelberg	2
Universität zu Köln	1
Julius-Maximilians-Universität Würzburg	2
<b>SPAIN</b>	
Universidad de Granada	1
Universidad de Salamanca	1
<b>FRANCE</b>	
Université de Poitiers	1
<b>HUNGARY</b>	
Eötvös Loránd University	1
<b>ITALY</b>	
Università degli studi di Padova	2
Università degli studi di Pavia	2
Università degli studi di Siena	2

<b>IRELAND</b>	
Trinity College Dublin	1
<b>LITHUANIA</b>	
Vilnius University	2
<b>PORTUGAL</b>	
Universidade de Coimbra	2
<b>POLAND</b>	
Jagellonian University in Krakow	2
<b>ROMANIA</b>	
Alexandru Ioan Cuza University of Iasi	2
<b>FINLAND</b>	
University of Turku	2
Åbo Akademi University	2
<b>SWITZERLAND</b>	
Université de Genève	2



# UCF exchange programme

- ❑ set of standalone courses/electives depending on the offer at partner university
- ❑ relation to major not mandatory/explore other disciplines
- ❑ BoE & exchange coordinator course approval during application process
- ❑ grade and credit conversion after mobility
- ❑ internal selection, do not contact partner universities
- ❑ follow application procedure
- ❑ once nominated, the partner university will get in contact with you for practicalities (visa, housing, insurance, other), and most of the cases complete an application again



# UCF exchange programme

Exchange information

Application procedure

Selection

Nomination to partner university



UCF + student

Enrollment at partner university

Housing, visa, practicalities

Semester information

Course selection

Confirmation of exchange

Scholarship procedure



Student + partner university

Transcript of records

Scholarship procedure

UCF grading conversion



All parties/after mobility



# Application procedure

- Application procedure via Brightspace (the call will be published there)
  - Personal data (name, contact information, etc)
  - Top three choices
  - Application documents: transcript of records, CV, language certificate & motivation letter (one page/500 words max per choice)
  - English language certificate for outside Europe is a MUST for applying
  -

Outside Europe: 11 December 2023 - 31 December 2023

Europe: 1-15 February 2024

- Preparation before application

Decide on your choices, do your research, work on your motivation letter(s) and update your CV. Transcripts of records can requested to the Educational Secretariat.



# Nominations

- **Outside Europe**
  - January 2024 - publication of nominations
  - Acceptance nominations 31st January 2024
  - Registration in MO after nominations
- **Europe:**
  - February 2024 - publication of nominations
  - Acceptance nominations March 2023
  - Registration in MO after nominations





# Before departure (after nomination)

- ❑ finalise application with host university and make sure all practicalities are in order (visa, insurance, travel, finances, housing)
- ❑ learning agreement: signatures & BoE approval of courses
- ❑ apply for Erasmus+ or Marco Polo scholarship
- ❑ intercultural competences and awareness session (pre-departure)
- ❑ discuss portfolio with academic advisor
- ❑ enroll at University of Groningen for third year and pay tuition fees
- ❑ prepare your trip!



# During mobility

- ❑ follow code of conduct of host university / represent UCF
- ❑ mid-term review with exchange coordinator
- ❑ inform exchange coordinator and BoE about changes in the learning agreement
- ❑ check that scholarship has been transferred
- ❑ make sure to complete all forms at host university before departure
- ❑ apply for an official transcript of records
- ❑ signatures for learning agreement

If there are major issues during the mobility, inform us!



# After mobility

- ❑ transcript of records and grade conversion
- ❑ paperwork for scholarship and final payment
- ❑ debriefing session with exchange coordinator
- ❑ discuss experience and portfolio with academic advisor
- ❑ discuss feedback and any other practicalities with exchange coordinator



# Grants

## **Erasmus+ grant (Europe)**

- Promote and stimulate both student and staff mobility.
- An Erasmus grant is a contribution towards the student's travel and living costs.
- The amount of Erasmus depends on the country you are going to (minimum of 3 months and maximum of 5 months). On average about 220 euros per month.

## **Marco Polo Fund (outside Europe)**

- Marco Polo Fund is a grant provided and managed by the faculty and the University of Groningen.
- The amount of the grant also depends on the destination and the number of months abroad (minimum of 3 months and maximum of 5 months. Between 170 - 290 euros depending on the country.

Both Erasmus and Marco Polo students do not pay tuition fees to the host university but continue to pay them to the home university.

Free-mover students do not get a Marco Polo or Erasmus scholarship!



# Things to consider:

- Exchange programmes are a financial investment, there are hidden costs (visas, housing, food)
- Do your research before applying to the programme, be proactive
- Languages skills / language as part of the minor programme
- Post-covid inflation around the world
- Flight connections
- Things do not go according to plan / overlaps and extra planning / change of courses
- Safety



# Exchange information Brightspace



UCF Minor (2021-2024)



Itzel Luna Arteaga



Course Home Content Assessment Communication Class Progress Tools Help

## UCF Minor (2021-2024)

Course code: CF-CFBMINOR2021-2024

Course is active.

Announcements

Minor Info Session: Exchange of 18 November: moved to online!

Marieke de Smet posted on 18 November 2022 9:45 AM

Dear students,

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University vs. Personal Minor

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# Questions:

*exchange.cf@rug.nl*