

Annex 1. to Erasmus+ Programme Inter-institutional agreement (sections C-F)

## Factsheet Vrije Universiteit Amsterdam 2017-2019

### Institutional Information

Name of Institution	Vrije Universiteit Amsterdam
Legal name in the mobility tool	STICHTING VU
Erasmus Code	NL AMSTERD02
PIC Code	954530344
Address	De Boelelaan 1105, 1081 HV Amsterdam The Netherlands
Institutional coordinator	Simon Speksnijder
Telephone	+31 (0)20 598 9142
Website	<a href="http://www.vu.nl/exchange">www.vu.nl/exchange</a>
E-mail for partner universities	<a href="mailto:internationalrelations@vu.nl">internationalrelations@vu.nl</a>

### Semester data and application procedure

Academic year	<p>The academic year runs from the start of September to the end of June and is divided into Semester 1 (Fall) and Semester 2 (Spring).</p> <p>Arrival days, orientation and introduction programme are scheduled during the last 2 weeks of August (Semester 1) or the Friday before the start of Semester 2. Exchange students are expected to attend the orientation and introduction programme.</p> <p><b>2017-2018</b> Semester 1: 04/09/2017-02/02/2018 Semester 2: 05/02/2018-29/06/2018</p> <p><b>2018-2019</b> Semester 1: 03/09/2018-01/02/2019 Semester 2: 04/02/2019-28/06/2019</p>
Nomination deadline	<p>Deadlines for nominations:</p> <ul style="list-style-type: none"> <li>• 1 April (Semester 1 or full academic year)</li> <li>• 1 October (Semester 2)</li> </ul> <p>If you have more than 1 student to nominate, please complete our nomination sheet and include it in the nomination email to <a href="mailto:internationalrelations@vu.nl">internationalrelations@vu.nl</a>. If you have only 1 nomination, you can just send an e-mail with:</p> <ol style="list-style-type: none"> <li>1. Name of student</li> <li>2. E-mail address of student</li> </ol>

	<p>3. The discipline as mentioned in the Erasmus contract</p> <p>4. Field and level of study of the student</p> <p>5. Exchange semester (Fall, Spring, or full academic year)</p> <p>Please don't cc your students in the nomination message, there is a different contact address for students. A confirmation e-mail will be sent to the nominated student after the nomination deadline to inform the student about the (online) application procedure.</p>
<b>Application procedure</b>	<p>Nominated students need to apply through the online application system of VU Amsterdam. The web link to the online application system will be communicated to nominated students only.</p> <p>Students should finalize the online application procedure before:</p> <ul style="list-style-type: none"> <li>• 15 April (Semester 1 or full academic year)</li> <li>• 15 October (Semester 2)</li> </ul> <p><i>Students wishing to participate in courses at Master's degree level need to have finished a Bachelor's degree by the start of their exchange. They need to submit proof when applying by means of a (copy of a) Bachelor's degree, or an official statement that the student will have obtained the degree before the actual exchange.</i></p>
<b>Relevant email and website</b>	<p>General: <a href="http://www.vu.nl/exchange">www.vu.nl/exchange</a></p> <p>E-mail address for students: <a href="mailto:incoming@vu.nl">incoming@vu.nl</a></p>
<b>Other options</b>	<p>If there are more students interested in coming to VU Amsterdam for a semester than can be nominated in the framework of the Erasmus+ agreement, there is the possibility for them to come as fee paying non-degree students in our <a href="#">study abroad programme</a>.</p> <p>VU Amsterdam also offers a very interesting and successful <a href="#">Summerschool Programme</a>.</p>

## Recommended language skills

<b>Language of instruction</b>	Dutch and English
<b>Level of English required for student mobility</b>	<p>C1 (TOEFL IBT at least 92, academic IELTS 6.5)</p> <p><b>Students at undergraduate level (Bachelor):</b>  <i>English language proficiency is the responsibility of the visiting student. Students can be rejected for courses if they do not meet the above mentioned level of English proficiency.</i></p> <p><b>Students participating in Master's degree courses:</b>  <i>Proof of English language proficiency by means of a TOEFL or IELTS test result is mandatory for students participating in courses at Master's level. Exempted are only students who have completed at least two years of a fully English-taught programme no longer than two years prior to the exchange.</i></p>
<b>Level of English for teaching staff</b>	C1
<b>Level of Dutch required (for courses in Dutch)</b>	<p>C1 (advanced level, NT2)</p> <p><i>Proof of Dutch language proficiency is mandatory for visiting students who wish</i></p>

only)

to participate in courses taught in Dutch.  
Exempted are only students who have completed at least two years of a fully Dutch taught programme no longer than two years prior to the exchange.

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period

## Course information and grading

### Courses

An overview of courses available to exchange students can be found on the website for Exchange programmes ([link](#)).

#### Restrictions:

- Due to limited capacity, students majoring in Business, Economics, resp., Psychology are given priority in registering for courses in the subject areas of Business, Economics, resp. Psychology.
- Bachelor's students are not allowed to follow courses at Master's level, unless these courses are also mentioned in the exchange courses overview under Bachelor's courses.
- Courses in the fields of Chemistry or Physics are no longer available for exchange students

Dutch taught courses are not always available to exchange students, even when having good proficiency in Dutch. Students should check with [incoming@vu.nl](mailto:incoming@vu.nl) if there is a list available of courses taught in Dutch in their subject area.

**Please note that research of thesis projects are not possible as part of an Erasmus+ student exchange programme at our university.** Students can only choose from the courses listed in the overview of exchange courses. Research projects are not available to exchange students. If students wish to do a research project, they must arrange this outside of the Erasmus+ exchange agreement. They could find a supervisor, and the supervisor could arrange status as a visiting researcher for the student. The student would however not receive a transcript of records and would not have student status. The student could apply for an Erasmus+ grant for Traineeships at the home university.

### Grading

The Dutch grading scale runs from 1 to 10, where 1 is the lowest and 10 the highest grade. A student passes with a grade 6.0 or higher and fails with a grade 5.0 or lower. On average 75% of the students who pass have a grade between 6.5 and 7.5. Less than 5% of the students get a grade 9. Less than 1% get a 10.

ECTS %	Quality Assessment	ECTS grade	Dutch grade
10%	Excellent/Very good	A	8.0 - 10.0
25%	Good	B	7.5 - 7.9
30%	More than satisfactory	C	7.0 - 7.4
25%	Satisfactory	D	6.5 - 6.9
10%	Sufficient	E	5.5 - 6.4
	Fail	F	0.0 - 5.4

More information on Dutch grading and conversion can be found on the website

	of the Nuffic: <a href="http://www.nuffic.nl">www.nuffic.nl</a> .
<b>Transcript of records</b>	After the exams, teachers have 4 weeks to publish the results. Once the student has obtained the results of all the exams and papers he/she completed during the exchange, the student submits a transcript request form to the VU International Office. The VU International Office checks the courses and grades on the form and prepares the transcript, which will be sent to the home institution.
<b>Relevant e-mail and website</b>	Courses and credits: <a href="http://www.vu.nl/en/programmes/exchange/courses/index.aspx">www.vu.nl/en/programmes/exchange/courses/index.aspx</a> E-mail: <a href="mailto:incoming@vu.nl">incoming@vu.nl</a>

## Services

<b>Welcoming programme</b>	Vrije Universiteit Amsterdam offers international students Arrival and Introduction days before the start of each academic semester. The programme consists of social activities, information about registration at the municipality, sports and cultural facilities for students, ICT, opening a bank account, etc. Students are most strongly advised to attend this orientation programme.
<b>Dutch language courses</b>	Students can take Dutch language courses at the Department of Dutch as a Second Language ( <a href="#">link</a> ).
<b>English language courses</b>	No English language courses for exchange students are offered.
<b>Studying at VU with a disability</b>	Vrije Universiteit Amsterdam offers facilities for students with a disability. The partner institution or the student should contact the VU International Office at <a href="mailto:incoming@vu.nl">incoming@vu.nl</a> around the time of nomination to check if we can provide all necessary support and facilities.
<b>Student counselling</b>	For issues such as study progress, motivation, family matters, adjusting to life in the Netherlands, discrimination, disputes with lecturers, students can contact one of the student advisors. More information can be found on the website of VU ( <a href="#">link</a> ).
<b>Accommodation</b>	<p>Exchange students can apply for student housing through the central VU International Office. An overview of housing options can be found here (<a href="#">link</a>)  <u>A handling fee</u> of €200 per semester is required for this service. Students will be informed about the procedure after uploading their application package. Housing cannot be guaranteed. Students housing can only be rented for the full period (semester or a year).</p> <p>Deadline for confirming accommodation and payment of the handling fee for housing is <b>1 June</b> (semester 1) and <b>1 December</b> (semester 2).</p> <p>For staff members, accommodation will be arranged through the department they will be visiting.</p>
<b>Visa</b>	<p>Vrije Universiteit Amsterdam will apply for a visa and/or a residence permit on behalf of the exchange student or staff member (if necessary). Students will be informed about the procedure after uploading their application package. More information about visa requirements can be found here (<a href="#">link</a>).</p> <p>For staff members, visa and/or a residence permit will be arranged through the department they will be visiting.</p>

<b>Insurance</b>	<p>Health insurance is mandatory for all students and visiting staff.</p> <p>EU citizens can apply for an EU Health Insurance Card (EHIC). Non-EU citizens need to arrange their own private health insurance. VU Amsterdam recommends students and visiting staff insurance company <a href="#">AON</a> (though students and visiting staff have the possibility to select their own insurance that will cover their stay in the Netherlands).</p>
<b>Relevant website</b>	<p>More information can be found on the website: <a href="http://www.vu.nl/exchange">www.vu.nl/exchange</a></p>