Programme

A. Procedure Studying abroad

1. Who helps with what?
2. Nomination, application, grants, insurances & noteworthy
3. Study planning
4. Being abroad: changes?
5. Coming back
Who helps with what?

International Officer Artificial Intelligence

- Programme specific information & advice
- Study planning
- Approval of courses
- Signing Learning Agreements, During Mobility Forms
- Conversion of foreign grades

internationalofficer@ai.ru.nl
Webpage: Blackboard: GO ABROAD

International Officer Social Sciences (IOSS)

- Agreements (for all programmes)
- General information & advice
- Selection
- Nomination at foreign university (only contracts from Social Sciences)

p.beckers@socsci.ru.nl
Webpage: www.ru.nl/ioss
Who helps with what?

Central International Office (IO)

- RU-wide contracts (mostly outside Europe)
- Support for faculty IO
- Nomination at foreign university (RU-wide contracts)
- Administration of grants: Erasmus+ and Holland Scholarship

International Office Faculty of Science

- Nomination at foreign university (Science contracts)
Nomination and application

**Nomination:** we inform the university abroad that you were selected for an exchange with them.

**Application:** you fill out forms and submit documents to enrol at the university abroad.

**Students selected for an RU-wide contract or a contract from Sciences:**
Everyone has been nominated and the application has begun.

**Students selected for Social Sciences contracts:**
From September – December you will be nominated at the foreign university.

Most universities will then send you an e-mail containing important information regarding application, housing, courses (visas) and application deadlines.

- Not all universities send this information. If not: find out what the application procedure is by googling ‘name university’+ ‘incoming exchange student’

**Please note:**
- Don’t panic when your friends already finished their application and you haven’t been nominated yet. Depending on deadlines you may be nominated quite late. **Tip:** check the deadlines of your university yourself and notify me if the deadline is approaching. Something could have gone wrong.

Every university has its own application deadline. Stick to this deadlines, because some universities are very strict and will refuse to accept you, even if you are only one day late.
Grants

Three types of grants are available

1. Erasmus+: for exchange in EU, Norway or Turkey.
2. Holland Scholarship (HS): for selected universities outside of Europe.
3. Individual Travel Grant (IRS) by Student Life (formerly called SNUF): for all others.
Grants

Erasmus+: for exchange in EU or Norway or Turkey
You will automatically receive a log-on code to apply for Erasmus+

1. After you’ve applied you will receive a Grant Agreement (GA) and a Learning Agreement (LA).
2. The signed GA and LA have to be sent to Erasmus. The GA has to be signed by you, the LA has to be signed by you, the International Officer AI and the host university.
3. After sending in your GA and LA you will receive:
   A. A signed form for DUO to stop your OV-studentenkaart.
   B. A log-on code for a mandatory Erasmus language test. This test takes about 45 minutes and has to be made within 10 days. If not, you will not receive an Erasmus Grant. We cannot influence this, because this language test is not handled by RU.
4. One month before returning to NL you will receive an e-mail with instructions how to wrap up your Erasmus+ application.

Deadline Erasmus+: Erasmus needs to have your GA and LA at least 2 weeks before departure. If you are not able to meet this deadline, inform Erasmus.
Grants

Erasmus+ grant amount:

270 euro a month
Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway

210 euro a month
Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal

150 euro a month
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey.

Every extra day: 9, 7 or 5 euro a day.

Grants will probably be slightly higher in 2018-2019,
Grants

Holland Scholarship (HS) of € 1250
You will automatically receive a log-on code to apply for HS

1. After you've applied you will receive a Grant Agreement (GA) and a Learning Agreement (LA)
2. The signed GA and LA have to be sent to HS. The GA has to be signed by you, the LA has to be signed by you, the International Officer and the host university.
3. After sending in your GA and LA you will receive a signed form for DUO to stop your OV-studentenkaart.
4. One month before returning to NL you will receive an e-mail with instructions how to wrap up your HS application.

Deadline Holland Scholarship: HS needs to have your GA and LA at least 2 weeks before departure. If you are not able to meet this deadline, inform HS.
Grants

If you are not eligible for Erasmus+ or Holland Scholarship, you can apply for an Individual Travel Grant (ITG) by Student Life of €1200 (€300 a month for a maximum of four months)

Please note: the following procedure is new and still work in progress, so details may change.

1. You will receive an e-mail with a link for the online registration and a Learning Agreement.
2. The signed Learning Agreement has to be sent back to Student Life. The LA only has to be signed by you and dr. Remy van Rijswijk.
3. To stop your OV-studentenkaart you can download a form from DUO and send it to p.beckers@socsci.ru.nl for a signature and stamp.

Deadline ITG: two weeks before departure.
Your stay abroad:

Programme: * Erasmus
Study or traineeship: * studie
Code: 
Name: 
City: 
Country: 
Language of instruction: *

Period of stay abroad (by coordinator): .

Start and end date of stay abroad (in line with abovementioned period):
Start date: * 01 
End date: * 

Period: 150 days
This study abroad period may not exceed 360 days.

Provide accurate data for grant months.

If you will write a weblog that you would like to share with other students, please provide the website address below.
Weblog 

Do you want to subrent your room via International Office? * ○ yes ○ no

Subrent your room via International Office and receive 350 euro! This offer is valid for the 1st semester of the academic year 2017-18. Check www.ru.nl/io/student/accommodation for the requirements.

Please select ‘no’ incase you already registered your room with the International Office.
Insurances

For your exchange you need the following insurances:

• Travel Insurance including medical care*.
  1. Make sure there is no maximum for medical expenses.
  2. Check if you are allowed to stay abroad for 6-7 months.

• Liability insurance (aansprakelijkheidsverzekering, Haftpflichtversicherung)
  Again: make sure there is no maximum.

*Your basis-zorgverzekering most likely is NOT sufficient for medical expenses
Noteworthy

• The foreign university will ask for a transcript of grades (transcript of records). This is an overview of your results. You can get this at the OSP (SP. A.01.07). Ask for an English dossieroverzicht.

• If you need a proof of French, German or Spanish and passed the vwo exam in that language, you can contact me for a statement regarding those languages.
  1. Please note: also this is not an official certificate, so the foreign university may not accept it.
  2. No vwo? Contact the Alliance Française, Goethe Institut or Instituto Cervantes for a certificate.

• You can change courses when you are abroad. If you receive an Erasmus+ grant you will have to send in a During Mobility Form, for HS you need to send in a Change Form. If you receive a ITG you don’t have to send a form.

• When you are abroad, inform the International Office that they can send the Transcript of Records (your grades) to:
  IOSS
  P.O. Box 9104
  6500 HE Nijmegen
  Netherlands
3. Study planning

Academic year 18-19:

- 11 students within Europe
- 2 students outside of Europe

⚠️ CONDITION: B1 & B2 completed by 31-08-2018
# Programme Bachelor 3: General

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<thead>
<tr>
<th>Semester 1 (Sept-Jan)</th>
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<th>Semester 2 (Feb-Jul)</th>
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<td><strong>Modern Software Development Techniques (6 EC)</strong></td>
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<td><strong>Professional Skills 2 (2 EC)</strong></td>
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<td><strong>Neurophysiology of Cognition and Behaviour (4 EC)</strong></td>
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<td><strong>Elective courses (18 EC)</strong></td>
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<td><strong>Bachelor Thesis “Spring” (12 EC)</strong></td>
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Programme Bachelor 3: recommended semester abroad

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<th>Semester 1 (Sept-Jan)</th>
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<td>Brain-Computer Interfacing (6 EC)</td>
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<td>Research Project &amp; Bachelor Thesis</td>
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<tr>
<td>“Autumn” (12 EC) (\rightarrow) attend the bachelor kickoff meeting in June (register in Osiris for this)</td>
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<td>Academic and Professional Skills 2 (2 EC)</td>
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<th>Semester 2 (Feb-Jul)</th>
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<tr>
<td>Abroad: replacing course for Neurophysiology of Cognition and Behaviour (4 EC)</td>
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<td>Abroad: replacing course for Modern Software Development Techniques (6 EC)</td>
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<tr>
<td>Abroad: Elective courses (18 EC)</td>
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<td>“Electives cannot be filled with units of study too low a level or overlapping with other units of study in the student’s curriculum”</td>
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<td>From: Education and examination regulations Bachelor’s programme Artificial Intelligence 2017-2018</td>
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From: Education and examination regulations Bachelor’s programme Artificial Intelligence 2017-2018

Radboud Universiteit Nijmegen
3. Study planning

1) When does your semester abroad start?

- Some universities (e.g. University of Glasgow) start *beginning of January*
- Exams of first semester (Period 2) take place at *the end of January*
- We organise exams abroad for all compulsory 1 semester courses of B3 except for *Neurophysiology of Cognition and Behaviour*
- ‘Organising exams abroad’ means sending your exam to the university abroad, or (if this is not possible) offering an alternative solution: e.g. Skype interview, take home exam, exam after semester abroad
- Avoid retakes (even more than normally)!
- Send the International Officer AI your ‘request for exams abroad’ before **1 October** (form will be sent to you by the end of August)
3. Study planning

2) Which first semester courses should you replace by courses abroad?

- If your semester abroad starts after the exam period in January, anything goes (theoretically)

- If your semester abroad starts before/during the exam period in January, you should look for a replacing course for:
  
  • *Neurophysiology of Cognition and Behaviour* (because we cannot organise this exam abroad)
  
  • An additional course: preferably *Modern Software Development Techniques*, or *Computational and Formal Modeling*, or (if the first two are not possible) *Representation & Interaction*
  
  • **NOT** *Brain-Computer Interfacing* (exam and assignments take place before Christmas)
3. Study planning

3) How to be sure that your courses abroad are adequate substitutions for the Nijmegen courses?

- Check course schedule 18-19 (and/or e-mail your university abroad)
- Check the credit conversion (universities in the UK and outside of Europe do not use our ECTS)
- Complete the first table (Compulsory courses) in the Planning Form (see Word)
- Add the course descriptions (in Dutch / English / German)
- Send your Planning Form to the International Officer AI before **15 June**
- Compulsory courses in the Planning Form will be approved by the Examination Board by **mid-August** (at the latest), so that you can register in time for the courses you do take in Semester 1
**Planning form**
*(click to open)*

Name student:
Student number:
Bachelor/Master:
University, city & country:

<table>
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<tr>
<th>Course name at Radboud University Nijmegen</th>
<th>ECTS</th>
<th>Course code</th>
<th>Course name at university abroad</th>
<th>Credits abroad</th>
<th>ECTS</th>
<th>Grade abroad</th>
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**Total ECTS**

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**Total ECTS**

**cours: minimally 18 ECTS**

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**Total ECTS**
4. Study planning

4) What else to take into account regarding your Planning Form?

- Free electives: total 18 EC
  - Possibly from other study programme / faculty
  - No overlap with previous courses
  - No language course ← ? This is not mentioned in the OER/EER. I’ll keep you updated

- Extracurricular courses
  - Extra courses
  - Overlap with previous courses is allowed, language course as well
  - Your RU courses are as much as possible NOT extracurricular

- About 30 EC in total

- Minimum: 18 EC (even in the case of extracurricular courses only)
4. Study planning

4) What else to take into account regarding your Planning Form?

• Send the International Officer AI (IOAI) your complete version (including Free electives) at least 2 weeks before application deadline university abroad, because LA can be part of the application procedure

• First semester: Official version **before 1 July** to IOAI

• Second semester: Official version **before 15 October** to IOAI

• Add course descriptions (in Dutch / English / German) to the Planning form

• IOAI approves; Examination Board signs
4. Study planning

5) Other preparations before your semester abroad

• Bachelor’s thesis in Semester 1:
  - Information session in June (BAKO: Bachelor Kick-Off)
  - Apply project thesis before summer
  - Start your project and finish your thesis as early as possible
  - Progress check point in November: will you be able to finish your thesis before the deadline?
Ljubljana, Slovenia

Ontario, Canada

Trento, Italy
5. Being abroad: any changes?

Other courses, duration of your semester?

• Send a new Planning form (PF) to IOAI as soon as possible
  - Add the new course descriptions
  - IOAI will approve if courses meet conditions

• Erasmus+: During Mobility Form (also Change Form; CF)
  - Signed by: IOAI and university abroad
  - Send to central IO (erasmus@io.ru.nl)
  - Within one month after start semester abroad

• Send after changed Planning form to make sure you will obtain your Bachelor’s degree!
6. Coming back to Nijmegen

- Examination Board has the right to deviate from this procedure
- Transcript of Records: original needs to be sent to IOAI
- Acknowledgement form Results (to OSP/ESD, takes about 2 weeks)
- Statement Form to Central International Office ([erasmus@io.ru.nl](mailto:erasmus@io.ru.nl))
- Report about your semester abroad
- Apply for your Bachelor’s diploma and (possibly) a Master’s programme
- Evaluation questionnaire
Things to consider

- Do participate in the orientation days
  - You will meet a lot of people who, just like you, want to explore the city & country.
  - If you go after the orientations days, groups will have been formed and it will be more difficult to make friends.

- Don’t leave for abroad too early, unless you go with friends or family
  - Ten days on your own in a foreign city can make you feel quite lonely and depressed, unless you are a die-hard *einzeltgänger* (loner).

- There will be days you
  - are homesick
  - are lonely or
  - are sick and tired of these stupid British / Norwegian / Chinese / Australian / Hungarian et cetera people ‘who cannot do things normally’
    - Don’t worry: those feelings are part of the deal and you will learn to appreciate the local way of life.
    - These feelings can be more intense if you have had panic attacks, a depression or another disorder in the past. Talk to your therapist about this before you go.

- Time will fly. So plan your trips, visits from friends and other nice things carefully, or you will end up with 5 things you still desperately want to do and only have 2 weekends left
  - In some countries a semester is only 3.5 months, so after only 7 weeks you already will be counting down to your departure.
Additional

- Your own responsibility: check what should be arranged when, own initiative, ask concrete questions
- E-mails containing information regarding procedures/next steps: read them carefully
- Requirements: B1 & B1 completed before 31-08-2018
- Blackboard Artificial Intelligence: GO ABROAD
- www.ru.nl/ioss
- Wilweg.nl
- Europass.nl
Questions?

Hong Kong

Glasgow

Valencia