

Plan of Action for Studying Abroad Psychology



Academic year 2021-2022-2023
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Introduction

Are you dreaming of spending a part of your studies abroad, but you don't quite know how to realise your ambitions or where to start? Or perhaps your plans are pretty concrete already, but you are not sure whether you are fully prepared? In all cases, you can use this Plan of Action to achieve your goal: a fantastic semester abroad!

Please note: This Plan of Action is mainly written for Psychology Bachelor students but it is possible to study abroad during your Master's as well. Some information in this document will be less relevant to Master students. This Plan of Action concerns taking courses at a foreign university, not doing an internship abroad. All steps will be described in a specific order, but this order is not always chronological and sometimes you need to take steps simultaneously.

Step 1: Explore the possibilities as early as possible

When should you start exploring?

It's best to start in the beginning of the academic year before the year in which you want to study abroad. If you want to study abroad in B3, start exploring at the **beginning of B2**.

How should you start exploring?

(1) Read the information available online. The three most important websites:

- [GO ABROAD](#) section on the STIP website of the Psychology programme
- [International Office of Social Sciences](#)
- [Radboud International](#)

Here you will find all the necessary information and links regarding possible destinations in and outside of Europe, financial matters and available grants, and testimonials written by students who went abroad in previous years.

It is good to know that there is a distinction between Radboud International (central) and the International Office of the Faculty of Social Sciences (IOSS). The International Officer Psychology (part of IOSS) is your first and most important contact person.

(2) Visit information sessions, such as during the Radboud Go Abroad Week (each Spring and Autumn; exact dates can be found online).

(3) After this broad orientation phase, figure out to which university in which country you want to go. To answer this question, it is essential to determine your specialisation path as early as possible. What kind of Psychologist do you want to be? By the end of the second year, you will need to choose one of the three subdomains of our Psychology programme: Brain & Cognition, Development & Mental Health or Behaviour & Environment and take domain electives for that domain in your third year. **Important:** not all universities offer courses that might fit in your chosen domain! Therefore, choose a university that offers courses within your area of specialisation (and in a language you are proficient in).

A good starting point is to check the *overview of previously chosen courses at foreign universities*, which you can also find on the STIP website. This overview contains courses at foreign universities that have been approved for the Bachelor's programme Psychology in previous years. Note that this overview only lists some courses that our students chose in previous years. As a consequence, it is far from exhaustive and even more courses are possible. On the other hand, some courses on that list may not be offered anymore in the present time or the course content may have changed.

Always check the current course offer/exchange guide of the foreign university! Don't trust hearsay!

Not able to find the course offer of the partner university? Send an e-mail to them and ask for the prospectus/current course overview/exchange guide

Always check the language of instruction of the courses you would like to take.

Most universities in certain countries (such as France, Spain, Portugal and Italy), but also some universities in, for example, Germany or Sweden, do not offer (a sufficient amount of) English-taught

courses, so you will need to be able to speak the language of that country to be able to follow the courses abroad.

(4) Choose two, three or four universities of your preference and make a list of the courses that you would like to take.



(5) If you want to talk about your plans or you have any questions during that phase, feel free to make an [appointment](#) with IOSS or send us an email (ioss@ru.nl).

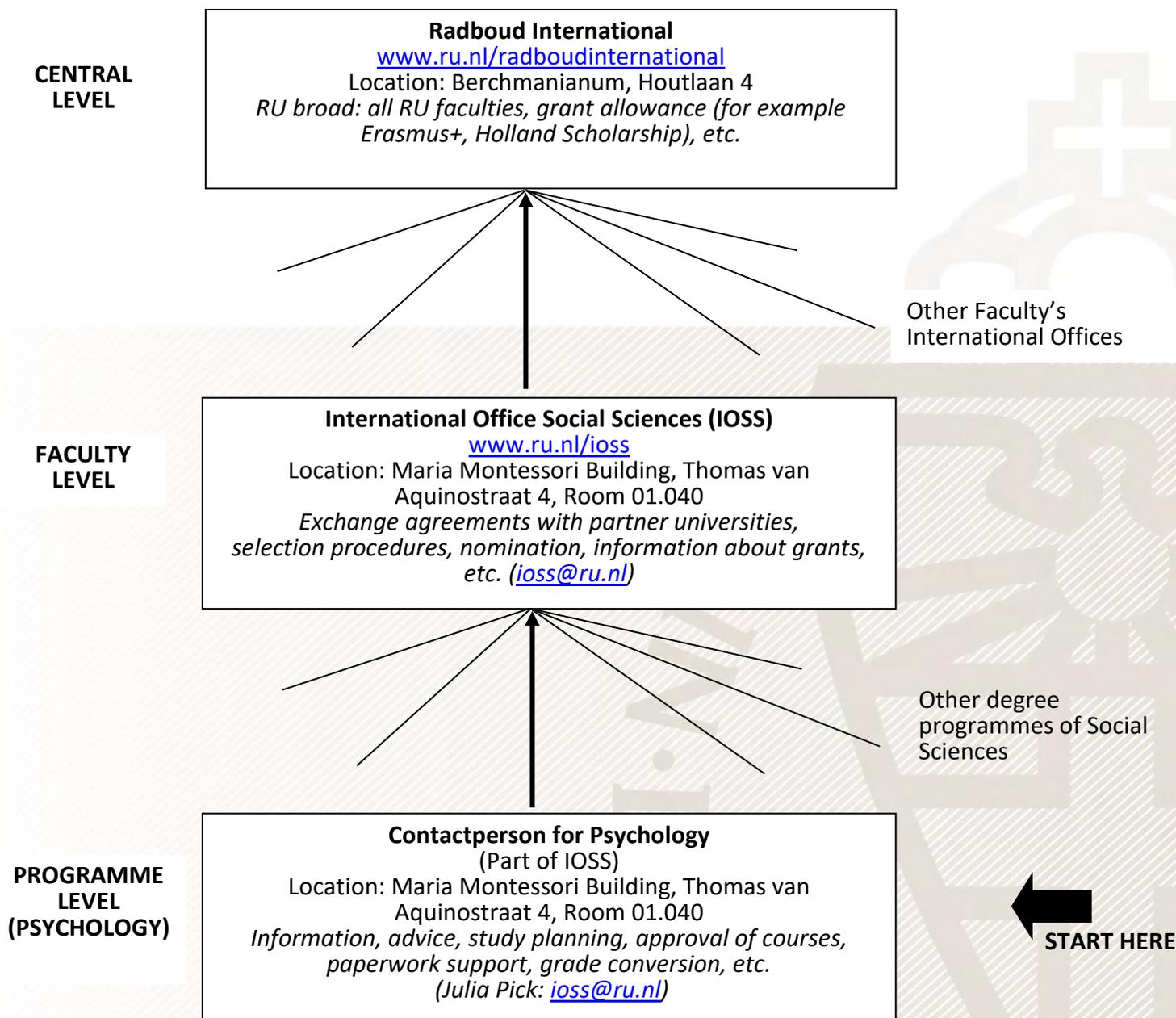


Figure 1. Structure of Radboud University's International Offices.

Additional tips

- Ask questions to and/or share information with your fellow students on the [Facebook page Exchange Students Psychology Radboud University](#).
- Can't wait to get international? Then look into Nijmegen's [internationally oriented associations](#) and/or join the Erasmus project organised by [N.K.S.W. Kompanio](#) (e-mail: nkswkompanio@gmail.com).

Step 2: Planning, RU exams abroad, financial matters, ask for support and advice

Planning

The second semester of Year 3 of the Bachelor's programme is the so-called mobility window in the Psychology Bachelor programme, the ideal period to study abroad. You will be able to study at a foreign university without a delay in your studies. In the first semester of B3, you will take "Research Project 3", "Bachelor's Thesis", "Applied Research Methods", "Psychological Ethics" and two "Domain 3" courses. In the second - and final - semester of your Bachelor's, you usually take domain electives (12 ECTS in total) and free electives (16 ECTS in total) at the foreign university. If your study planning is different from this or you have doubts about your planning, please make an appointment with Julia/IOSS to talk it through.

If you would like to meet the requirements for your BDC/BAPD (Basic Diagnostics Certificate), the GZP Master and LOGO Certificate and/or participate in the disciplinary Honours programme, it is also possible to study abroad, not always without a delay in your programme though. On the next three pages, you find the course overview of your Bachelor's programme for each of the three scenarios: general study planning with a semester abroad (figure 2), going abroad with BDC/BAPD to be able to apply for the GZP Master (figure 3) and going abroad with the disciplinary Honours programme (figure 4).

Even though there is a Mobility Window in the 3rd year of the Bachelor, you can always choose to study abroad in your fourth year if that works out better for your personal study planning. Feel free to discuss your study planning and when best to study abroad with Julia/IOSS or one of the student advisors of the programme.

Studying abroad during your Master's?

Of course that is a possibility, too. Please note that taking courses abroad will only be possible in an additional semester (extra-curricular courses) and not during your regular Master's programme.

It is eventually possible though, to write your Master's thesis and/or do your internship abroad without creating study delay. Contact the thesis-/internship coordinator of your programme to find out what the possibilities are. Contact IOSS to find out if you are eligible for a grant.

Figure 2. General study planning if you want to go abroad and complete your Bachelor within 3 years:

	Sept	Nov	Febr	April	July
B1	General Introduction in Psychology (7 ec) <i>Algemene Introductie Psychologie</i>	Brain & Cognition 1 (B&C, 7 ec) <i>Brein & Cognitie 1, B&C</i>	Development & Mental Health 1 (D&H, 7 ec) <i>Ontwikkeling & Psychische Gezondheid 1, O&G</i>	Behaviour & Environment 1 (B&E, 7 ec) <i>Gedrag & Omgeving 1, G&O</i>	
	Research Methods (4 ec) <i>Methoden van Onderzoek</i>			Statistics 1 (6 ec) <i>Statistiek 1</i> ★	
	Academic Skills for Psychologists (6 ec) <i>Academische Vaardigheden voor Psychologen</i>			Research Project 1 (6 ec) <i>Onderzoekspracticum 1</i> ★	
		Methods of Professional Conduct (4 ec) <i>Methoden van Professioneel Handelen</i>		Professional Skills for Psychologists (5 ec) <i>Professionele Vaardigheden voor Psychologen</i> ★	
	Test Subject hours (1 ec) <i>Proefpersoonuren</i>				
B2	D&H 2: Psychopathology and Life-span (4 ec) + Practical (1 ec)	B&E 2: Behaviour in Organisations (4 ec) + Practical (1 ec)	Core Themes in Psychology 2 (6 ec) Choose 1 from: <i>Motivation & Performance, Learning & Behaviour, Eating Behaviour, Pain & Pain Treatment, Development of Pro- & Antisocial Behaviour, Culture & Behaviour</i>	Domain elective 1 (4 ec) <i>Try out your domain by taking a B3 course</i>	
	B&C 2: Clinical Neuropsychology (4 ec) + Practical (1 ec)	Core Themes in Psychology 1 (6 ec) Choose 1 from: <i>Emotion, Conscious & Unconscious processes, Perception, Action & Development, Mental Load & Stress, Language & Communication Development of primary relations</i>		Data Analysis (4 ec)	
	Statistics 2 (6 ec) ★	Conversational Skills in Psychology (2 ec) ★	Theoretical Psychology (3 ec)	Philosophy of Mind, Brain and Behaviour (4 ec)	
	Me & My Career: My Professional Profile		Psychometrics (4 ec)		
	Me & My Career: My first Work Field Orientation				
B3	Domain 3 courses: Choose 2 out of 3 courses (one of which is in your domain): <ul style="list-style-type: none">B&C 3: Cognitive Neuropsychology (6 ec)D&H 3: Psychology and Health (6 ec)B&E 3: Cognition, Attitude and Behaviour (6)	Applied Research Methods (4 ec) <i>in B&C or D&H or B&E</i>	Semester Abroad		
		Psychological Ethics (4 ec)			Domain electives (12 ec)
	Research Project 3 (6 ec)	Bachelor's Thesis (6 ec)	Free electives (16 ec)		
	Me & My Career: My second Work Field Orientation		Me & My Career: My Extended Professional Profile		

Figure 3. Study planning if you want to go abroad and also meet the requirements for your BDC/BAPD (Basic Diagnostics Certificate) and LOGO Certificate and RU GZP Master (only possible with 1 semester study delay, but the experience of a semester abroad can definitely be worth it):

	Period 1	Period 2	Period 3	Period 4
Y2	Develop & Health 2 (5 ec)	Behaviour & Env (5 ec)	Core Themes Psych2 (6 ec)	Domain elective → Psychotherapy (4 ec)
	Brain & Cogn 2 (5 ec)	Core Themes Psych1 (6 ec)		Data Analysis (4 ec)
	Statistics 2 (6 ec)	Convers. Skills in Ps (2 ec)	Theoretical Psych (3 ec)	Philosophy (4 ec)
		Me & My Career	Psychometrics (4 ec)	Me & My Career
			Research Project 2 (6 ec)	
Y3	Choose 2 out of 3: - B&C3: Clin Neuropsych - D&H3: Psych & Health - B&E3: Cogn, Att & Beh	Domain elective → Clinical Assessment & Decision Theory (4 ec)	Domain elective → Klinische Professionele Vaardigheden (6 ec)	
		Psychol Ethics (4 ec)	Domain elective (4 ec)	
		Appl Research Meth (4 ec)	Research Project 3 (6 ec)	Bachelor's thesis (6 ec)
		Me & My Career		Me & My Career
	Free elective	Free elective	Free elective	Free elective
Y4	Semester Abroad		Start GZP Master	
	Extra-curricular courses			

Figure 4. Study planning if you want to go abroad and also want to participate in the disciplinary Honours programme:

	Sept	Nov	Febr	April	July	
B1	Period 1 General Introduction in Psychology (7 ec) <i>Algemene Introductie Psychologie</i> Research Methods (4 ec) <i>Methoden van Onderzoek</i> Academic Skills for Psychologists (6 ec) <i>Academische Vaardigheden voor Psychologen</i>		Period 2 Brain & Cognition 1 (B&C, 7 ec) <i>Brein & Cognitie 1, B&C</i> Methods of Professional Conduct (4 ec) <i>Methoden van Professioneel Handelen</i>		Period 3 Development & Mental Health 1 (D&H, 7 ec) <i>Ontwikkeling & Psychische Gezondheid 1, O&G</i> Statistics 1 (6 ec) <i>Statistiek 1</i> ★ Research Project 1 (6 ec) <i>Onderzoekspracticum 1</i> ★ Professional Skills for Psychologists (5 ec) <i>Professionele Vaardigheden voor Psychologen</i> ★ Test Subject hours (1 ec) <i>Proefpersoonuren</i>	
	Period 4 Behaviour & Environment 1 (B&E, 7 ec) <i>Gedrag & Omgeving 1, G&O</i> Domain elective 1 (4 ec) <i>Try out your domain by taking a B3 course.</i> Data Analysis (4 ec)		Period 3 Core Themes in Psychology 2 (6 ec) Choose 1 from: Motivation & Performance, Learning & Behaviour, Eating Behaviour, Pain & Pain Treatment, Development of Pro- & Antisocial Behaviour, Culture & Behaviour Research Project 2 (5 ec) ★ Theoretical Psychology (3 ec) Philosophy of Mind, Brain and Behaviour (4 ec)		Period 4 Domain elective 1 (4 ec) <i>Try out your domain by taking a B3 course.</i> Data Analysis (4 ec)	
	Period 1 D&H 2: Psychopathology and Life-span (4 ec) + Practical (1 ec) B&C 2: Clinical Neuropsychology (4 ec) + Practical (1 ec)		Period 2 B&E 2: Behaviour in Organisations (4 ec) + Practical (1 ec) Core Themes in Psychology 1 (6 ec) Choose 1 from: Emotion, Conscious & Unconscious processes, Perception, Action & Development, Mental Load & Stress, Language & Communication Development of primary relations Statistics 2 (6 ec) ★ Conversational Skills in Psychology (2 ec) ★		Period 3 Core Themes in Psychology 2 (6 ec) Choose 1 from: Motivation & Performance, Learning & Behaviour, Eating Behaviour, Pain & Pain Treatment, Development of Pro- & Antisocial Behaviour, Culture & Behaviour Research Project 2 (5 ec) ★ Theoretical Psychology (3 ec) Philosophy of Mind, Brain and Behaviour (4 ec)	
	Me & My Career: My Professional Profile		Me & My Career: My first Work Field Orientation		Me & My Career: My first Work Field Orientation	
B3	Domain 3 courses: Choose 2 out of 3 courses (one of which is in your domain): • B&C 3: Cognitive Neuropsychology (6 ec) • D&H 3: Psychology and Health (6 ec) • B&E 3: Cognition, Attitude and Behaviour (6)		Applied Research Methods (4 ec) in B&C or D&H or B&E Psychological Ethics (4 ec)		Semester Abroad Domain electives (12 ec) Free electives (16 ec)	
	Honours Thesis		Substituting for RP3 (= additional 6ec free electives)		Me & My Career: My second Work Field Orientation	
	Me & My Career: My second Work Field Orientation		Me & My Career: My Extended Professional Profile		Me & My Career: My Extended Professional Profile	

RU exams abroad

It may well be the case that the second semester at your foreign university starts earlier than in the one in Nijmegen, resulting in overlap between Nijmegen's first semester and the foreign university's second semester. As a consequence, you will need to leave Nijmegen before you can actually take your exams of the first semester.

Every year, we do our best to find suitable solutions by organising exams during your semester abroad. However, we can only do this for exams (or resits) of compulsory courses. **Please note:** Unfortunately, we cannot organise exams abroad for your Domain Electives or Free Electives. We expect you to take these courses at the foreign university. So don't take any Domain/Free Electives in the 2nd period of the first semester in Nijmegen if your semester abroad starts early. The maximum amount of exams ea can request abroad is four.

To clarify, we only organize exams abroad for the following courses:

SOW-PSB3BC15E	B&C 3: Cognitive Neuropsychology
SOW-PSB3BE15E	B&E 3: Cognition, Attitude, Motivation
SOW-PSB3DH15E	D&H3: Psychology and Health
SOW-PSB3AS30E	Psychological Ethics
SOW-PSB3RS35E	Applied research methods Brain & Cognition
SOW-PSB3RS40E	Applied research methods Behaviour & Environment
SOW-PSB3RS45E	Applied research methods Development & Mental Health
SOW-PSB3DH23E	Clinical Assessment and Decision Making (because it is necessary for the clinical Master here and the BAPD/BDC)

If you want to get the Basic Certificate for Sport Psychology and the semester abroad interferes with the exam of those courses, please contact us.

We do our best to organize the RU exam at the same time at the university abroad, but we cannot guarantee that it is going to be possible for everyone. If the foreign university cannot help and organise the exam at the same time (for example, due to a time difference), we will find an alternative solution for you, such as an exam in the summer after your semester abroad or an oral exam by Skype. What the alternative will be, can vary every year and can be different for the different courses.

How to request to take a RU exam abroad: fill out the online application on the STIP website:

<https://www.ru.nl/socialsciences/stip/faculty-study-information/study-information/examinations/examination-abroad/procedure-taking-exam-abroad-regular-students/>



Please note: it takes a lot of people a lot of effort to arrange the exams abroad, so cancelling the exam without a valid reason or not showing up at the exam is not appreciated!

Please note: Do not forget to register for the exam in Osiris, also when you get the alternative solution.

Financial matters

For all partner universities holds that you do not need to pay any tuition fees: instead, you continue paying your regular tuition fee to Radboud University.

Of course, some destinations are more expensive than others, so choose a destination that suits your budget. For example, a semester abroad outside of Europe is generally more expensive than a semester abroad within Europe.

There are many grants available to financially support your stay abroad, in addition to your regular (Dutch) student finance ("studiefinanciering", DUO).



- **Grants in Europe:** Erasmus+ grant (about 200 euros per month, depending on the country): <https://www.ru.nl/io/english/students/outgoing-exchange/grants/erasmus-grant/>
contact e-mail address: erasmus@ru.nl

- **Grants outside of Europe:** several grants, such as the Individual Travel Grant through Student Life (<https://www.ru.nl/radboudinternational/english/students/outgoing-exchange/grants/individual-travel-grant-itg/>) and the Holland Scholarship (<https://www.ru.nl/radboudinternational/english/students/outgoing-exchange/grants/holland-scholarship/>).
Contact e-mail address for both HS and ITG: studentexchange@ru.nl

See <http://www.ru.nl/ioss/funding-grants/funding-and-grants/> for more information and websites on the available grants.

- If you normally use a Dutch student travel card (week or weekend OV card), you will receive an allowance of nearly 100 euros per month during your semester abroad. For more information, see <https://www.ru.nl/radboudinternational/english/students/outgoing-exchange/before-your/>.
- Subletting your room in Nijmegen is another way of saving money. For more information, see <https://www.ru.nl/radboudinternational/english/students/outgoing-exchange/before-your/you-planning-sublet/> and the links under Step 8 in this document.

Support from Radboud University

Planning a semester abroad requires self-initiative and responsibility. These are qualities you will also need abroad! Of course, you do not need to reinvent the wheel, because we have the expertise to advise and support you with regard to your study planning, application procedure, grants and housing. Please see last page for an overview of contact persons.

Step 3: Make sure that you obtain all the 120 ECTS of B2 before the start of the next academic year so that you can start with Research Project 3 in the first semester!

A prerequisite for your semester abroad is that **you have obtained 120 ECTS on 31 August of the academic year before the year you want to go abroad, including all B1 and B2 courses**. If you do not meet this requirement you will not be allowed to enrol for "Research project 3" in the first semester of the B3 year.

A final check on this requirement will be done in September. But please contact Julia/IOSS as soon as possible if you think that you will not be able to meet this requirement to find out what your other options for studying abroad are.

Step 4: Apply for your semester abroad at IOSS

The application procedure for a semester abroad is organised by the International Office of Social Sciences (IOSS). You will need to apply roughly **one year before your departure** if you go in the second semester of your B3 year, depending on whether or not you will stay in Europe:

Where?	When?
Europe	No later than 28 February
Outside of Europe	No later than 31 January

If you are planning to go in the first semester after B3, the deadlines are the same. This means that you would have to apply roughly six months in advance.

If you want to be a part of the selection process, do not miss the deadline for application! Applying later is possible, but the number of destinations and available spots will be more limited then.

How should you apply?

- You can apply in Osiris under the tab 'Stay abroad' (then click on 'New Request'), before the deadlines in the table above. See <https://www.ru.nl/ioss/outgoing-students/step-step-guide/step-3-registering-exchange/> for more detailed information about the registration procedure.
- Indicate the university of your first, second, third and eventually fourth preference. Although we will always try to do our best to assign you to the university of your first preference, there is a limited number of spots for each university. This means that our selection procedure depends on a variety of factors and listing only one university is not one of these factors and will therefore not increase your chances.
- Some universities are marked as popular choices. Popular means that this university has usually more applicants than available places. So, it is no use choosing this as your 2nd, 3rd, or 4th destination. If you want to go to one of these universities, please mark it as your first preference.
- The most important part of the application procedure is to write a motivation letter (max. 350 words) about why you want to go to the university of your first preference (and one or two final sentence(s) about why your other choices would be great, too). If the number of students who apply for that specific university exceeds the number of spots, your motivation will help us to make a justified selection.
- If the number of students who apply for a specific university still exceeds the number of spots, even after taking your motivation into account, we also consider your study progress and results.
- Spots outside of Europe are scarcer than spots in Europe. If we are not able to assign you to your preferred non-European university (or universities), you can apply for a place in Europe (that is why the deadline for the selection of places outside of Europe is a month before the one for places in Europe). We will always do our best to make a semester abroad possible for you.

Step 5: Planning form and course choices

Have you been assigned to one of your preferred universities AND have you completed your B2 year? Congratulations! It is time to make your study planning/course choices for your semester abroad.

When?

Going abroad in the **first semester** next academic year: start with your planning right after the selection.
 Going abroad in the **second semester** next academic year: start at the end of this academic year/in the beginning of next academic year with your planning.

Send the first version of your Planning Form at least 2 weeks before the application deadline abroad, because your course selection (and sending the LA) can be part of the application procedure. Otherwise stick to the following deadlines:

- **Abroad in first semester:** send planning form preferably before **15 July**
- **Abroad in second semester:** send planning form preferably before **15 October**.

How?

- Use the Planning Form (which will be distributed by IOSS and is downloadable from STIP website (Psychology - Study Abroad - Once assigned to a foreign university) to indicate which courses you are planning to take, based on the foreign university's prospectus (course overview/exchange guide).
- On the right side of the table write down the domain and/or free electives you already took at Radboud, on the left side of the table, write down the courses you want to take abroad. Add the course descriptions of all courses abroad that you want to use as domain electives at the end of the document (either paste the description of the course directly or paste a link to the description/course guide).
- E-mail your Planning Form to Julia (ioss@ru.nl), who will establish whether your chosen courses can be approved by the Examining Board.
- Enrol in time for "Research Project 3", "Bachelor's Thesis", "Applied Research Methods", "Professional Ethics for Psychologists" and two "Domain 3" courses, because these will take place in the first semester of B3!
- Make sure that you do not need to take any resits of your B3 first semester courses!

Course choices abroad:

- To complete your Bachelor you need to make sure that you obtain at least 16 EC for your Domain Electives (including the 4 EC of your "Domain Orientation" course in your B2 year) and 16 EC of Free Electives to complete your Bachelor's programme. For your semester abroad that means that you usually need to find courses of at least 12 EC for your Domain and 16 EC for your Free Electives.
- Check the most recent course schedule/exchange guide/prospectus of the university abroad and find out which courses you are allowed to take. If you cannot find that information online, contact the foreign university about it.
- Check what language the courses are taught in and only choose courses in a language you are proficient in. English course title do not necessarily mean that the course is also taught in English!
- Requirements for Domain Electives: they should have a psychological content, they should fit your domain (B&C/B&E/D&H), there shouldn't be (hardly) any overlap with courses you have taken at RU or you will take at RU during your Bachelor. For examples regarding what kind of courses can be considered domain electives, check the domain electives that our own programme offers (in the course guide/prospectus) or the excel file of courses that other students have previously chosen abroad.
- Requirements for Free Electives: you can choose any course you want, from any field of study. There is no approval necessary from the Examination Board. Make sure though, that the university abroad also allows you to take courses from other faculties than Psychology if that is your plan.

Even though your choice is free, we would still advise you to take an academic course with a scientific, theoretical background without overlap with courses you have taken at RU as the free electives will all be displayed on your diploma as part of the curriculum.

- Extra-curricular courses: once you have obtained all the necessary credits for the domain and the free electives, every additional course will become extra-curricular. RU courses get priority on your curriculum, so foreign courses will become extra-curricular first if you have both foreign and RU courses as free electives for example. Grades for extracurricular courses are not included in the calculation of your grade average (judicium).
- All Domain Electives (and preferably also) Free Electives must have some kind of examination (e.g. written/oral exam, presentation, essay, paper...). For most universities that is naturally the case, but there are some exceptions. Courses you can pass simply based on participation will not be approved.
- You are required to take **minimally 18 EC** of courses, also when you finished (a part of) your (Domain) Electives in an earlier stage. In this case, a part of your courses will be extracurricular.

Language course

The majority of courses in Romance countries (Spain, Italy, Portugal, France) are being taught in the official language(s) of the country. Therefore, most Romance universities require that your language proficiency in that language is **at least B1** (see CEFR: http://www.coe.int/t/dg4/linguistic/cadre1_en.asp).

Dutch students meet this requirement if they hold a VWO diploma and took the specific language as part of the final examinations. If you are not Dutch, but you have a similar (international) diploma, you might meet the language requirement as well. If you do not speak the language (at B1 level), you should take a language course prior to your semester abroad, for example at [Radboud In'to Languages](#), who offer courses to students for 50% discount. If you take a language course somewhere else, make sure that you receive a certificate after completing the course, stating the level of your language proficiency. This is because foreign universities often require a proof of your language proficiency.

If you plan to learn the language before the semester abroad keep in mind that acquiring a new language requires time and motivation for self-study. You will need at least six months to reach B1 level if you start from scratch.

Step 6: Register at your host university

Registration at universities outside of Europe

After the nomination deadline, the universities abroad usually contact their incoming exchange students and send them more information about the application process at their university (what forms to fill out, documents to send, course choices and registration, deadlines etc.). Contact joss@ru.nl if you have any questions regarding the registration process at universities outside of Europe. Do not forget to take the deadlines into account!

Registration at universities within Europe

After the nomination deadline, the universities abroad usually contact their incoming exchange students and send them more information about the application process at their university (what forms to fill out,

documents to send, course choices and registration, deadlines etc.). When you go abroad in the second semester, that will happen somewhere between September and November. Registration procedures, requirements and deadlines differ across universities and countries. Therefore, always check on your host university's website (or by sending an e-mail) what the procedure entails and what the requirements and deadlines are. For example, some universities require you to send your Learning Agreement (see next step) before a certain deadline, others don't.

Some foreign universities require an official Transcript of Records listing the courses (and grades) you took at Radboud University prior to your semester abroad. STIP can provide you with this document. You can drop by personally or request the TOR [online](#).

Step 7: Apply for your grant

You may start with this step in parallel with Step 5 and 6.

Usually around April you receive a link via email to apply for a grant. Which grant it is depends on your destination of studying abroad. After completing the online registration you will get information from the central international Office about the steps you need to take to complete your grant application.

Grants outside of Europe:

For information about grants for your semester outside of Europe, see Step 2 'financial matters' in this document. If you have any specific questions, you may contact ioss@ru.nl.

Grants within Europe:

You can request an Erasmus+ grant for studying abroad within Europe. For more information, please see <https://www.ru.nl/radboudinternational/english/students/outgoing-exchange/grants/erasmus-grant/>

A couple of months before your semester abroad, the IOSS will start the Erasmus+ application procedure for you. As soon as they have registered you, you will receive an e-mail by Erasmus (erasmus@ru.nl) with the instructions and deadlines of the application procedure and the forms that need to be filled out/signed. The Erasmus forms can be found on this [website](#).

One of the forms that you will need to send to Erasmus is the Learning Agreement (LA). When Julia has informed you that your Planning Form has been approved by the Examining Board (Step 5), you can complete the LA. After completing the LA and signing it, you can e-mail it to Julia (ioss@ru.nl). She will sign it and return it to you, so that you can ask the foreign university to sign it as well.

Please note: After sending in your Erasmus+ forms you will receive 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.

Please note: After sending in your forms you will also receive a signed form for DUO to stop your 'OV-studentenkaart'.

In theory the LA is self-explanatory, however, if you don't know what to fill out in certain fields, have a look at the example on the next page.



Step 8: Further prepare for your journey

You meet the requirements for your semester abroad and you are working on your study planning. You can now also start to arrange the other preparations:

- Make sure that you have a valid passport (please note that for some countries it should be valid for a longer period than just the length of you stay);
- Book you ticket and, if necessary, apply for a visa.
- Make sure that you have a travel insurance.
- If necessary, get your vaccinations in time.
- Find housing for your semester abroad (through your host university, or check websites such as wilweg.nl and HousingAnywhere.com and Erasmusplay).
- Sublet your room in Nijmegen (via Radboud University's International Office or HousingAnywhere.com, see for more information this video on Youtube: www.youtube.com/HousingAnywhere).
- If you have a Dutch student travel card (OV-studentenkaart), apply for a reimbursement during your semester abroad of nearly 100 euros per month (see here for more information: <http://www.ru.nl/io/english/students/outgoing-exchange/before-your/>).
- It may also be useful to have a credit card. For example, in Spain many trips and activities are booked by means of credit cards.
- Check the [student experience reports](#) per destination of the previous years for additional info about the universities you are interested in, insider tips etc.
- Corona and exchange: <https://www.ru.nl/io/english/students/outgoing-exchange/coronavirus-your-exchange-period/>
- Brexit and exchange: <https://www.ru.nl/io/english/students/outgoing-exchange/brexit-exchange-united-kingdom/>

Step 9: Check, check, double check

Are you really ready for departure? Check once again whether:

- ✓ Your Planning form has been approved;
- ✓ Your Learning Agreement has been approved by both, Radboud University and your host university;
- ✓ You have been fully registered at your host university;
- ✓ Your grant allowance has been confirmed.

Step 10: Have fun!

Have a good journey and an inspiring stay abroad! Don't hesitate to contact Julia/IOSS in case of any unexpected circumstances or if you want to share any of your fabulous international experiences!

Step 11: Changes during your stay abroad

It is very common that, once you arrive at your host university, your study planning has to change. The schedule of courses is often determined shortly before the start of the semester, so a timetable conflict might be one of the reasons why a change becomes necessary. What to do?

- (1) Inform Julia Pick (ioss@ru.nl) as soon as possible and send her your adapted Planning Form. She will establish whether the change can be approved by the Examining Board.
- (2) After approval, you fill out the During Mobility form or Change Form to inform Erasmus/Holland Scholarship about your changes. Complete the form, sign it, send it to Julia for her signature and ask your host university to sign it as well. If you receive the Individual Travel Grant, the Change Form is only necessary if the amount of credits you take abroad changes or if your period abroad. When the form is complete, you can send it to erasmus@io.ru.nl (Erasmus) or studentexchange@io.ru.nl (HS and ITG) and to Julia

Step 12: Send IOSS your results & grade conversion

It is important that the credits you obtain abroad will be acknowledged by Radboud University in order to finish your degree. Take the following steps:

- (1) Ask your host university for a **Transcript of Records** of your study results at the end of your stay abroad.
- (2) Make sure IOSS will receive this document (preferably by e-mail) **at least 3-4 weeks** before you apply for your diploma. It needs to be the original document with stamp/signature or a scan of the original.

Please note: if your host university tells you that they will send the Transcript to Radboud University's International Office, **this does not necessarily mean that it will be sent to the IOSS. Make sure that the IOSS receives the ToR. You can also send a scan of the original ToR by email.**

Julia will convert your grades to the Dutch grading system (according to Radboud's conversion table: <https://www.ru.nl/currentstudents/graduation-beyond/diploma-grades/dutch-grading-system/>), and this will be signed by the Examining Board. The Examining Board may decide to deviate from this conversion document.

After conversion and approval by the Examining Board, Julia will send the results to STIP to have them entered in Osiris.

Step 13: Inform your grant

Within Europe

The Erasmus+ grant will be transferred to your bank account in parts. To receive the final part, you need to send some reports and forms to Erasmus **within two weeks after the end of the semester at your**

host university. You receive more detailed information on this procedure from Erasmus when you apply for the grant.

Outside of Europe

How to report differs across grants. Always make sure that you are aware of the specific requirements. Send the required forms before the deadlines, so that you will actually receive the total sum of your grant!

Step 14: Welcome home!

We would love to hear the stories about your stay abroad, so don't hesitate to drop by at the IOSS office or send an email to us! Your feedback is very valuable and will enable us to improve our procedures and programme.

Please note: apply for your diploma in time and/or, if so desired, register for a Masters' programme! Information about the diploma application can be found on the [STIP website](#). Don't hesitate to contact one of the student advisors if you need any help.

Contact

International Office Social Sciences

First contact person for Psychology students:

Julia Pick

iooss@ru.nl

Maria Montessori building 01.040

Available: Tuesdays and Thursdays

Appointments via [the online system](#).

Alternatively and for rather general questions about studying abroad, grants, registration, nominations, selection and application procedure and issues such as the compensation for your Dutch student travel card and housing you can also contact:

Patrick Beckers, Miranda Smeeman, Nathalie Wentink

iooss@ru.nl

Maria Montessori building 01.040

Available: Monday - Friday.

Appointments via [the online system](#).

