

Application guide exchange students

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More information

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Welcome!

Dear student,

Thank you for your interest in studying at HU University of Applied Sciences Utrecht! We look forward to welcoming you to our university.

As we prepare for the next semester under uncertain circumstances, HU will combine distance learning with certain essential education and academic activities taking place on location (*blended learning*). This way, face-to-face education will serve to strengthen online methods and the other way around.

Based on the current knowledge of the effects of the pandemic this will mean for Spring 2021:

- Most of our education will be online (the on-location usage may increase once there is a Covid-19 vaccine);
- Blended course design, with learning activities mostly online but also some on location, to make sure that students are socially connected and that the international perspective and experience are embedded:
- Academic activities can be planned every day between 8.00-20.00, on all weekdays throughout the entire semester;

There is no doubt that the experience for incoming exchange students will be different than what we were used to at HU. Nonetheless, we would like to stress that you can continue your application for your desired exchange programme at HU with no restrictions from our side.

With this guide we would like to inform you about our application procedure and other important topics.

<u>PLEASE NOTE</u>: we can only process your application if we have an exchange agreement with your home institution and if we have received your nomination. Please ask the exchange coordinator at your home institution to send your nomination to us via email: <u>exchange@hu.nl</u>.

Do not hesitate to contact us if you still have any other questions.

Kind regards,

Exchange Unit - International Office - HU University of Applied Sciences Utrecht

Contents

1	Application procedure 2020-2021	4
1.1	Application deadlines	4
1.2	Required documents	4
1.3	Language requirements	5
2	OSIRIS Online application system	5
2.1	Create an account	5
2.2	Activate your account	7
2.3	Application form	7
2.3.1	General	7
2.3.2	Study programme	8
2.3.3	Upload documents	g
2.3.4	Visa	9
2.3.5	Contact information	10
2.3.6	Additional Support	10
2.3.7	Declaration	11
2.3.8	Submit application	11
2.4	Status of your application	11
2.5	Acceptance	12
2.6	Learning Agreement	12
3	Important information regarding your stay	13
3.1	Introduction day	13
3.2	Semester dates 2020-2021	13
3.3	List of HU Academic coordinators (Responsible persons Learning Agreements)	14
3.4	Housing information	16
3.5	Immigration information	17
3.6	Disability or chronic illness	17
3.7	Facebook and other useful information	17

1 Application procedure 2020-2021

1.1 Application deadlines

Our deadlines for submitting the online application and required documents are as follows:

Fall semester and Full year: 1 June 2020
Spring semester: 15 October 2020

1.2 Required documents

The required documents for your online application, which should be uploaded via the online application system, are listed below. Please prepare the digital copies before you start!

- A digital copy of your valid passport or identity document. This has to be valid until at least the start of your semester at HU.
- A digital version of your Erasmus+ Learning Agreement (for students from EU/EEA countries) or Non-Erasmus Learning Agreement (for students outside EU/EEA) with your course selection, signed by your home university coordinator (see chapter 2.6)

File sizes may not exceed 3MB. It is only possible to upload documents in a PDF format.

<u>IMPORTANT:</u> Some exchange programmes have a **selection procedure** and require **additional documentation** to be uploaded. Please find the list of required documents below (if your programme of choice is not listed, it means that <u>no</u> additional requirements apply). This means that you have to be selected for these programmes based on your documentation, **a placement cannot be guaranteed**.

You may upload the documents mentioned below in the section 'Other uploads' in your online application. You can upload only one file, so please combine all other uploads in one file.

What to upload per programme in section 'Other uploads' (in PDF format)			
Arts, Culture, and Lifestyle Storytelling	Entry form. Please note this document can be found on the website, and has to be emailed to svjinternationaal@hu.nl before 1 November.		
Audio and Visual Design	Portfolio Motivation Letter		
CampusDoc - Documentary	 A pitch in which you present your plan for the documentary Motivation letter CV A video showreel (1.00 min) Please submit all the required documents to the course lecturer, <i>Brian Maston</i> before 1 June. 		
Cross-border Journalism	Entry form. Please note this document can be found on the website, and has to be emailed to barbara.geers@hu.nl before 1 April.		
Internationalise your classroom	Information form Request the form from the International Office		
Other programmes	No additional documents required		

1.3 Language requirements

In order to optimize your chances for academic success while studying at HU University of Applied Sciences Utrecht, we require the level of English of all exchange students to be comparable to an overall score of B2 or higher (Common European Framework). In the list with our programme offer for Fall semester and Spring semester, you can view the required level for each programme as well as documentation to submit (if needed). For advice on how to test or, if necessary, improve your level of English, please refer to the information on Language requirements on our website.

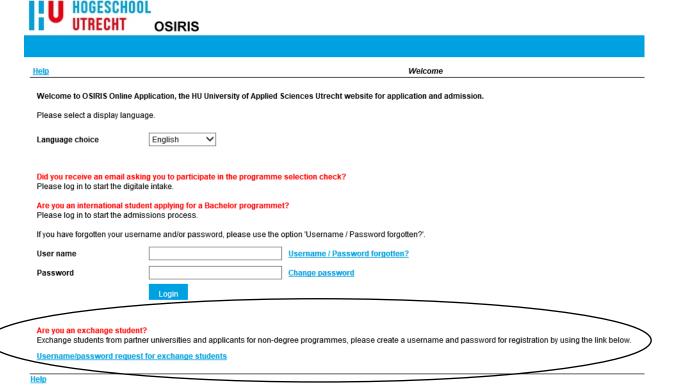
OSIRIS Online application system

In this chapter we will take you through a step-by-step explanation of our Osiris online application system. Note that you can save your application at any time and continue at a later stage.

2.1 Create an account

Open the webpage https://osiris.hu.nl/osiris_aanmeld_huprd

PLEASE NOTE: The online application system works best with Mozilla Firefox. Other internet browsers may give password or login problems!



Click on "Username/password request for exchange students".



Welcome to OSIRIS Online Application, the HU University of Applied Sciences Utrecht website for application and admission.

Please select a display language.

Language choice English

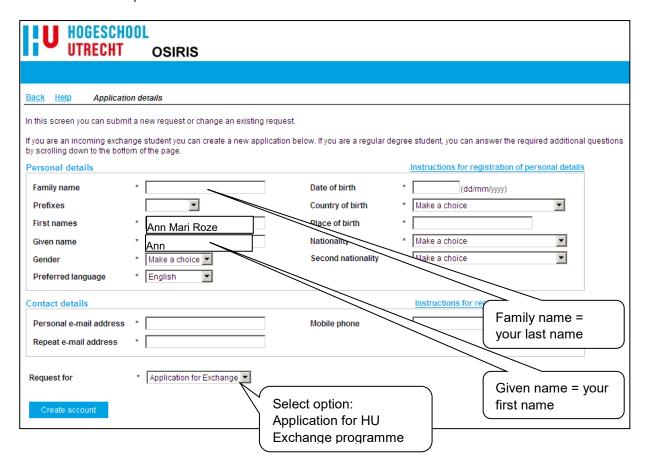
This is a notification for students which previously applied to or studied at HU University of Applied Sciences Utrecht. If you do not have your username anymore, please contact the International Office

Have you previously applied to or studied at Hogeschool Utrecht

Make a choice

Make a choice

- Answer the question 'Have you previously applied to or studied at Hogeschool Utrecht?' Choose option 'No'
- Answer the questions as shown below and click on 'Create Account'.



2.2 Activate your account

After you have created your account you will receive an e-mail 'Confirmation of your request for a new IO-account'. See example below.

Dear student.

Your Student ID is: <your HU student number>

An account has been created for you.

Please use the information below to activate your account through our website and change your generated password into a personal password of your choice.

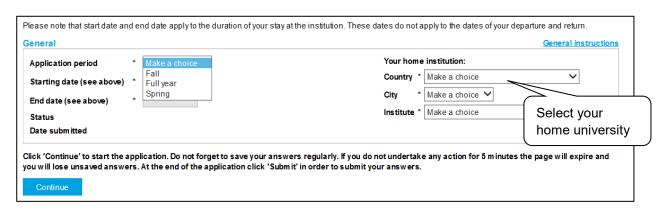
User name: <your username> Password: <your password>

Your exchange application can NOT be processed unless you activate your account!

2.3 Application form

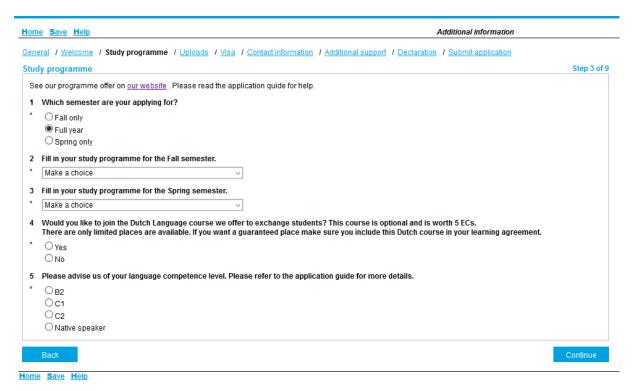
2.3.1 General

Please choose the period you are applying for and provide your home institution from the list. (*Please note: if your university is not listed here, please contact us by sending an email to exchange@hu.nl as soon as possible*)



2.3.2 Study programme

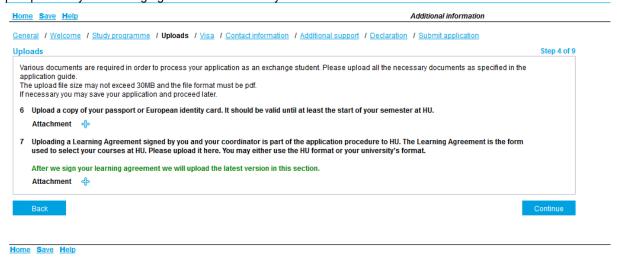
In the section Study programme you provide your preferences for study programme(s) at HU. Our semesters are divided in blocks of each 10 weeks (Fall semester in block A + B and Spring semester in block C + D). Per semester you can choose one programme of 30 ECTS (20 weeks). On our website you can find the list of programmes we offer for *Fall semester* and *Spring semester* (select "exchange programmes). Please note that you can only choose programmes from the study area that corresponds with the agreement we have with your home institution.



- Choose your study programme for the Fall semester and/or
- Choose your study programme for the Spring semester
- Depending on your choice, you might need to provide additional information:
 - For all programmes from the department of Creative Business, list the courses that will make up your semester.
 - For all programmes of the department of Economics and Management, list an alternative programme of choice (because of limited spaces).
 - For some programmes of the department of Economics and Management, provide your elective course (if requested).
- Click on 'Continue'.

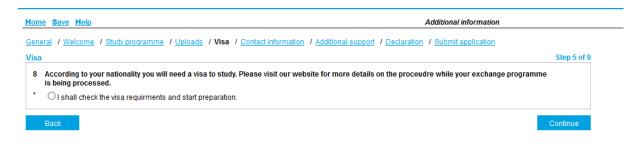
2.3.3 Upload documents

Upload the required documents as mentioned on page 3 of this guide <u>in PDF format</u>. Uploading a copy of your passport and your learning agreement is mandatory.



2.3.4 Visa

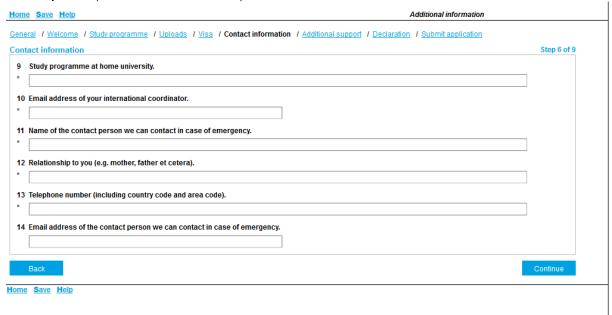
Based on your nationality given, you will see the following screen asking for your confirmation:



Home Save Help

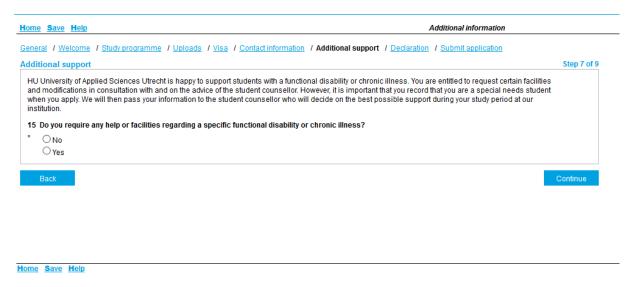
2.3.5 Contact information

> Provide the contact details of the coordinator at your home institution and an emergency contact person (such as a relative or friend).

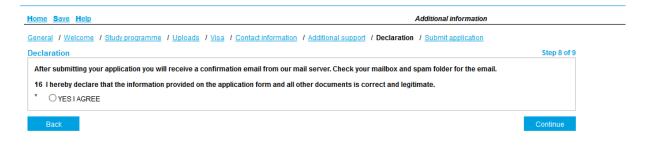


2.3.6 Additional Support

> In case you would have a functional disability or chronic illness that might affect your studies at HU, we would like to be informed so that necessary arrangements might be made for you.

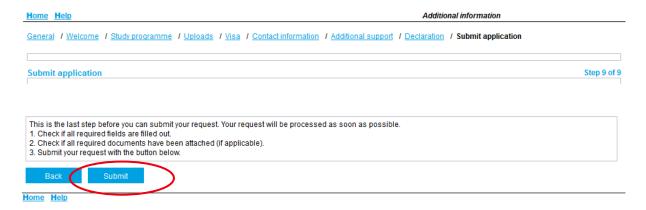


2.3.7 Declaration



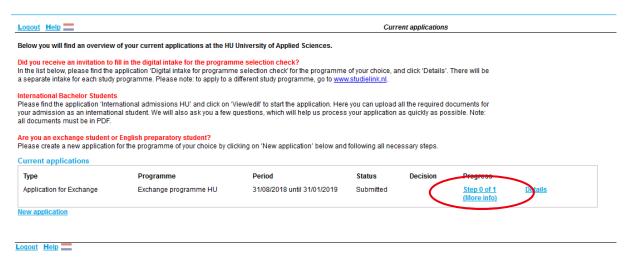
Home Save Help

2.3.8 Submit application



2.4 Status of your application

After submitting your application, you will receive an email informing you about the status of your application. If you would like to track the status of your application you can do so by logging into your account and clicking on the link under "Progress":



You will then see the following details:

Back Help Current applications Below you will find an overview of your current applications at the HU University of Applied Sciences.

Did you receive an invitation to fill in the digital intake for the programme selection check? In the list below, please find the application 'Digital intake for programme selection check' for the programme of your choice, and click 'Details'. There will be a separate intake for each study programme. Please note: to apply to a different study programme, go to www.studielink.nl

Please find the application 'International admissions HU' and click on 'View/edit' to start the application. Here you can upload all the required documents for your admission as an international student. We will also ask you a few questions, which will help us process your application as quickly as possible. Note: all documents must be in PDF.

re you an exchange student or English preparatory student?

Please create a new application for the programme of your choice by clicking on 'New application' below and following all necessary steps.

Current applications



2.5 Acceptance

You will be accepted to our institution once your application status is 'approved'. You will then receive an acceptance e-mail. You can expect your acceptance email latest:

Fall semester: Spring semester: December

A PDF or an original version of the acceptance letter can be sent by email or post on request.

2.6 Learning Agreement

The Learning agreement is the form used to select your courses at HU. On the form you indicate the name of the exchange programme of your choice and the list of courses (components) that make up the programme that you wish to participate in. In most cases the list of subjects is fixed, but for some programmes you will need to choose a number of courses. It is not possible to mix courses (components) from different programmes! Your course selection needs to be approved by your coordinator at your home university.

Depending on your home university, you will need to use one of the forms that you can find via the following links:

- Learning Agreement Erasmus+ (for students from partner universities in EU/EEA/Switzerland)
- Learning Agreement Non-Erasmus (for students from universities outside EU/EEA/Switzerland)

Note: you do not necessarily have to use an HU learning agreement for this purpose. You may use your home institution's format if necessary.

Please complete the form with all your details and your course selection and have it signed by your home university coordinator. You can then upload it to your online application.

After the application deadline all learning agreements will be signed by the programme coordinators at HU. Once the agreement has been signed by the coordinator of your exchange programme, we will upload your signed copy again in OSIRIS. You will be able to open it in your online application.

Important information regarding your stay 3

3.1 Introduction day

Every semester we organize an Introduction Day for exchange students. In 2020-2021 the dates are set on:

Fall semester 2020: Saturday 29 August 2020 Spring semester 2020: Friday 29 January 2021

Of course we expect you to be there! It is very important to attend the Introduction Day, as it gives you the chance to meet your classmates, get to know each other and find your way around HU. You will learn who to contact for which questions and find out about topics like visa, housing and life in Utrecht. The course coordinator will meet with you during the introduction, and provide you with your class schedule and other information necessary to make a successful start in your programme.

Also, not attending the introduction means missing out on important practical information. Although the International Office is always willing to help, finding out all this information on your own after a late arrival will take extra time and make the start-up more difficult.

3.2 Semester dates 2020-2021

Fall semester 2020:

- Classes start on Monday 31 August 2020
- Classes (including exams) end Friday 29 January 2021

Spring semester 2021:

- Classes start on Monday 1 February 2021
- Classes (including exams) end Friday 25 June 2021

3.3 List of HU Academic coordinators (Responsible persons Learning Agreements)

You have to upload your Learning Agreement in the Osiris application system. Please do not send your Learning Agreement to the academic coordinator directly!

Programme	Semester	Academic	E-mail
		coordinator	
		(Responsible person	
		Learning	
		Agreements)	
0			
Communication and Media Design			
Audio & Visual Design	Fall	Rob van den Idsert	rob.vandenidsert@hu.nl
Big Data for Smart Media	Spring	Bob Cruijsberg	bob.cruijsberg@hu.nl
and Business			
Brand Design	Fall	Rob van den Idsert	rob.vandenidsert@hu.nl
Immersive Design	Spring	Rob van den Idsert	rob.vandenidsert@hu.nl
Communication			
Management International Commercial	Fall	Luc van Dijk-	luc.vandijk@hu.nl
Communications	Fall	Wijmenga	luc.varidijk@riu.rii
Communications		Wijitichga	
Creative Business			
Creative Business	Fall & Spring	Dragana Licina	dragana.licina@hu.nl
Media Psychology	Fall & Spring	Dragana Licina	dragana.licina@hu.nl
Business and			
Management			
Globalizing Business	Fall & Spring	Job Krijgsman/Margo	ib.incoming@hu.nl
		Bongers/Farah	
		Iranpour/Farah Iranpour	
International Advertising	Fall & Spring	Karin van Gastel	karin.vangastel@hu.nl
International Business	Fall & Spring	Job Krijgsman/Margo	ib.incoming@hu.nl
Skills	T dii d Opinig	Bongers/Farah	is.incoming@na.in
		Iranpour	
International Business	Fall & Spring	Job Krijgsman/Margo	ib.incoming@hu.nl
Management 4		Bongers/Farah	
		Iranpour	
International Finance 3	Fall & Spring	Job Krijgsman/Margo	ib.incoming@hu.nl
		Bongers/Farah	
International Figures 4	Fall 9 Carriers	Iranpour	ih incoming@hu.nl
International Finance 4	Fall & Spring	Job Krijgsman/Margo Bongers/Farah	ib.incoming@hu.nl
		Iranpour	
International Marketing	Fall & Spring	Job Krijgsman/Margo	ib.incoming@hu.nl
Management 3	c. opinig	Bongers/Farah	
		Iranpour	

International Marketing Management 4	Fall & Spring	Job Krijgsman/Margo Bongers/Farah Iranpour	ib.incoming@hu.nl
Leisure and Event Marketing	Fall	Karin van Gastel	karin.vangastel@hu.nl
Master the basics: Let the game begin!	Fall	Job Krijgsman/Margo Bongers/Farah Iranpour	ib.incoming@hu.nl
Music Marketing	Fall & Spring	Karin van Gastel	karin.vangastel@hu.nl
Navigating 21st Century Business Challenges / Think like a CEO	Fall & Spring	Job Krijgsman/Margo Bongers/Farah Iranpour	ib.incoming@hu.nl
Produce and Consume Responsibly	Fall	Job Krijgsman/Margo Bongers/Farah Iranpour	ib.incoming@hu.nl
Professional & (pre-) Master Skills in English	Fall	Karin van Gastel	karin.vangastel@hu.nl
Sport & Entertainment Marketing	Fall & Spring	Karin van Gastel	karin.vangastel@hu.nl
Sports Management	Fall	Karin van Gastel	karin.vangastel@hu.nl
Treasury Management	Fall	Gerrit-Jan Lanting / Frans Boumans	gerrit-jan.lanting@hu.nl /frans.boumans@hu.nl
Elective Dutch Beginners A1	Fall & Spring	Job Krijgsman/Margo Bongers/Farah Iranpour	ib.incoming@hu.nl
Elective Dutch Intensive A2	Fall & Spring	Job Krijgsman/Margo Bongers/Farah Iranpour	ib.incoming@hu.nl
Intercultural Management (elective)	Fall & Spring	Job Krijgsman/Margo Bongers/Farah Iranpour	ib.incoming@hu.nl
Education			
American Studies in Advanced English	Fall & Spring	Tomas Pollard	tomas.pollard@hu.nl
Art of Writing	Fall & Spring	Liz Thijssen	liz.thijssen@hu.nl
Beyond borders: What it Means to be a Global Citizen	Fall	Andrea Vink / Peter Mesker	andrea.vink@hu.nl / peter.mesker@hu.nl
English Language and Culture	Fall & Spring	Kate Cousins	kate.cousins@hu.nl
Internationalise your	Fall	Joske van Dulmen /	joske.vandulmen@hu.nl /
classroom		Peter Mesker	peter.mesker@hu.nl
Teacher Training	Fall	Yvette Wevers	yvette.wevers@hu.nl
Health Care			
Aphasia, Dysarthria and Dysphagia: the advanced course	Spring	Marloes Veldkamp	marloes.veldkamp@hu.nl
International Health Studies	Fall & Spring	Edwin Hagebeek	edwin.hagenbeek@hu.nl

International	Fall	Ellen de Jong /	ellen.dejong@hu.nl /
Pharmaceutical Studies		Frederique Bergsma	frederique.bergsma@hu.nl
Journalism			
Arts, Culture and	Spring	Barbara Geers	svjinternationaal@hu.nl
Lifestyle storytelling			
CampusDoc –	Fall	Brian Maston / Carien	brian.maston@hu.nl / carien.touwen@hu.nl
Documentary		Touwen	
Cross-border Journalism	Fall	Barbara Geers	svjinternationaal@hu.nl
Journalism for Dutch	Fall & Spring	Carien Touwen	carien.touwen@hu.nl
speakers			
Law			
EU Law and Human	Fall	Bart Hoeijmaekers	bart.hoeijmaekers@hu.nl
Rights			
Safety			
Criminal Justice Work	Spring	Heidi van Houten	heidi.vanhouten@hu.nl
Event Crowd	Fall	Heidi van Houten	heidi.vanhouten@hu.nl
Management			
Social Work			
International	Fall	Gerian Alofs	gerian alofs@hu.nl
Development Work			
Technology			
Co-Design Studio	Spring	Tjitske Cazemier	tjitske.cazemier@hu.nl
Security Specialist	Fall	Hetty Veenstra	hetty.veenstra@hu.nl
Smart Sustainable Cities	Fall	Martijn Rietbergen	martijn.rietbergen@hu.nl
Social Robotics	Fall & Spring	Matthijs Smakman	matthijs.smakman@hu.nl
COGIGI MODOLIGO	r an a oping	Mattings Officialitian	mattings.smatthanteriu.m

3.4 **Housing information**

HU has an agreement with SSH Short Stay and with Xior. Both housing corporations offer temporary furnished housing. They reserve a range of furnished accommodation especially for international students. However, the number of reserved accommodation is limited, and the sooner you apply, the better your chances of finding accommodation.

Please visit our website for more information about student housing. Here you can also find useful links to find your own accommodation, should you wish to do so (be aware that the housing market in Utrecht is very difficult!) and ho(s)tel options for the first days after arrival, should you need this.

You will need to submit your Osiris application before applying for housing.

When renting accommodation through SSH rental periods are for a period of 5 months (one semester) or 10 months (a full academic year). Xior only offers full year accommodation starting in August.

Please be aware of scams! Unfortunately, there are individuals who take advantage of students desperately seeking accommodation. In case of private rental, always sign a proper rental contract with your landlord and never agree to transfer money before you have seen the room and received your keys.

3.5 Immigration information

If you are a national from a country outside EU/EEA/Switzerland, you might need to apply for a visa/residence permit for your stay in the Netherlands. Please visit our website for information about *immigration procedures*.

3.6 Disability or chronic illness

HU University of Applied Sciences Utrecht welcomes students with special needs and is happy to discuss the options available to support students where needed. Please visit our website for information about studying at HU with a *disability or chronic illness*.

3.7 Facebook and other useful information

- > Join the HU incoming exchange students Facebook group and meet your fellow exchange students!
- > Visit www.studyinholland.nl for all necessary information for international students on studying in the Netherlands and preparing your stay.
- > Learn more about the city of Utrecht and what it has to offer on www.visit-utrecht.com.