

## Applying for approval of external courses

External courses (including minors etc.) require approval from your study advisor and from the Examining Board concerned, in order to count as part of your study programme. We advise you to obtain approval before departure, before following any external courses. Without approval from your study advisor and the Examining Board, you run the risk that the course(s) will not be approved as part of your study programme.

To minimize efforts in filling out all the application details of courses that may get declined, email a draft of your Study Plan with external courses to your study advisor first. Also, avoid applying for approval for courses that you are not allowed to follow by the receiving institution (for example, courses at faculties without an exchange agreement with the department of your study programme). Certain study programmes – your study advisor will inform you if this is the case – require you to send a pre-application via email to the Examining Board, before final application in SPA.

You can apply for approval using SPA (Study Programme Approval) through SSC-online. The application form in SPA asks you to provide details about the course amongst which: name of university, course title (in English!), course code, description of course content, credits, learning outcomes and the related assessment strategy. Don't forget to give your motivation and give evidence that there is no overlap with WUR courses (regardless of whether you have followed them or not). In case of overlap, please explain why you think the external course differs or provides added value compared to the WUR course(s). If available, a link to the course description is always useful. Make sure you use the 'submit' button in SPA.

The Examining Board normally responds within 4-6 weeks with a decision and further instructions.

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