

FAQ Exchange Outgoing students

Before emailing a question, make sure that the question is not answered in the FAQ.

General

What are the details of Wageningen University?

Full legal name: Wageningen University

Acronym: WU

Erasmus code: NL WAGENIN01

Faculty: Faculty of Life Sciences

Adres: Droevendaalsesteeg 4, 6700 HB Wageningen

Website: <http://www.wageningenuniversity.eu>

How do I organize my exchange period?

Study exchange (courses):

- [Preparation](#)
- [Application](#)

Internship or thesis:

- [Preparation](#)
- [Application](#)

What is the deadline for the selection process?

Application deadline for selection: **February 1st**.

Application for an exchange period is advised but not compulsory. If you do not apply before the 1st of February, you can still apply afterwards (providing the partner university's deadline hasn't passed yet), but your choice and options will be limited to the remaining places. It is no use submitting your application far in advance of the deadline as applications will only be considered once the deadline has closed. Moreover the results of period 2 should be included in the [Transcript of Records](#). After the selection procedure in February, remaining places will be allocated on a first-come-first-serve basis.

Is a print screen of my grades from SSC enough for my application?

No! You need to get an official [Transcript of Records](#). You can get this official document at the SSC-desk or [online](#).

Exchange options

To which Universities can I go on exchange?

Lists of up to date possibilities can be found here: [Partner Universities](#). However in most cases the agreement is in a certain field of study or with a specific faculty. This means that you cannot select just any university/course. When in doubt, ask your exchange coordinator for details.

Often it is dependent on the number of students from that university who come on exchange to Wageningen University. For this reason we do advise you to have two additional alternative choices. The partner university always has the final say in admission.

What is the best way to orientate on an exchange period abroad?

Most BSc programmes organize info meetings together with one of the exchange coordinators in October or November. During this meeting the exchange coordinator presents and explains the possibilities and procedures regarding exchange. Please contact your study advisor for the exact date.

The annual 'Study Abroad Fair' is a good moment to get information about the possibilities. Students who went on exchange and students who study in the partner universities and are in Wageningen on exchange will be present to answer your questions about the life in the different cities.

More ways to orientate:

- Many universities issue factsheets with useful information. If available you find them in the lists of partner universities. Go to [this link](#) and click on the right country and university to see if a factsheet is available.
- On [this page](#) you can find courses which previous exchange students selected. Note this is just an EXAMPLE.
- Of course the website of the partner university is a good source of information
- After return from exchange students are asked to fill out a survey which Veste made together with the Wageningen Exchange Team. You can read about the experiences of several WU students who went on exchange all over the world, for inspiration or preparing you stay abroad. Check out the [VesteGoesAbroad to read the surveys](#).

Is it possible to go on exchange to a university that is not a partner of Wageningen University?

It is not possible to go on exchange to a non-partner university. Some universities accept 'free movers' or 'contract students', but the exchange office is not involved with the procedures. In most cases students have to pay fees to the guest university.

Can you help me find a place where I can do an internship?

No, we do not mediate between organizations and students for internship. [Chair groups or AIESEC might be able to help you](#).

Are the credits I earn valid for my curriculum?

The credits (ECTS or from a non-EU university) are transferable if you go on exchange to a partner university. But, external courses (including minors etc.) require approval from your study advisor and from the Examining Board of Wageningen University, in order to count as part of your study programme. For more information, see the [preparation](#) section. Since credit and grading systems differ among countries and between universities, the results you obtain with external courses (including minors etc.) will need to be [converted in order to fit in the credit and grading system](#) used by Wageningen University, this will be done by the examining board of Wageningen University.

How do I know whether my level of English (or other language in which the courses will be given) is sufficient?

Please inform with the language centre [Wageningen in'to Languages](#) about the possibilities of ([free](#)) language test. Moreover, if you receive any funds from Erasmus, before and after mobility an OLS (Online Linguistic Support) is obliged (see OLS in this FAQ). Dutch students with a sufficient mark at VWO have a minimum of B2 level.

How can I find a place to live when I am on exchange?

Often accommodation can be arranged for you by the host university. Report your arrival date as soon as possible to the international office of the host university and/or your contact person at the organization you are going to. If your host cannot assist you, try to get housing by getting in contact with students who studied in the same place before. Some websites you can use are [HousingAnywhere.com](#) and [uniplaces.com](#). Finally, if you have the opportunity, try to visit the area yourself before classes or your internship starts to arrange some house viewings.

Do I need a visa?

Visa are depending on your nationality and the country you are going to. Usually the host university provides the information about visa procedures.

I got nominated. What to do next?

If you have been selected the WUR coordinator contacts the host university about your nomination. In most cases the host university will contact you thereafter about the application procedures and the documents they need from you. See also: It is your [responsibility to keep the process going](#) and ask assistance from your WUR coordinator if there are any difficulties. The partner university always has the final say in whether or not they admit the students that we nominate for student exchange.

Do I have to pay tuition fees to the University I go to on an exchange?

If you go on exchange to one of our partner universities, you do not have to pay tuition fees at the partner university. You need to be registered as a full-time student and pay tuition fee at Wageningen University.

However, fees for e.g. visas can be charged and need to be covered by the student. Note: if you go on an exchange to a university which is not a partner of WUR, you probably have to pay tuition fees!

Is there an age limit to apply to any Erasmus+ mobility activity?

There is no age limit to participate in any Erasmus+ mobility activity. However, you will need to fulfil the selection criteria for the programme you are applying for, as defined by your higher education institution.

Is the programme available to students with special needs?

All actions of Erasmus+ are open to people with special needs. The programme aims at promoting equity and inclusion by facilitating the access to learners with disadvantaged backgrounds and fewer opportunities compared to their peers including people with mental, physical, sensory or other disabilities. For more information, please contact the exchange office.

The university where I am studying is in a different country than my country of origin. Can I do a mobility period in my country of origin?

It is possible to do a mobility period (study or training) in your country of origin as an Erasmus+ student, provided that your country of origin is not the country you normally study and live in. However, the selection criteria are defined by the higher education institutions participating in the programme, which could decide that students applying to study in their country of origin should have a lower priority than those applying to a country different from their country of origin.

Do you have any further practical tips regarding exchange?

Yes of course, see '[Tips for students going abroad](#)'.

Who do I have to contact if I cannot find the answer on the website or in the FAQ?

You can find the right contact person in the document '[Who-is-who](#)'.

Erasmus Grant and other (financial) matters

(For exchange to non-EU countries, see below)

What are the requirements to apply for the Erasmus grant?

[Erasmus+ Conditions for study.](#)

[Erasmus+ Conditions for internship/thesis.](#)

How can I apply for a grant?

[Erasmus+ Application for study.](#)

[Erasmus+ Application for internship/thesis](#)

⚠ Make sure you hand in all the documents signed! Not signed documents are not accepted. The Learning Agreement should be signed by both the [Departmental Exchange Coordinator](#) and the host organization.

What is the deadline for the Erasmus grant application?

To take courses abroad:

- Erasmus+ grant application: **June 1st** for the Autumn (1st) semester/ **November 1st** for the Spring (2nd) semester
- The student is responsible for the application at the partner university (after nomination). The deadlines differ per university.

To do an internship abroad:

- Erasmus+ grant application: 1 month before departure

Is the Erasmus grant a guarantee?

No, the grant is never guaranteed, since it depends on the budget and the number of applications. For the procedure of distributing the [grants](#), please check the [conditions for study](#) & [conditions for internship/thesis](#) on our website.

All students that meet the requirements for participating in the Erasmus+ programme and that complete the whole application procedure will receive a [travel compensation](#) (fixed amount of money per country).

I did not receive a message about my grant yet. How come?

You probably did not hand in all the (signed) documents yet. It is your own responsibility to hand in all the documents! Remember, if documents are not signed or filled in completely, we do not accept them. The Learning Agreement should be signed by both the [Departmental Exchange Coordinator](#) and the host organization

How high is the grant?

Depending on the living standards of the country you are going to the monthly grant differs.

When doing an internship/thesis you receive an addition. Regularly the amount of grant changes. Although we try to keep the overview as updated as possible, please take the following [amounts](#) only as a guideline.

Why do you not sign the Grant Agreement immediately?

We sign the Grant Agreement when all documents are completely filled and handed in. We aim to avoid wrong grant provision. The Grant Agreement will be signed by one of the [Erasmus Exchange Administrators](#).

I am going abroad for my thesis. For which Erasmus +grant should I apply?

It depends. If you will be registered at the host university as a student at one of our partner universities and are nominated through the exchange office, you should apply for the grant for STUDY. If you will be registered as a guest employee / visiting student or if you are going to an institute that is not one of our partners, you should apply for the grant for TRAINEESHIP. If you are not sure which grant fits best, please contact the student exchange office: erasmus.studentexchange@wur.nl.

How long will it take for the Erasmus grant to be on my bank account after I have finished the application procedure?

After you have submitted all application documents, you will receive an email from us informing you about whether or not you will receive an Erasmus+ grant. It may take up to six weeks after that message for the money to be transferred.

Will I receive the grant per month or in one go?

If you are selected for the Erasmus+ grant, you will receive 70% of the amount before your exchange and 30% after your exchange upon successful completion of all the forms.

I am going abroad for my internship and I would like to apply for an Erasmus Grant. However, I missed the deadline of June 1st / November 1st that is on your website.

This deadline only applies for students who are going abroad for STUDY (so who are taking courses or are writing their thesis at one of our partner universities). If you are going abroad for TRAINEESHIP, you need to submit your forms one month before the start of your internship.

I want to extend my exchange. Is that possible?

If you want to extend your exchange by more than five days, you have to inform your Erasmus coordinator at least one month before the initial end date of your exchange. If your Erasmus coordinator agrees with the extension, you can send the confirmation and the section 'During mobility' of the Learning Agreement to erasmus.studentexchange@wur.nl. Depending on the budget available, they will decide whether you will receive an Erasmus Grant for the extra days.

What are the financial consequences if I do not earn all the credits of the courses I planned to do (and are in the learning agreement)?

The consequences are discussed individually. If it is clear a student did not study at all (without a case of force majeure), there will be financial consequences on the grant. Generally speaking, students earn credits. If not all credits are earned, this has only consequences for the proceeding of the study. This has to be discussed with the study advisor. The exchange office has nothing to do with this, except when the student did not study at all.

What are the financial consequences if I do not hand in the forms after return?

If you received an Erasmus+ grant or a compensation for your travel expenses and not hand in the compulsory forms after return, you have to pay back both the grant and the compensation for travel expenses. So, make sure you hand in your forms after return!

How about my OV student rights?

You can get a reimbursement for not using your OV-card if you study (or do an internship) abroad. Make sure you hand in the forms at [DUO](#) two months before departure. The form is signed by SSC – ground floor Forum building.

How about insurance?

Insurance is the students own responsibility!

Travel Insurance

Wageningen UR has arranged a collective continuous travel insurance agreement for business trips abroad for all employees and students of Wageningen UR, including those visiting a university abroad for work/study purposes. This [insurance](#) covers a maximum travel period of 365 days, including luggage and accidents and is subject to terms and conditions. For more information visit the SSC desk.

Health insurance

Check with your current insurance company if your stay abroad is covered (note a difference between EU and world insurance). Ensure that you are clear about your coverage. Does it include medical repatriation, access to medical specialists, and so on? Be clear about claim procedures – do you pay upfront, what percentage, are there co-payments, et cetera.

Before ERASMUS mobility

Can I hand in my application documents by email?

Yes, you can send a scan of your documents to erasmus.studentexchange@wur.nl.

The deadline for the Erasmus+ application forms for STUDY is June 1st / November 1st, but I do not have all the required signatures on my Learning Agreement. Is it a problem if I hand in that document a bit later?

You have to hand in the signed Learning Agreement as soon as possible, at least 1 month before you leave. We need some time to process your application and be able to provide you the grant in time. If it is unfeasible to hand in the Learning Agreement on time because the host does not want to sign the forms yet, inform your departmental exchange coordinator. Add the correspondence with the host organisation. Please note: even if you are handing in your Learning Agreement later, you have to submit the other forms (grant agreement and [Transcript of Records](#)) before the deadline of June 1st for the first semester and November 1st for the second semester.

I do not know the exact dates of my exchange yet. Is that a problem?

We need to have the exact dates of your exchange. If you are not sure about the dates yet, please fill in the closest estimate of the dates you have (tip: check the academic calendar of the host university). At the end of your exchange you will have to hand in your Statement of Host Institution (in case of STUDY) or your Traineeship Certificate (in case of TRAINEESHIP) in which the final dates are confirmed. If you change the dates more than 5 days without asking permission at the Exchange Office before you return, you will not receive Erasmus+ grant for these extra days.

Why do I have to do an OLS (online linguistic assessment) test?

The reason we request the OLS test is because this test is obligatory by EU regulations. They would like to monitor the effect of an exchange on language skills. Therefore you need to do this test before and after an exchange and we are not allowed to accept another language test.

During ERASMUS mobility

I want to change courses while I am on exchange. Is this possible?

Yes, this is possible. In the document 'Learning Agreement' you can find a chapter 'Changed Learning Agreement'. Use this form to ask your departmental coordinator if the changes are accepted. After, you have to hand in a signed 'Changed Learning Agreement' at the Erasmus office. After your mobility we check your courses at the (Changed) Learning Agreement with the Transcript of Records of the host organization. Make sure you also change the courses in SPA.

After ERASMUS mobility

My exchange has finished, but I did not receive an invitation for the second OLS test yet. What do I need to do?

When making the first test, you have indicated the end date of your exchange date. You will receive an invitation for the second test around that end date. You can check the end date by logging on to the OLS website. You can change this date to the end of the current month to receive the second test immediately. If you need any help, read the FAQs on the OLS website. The student exchange team cannot change the date, so to do that you can directly contact OLS by pressing the 'report a problem' button.

How long will it take for my grades to be entered in the systems in Wageningen?

It depends. After handing in your [Transcript of Records](#) and Academic Recognition Form at the student exchange office, your grades will be sent to the examining board. They will transfer the grades to the WUR system and after that the SSC will enter the grades in the system. If you are planning to graduate soon, please send an e-mail to erasmus.studentexchange@wur.nl.

Don't forget to submit the courses via SPA (Study Programme Approval) on SSC-online. You need to do this yourself.

How are grades converted?

The [Examining Board](#) is in charge of the conversion of grades.

Is there anything I should do after my exchange has ended?

Yes, you need to submit a number of forms. You can find all information on the page for [study exchange](#) or for [international internship/thesis](#). If you received an Erasmus+ grant, you have to hand in the forms within 2 weeks after your return. If you do not hand in the right documents after return (but did hand in the right documents before leaving), you have to pay back the received Erasmus+ grant and the travel expenses compensation.

Exchange to non-EU universities

What are the requirements for exchange to a non-EU university?

In general the [requirements](#) of exchange to a non EU university are the same as Erasmus exchange. As an additional requirement for non EU universities your GPA (Grade Point Average) should be 7 or higher.

Can I apply for an Erasmus grant?

Erasmus is a grant programme funded by the EU. You cannot apply for it when you go on exchange to a non-EU university.

Is there any other funding for my study to a non EU university?

You can check www.wilweg.nl but to be honest the success rate is very low.

We advise you to make a realistic financial planning without taking into account any grant. In most cases the costs are higher than in Europe (e.g., travel costs, housing, visa, living costs).

How about the Holland Grant?

The last few years there was a grant for students of Wageningen University who want to study, do research or an internship outside of the EEA. The number of available grants is very limited (10 grants in 2017). If the grant is available more information and an application form can be found [here](#). Note that the exchange team is not involved in the selection or any further procedures related to this grant. Unfortunately we don't have further information about it.

I want to extend my exchange. Is that possible?

No, this is not possible in the case of non-EU exchange.

Who should I contact at WUR for further information regarding non-EU exchange?

You can ask your WUR [exchange coordinator](#) for further information. For more specific information per country, the non-European destinations have been divided among the WUR coordinators.

How long will it take for my grades to be entered in the systems in Wageningen?

It depends. After handing in your [Transcript of Records](#) at SSC, your grades will be sent to the examining board. They will transfer the grades to the Dutch system and after that the SSC will enter the grades in the system. If you are planning to graduate soon, please send an e-mail to your study advisor.

Don't forget to submit the courses via SPA (Study Programme Approval) on SSC-online. You need to do this yourself.

How are grades converted?

The [Examining Board](#) is responsible for the conversion of the grades.