

TERMS AND CONDITIONS OF PARTICIPATION IN THE OUTGOING EXCHANGE PROGRAMME

In order to formally apply to the VU outgoing exchange programme, we kindly ask you to read the terms and conditions of participation and agree to them through Mobility Online.

1. GENERAL CONDITIONS OF PARTICIPATION IN THE OUTGOING EXCHANGE PROGRAMME

- Students can go on exchange once per study cycle at Vrije Universiteit Amsterdam. That means once during their Bachelor's programme, and once during their Master's programme.
- Vrije Universiteit Amsterdam reserves the right to change or if necessary, under exceptional circumstances, terminate the outgoing exchange programme, if in its view continuance of the particular exchange would place in jeopardy either the university's reputation, the safety and well-being of the student or continued good relations with the host university.
- As part of the VU Travel policy, the student agrees that:
 - o The student will follow the travel advice of [The Dutch Ministry of Foreign Affairs](#). If the advisory level for the exchange destination changes to orange or red during the exchange, the student is expected to leave the host country and repatriate as soon as possible.
 - o Should an emergency occur, Vrije Universiteit Amsterdam is allowed to contact the student's contact person in case of emergency and the student's host university.
- Bachelor's students need to take courses abroad for 30 ECTS. The only exception are Medicine students, who need to take courses worth of 24 ECTS.
- Master's students need to take courses abroad for 24 ECTS, on Master's level.
- Pre-master students cannot apply for exchange.
- Additional study programme-specific rules may apply. Please refer to the study guide of your study programme.

2. ADDITIONAL CONDITIONS FOR PARTICIPATION IN THE ERASMUS+ PROGRAMME

- The [Erasmus+ Charter for Higher Education](#) and the conditions in the Erasmus+ Grant Agreement apply to all exchanges within the Erasmus+ programme.
- An exchange within the Erasmus+ programme has to be part of the student's curriculum at Vrije Universiteit Amsterdam. The student needs to have at least 24 ECTS of electives available in the free-choice component (vrije keuzeruimte) of their VU study programme.
- If a student returns from their exchange within two months after departure, the student has to pay back the Erasmus+ scholarship. Exceptions are only possible in the following cases and by presenting proof:
 - o Victim of a crime (police report needs to be presented)
 - o Medical circumstances (medical statement from a doctor needs to be presented)
 - o Death of a relative (mourning card needs to be presented)

3. APPLICATION PHASE

- A student who wishes to participate in the outgoing exchange programme should hand in a complete application through Mobility Online before the deadline.

- The student needs to be enrolled as a full-time student at VU during the application process, but also during the exchange. This includes paying VU's tuition fees for the academic year of the exchange.
- Bachelor's students need to have obtained at least 60 ECTS when they apply for exchange.
- Master's students need to have obtained 12 ECTS when they apply for exchange.
- Students can go abroad for the duration of one semester. An extension of the outgoing exchange programme is not allowed.
- Some host universities require a certain grade average. This can be found on [our Study Abroad Map](#). The student needs at least this grade (or higher) in order to qualify for that host university.
- If a student is selected for an exchange destination, they have 3 days to accept or reject their placement in Mobility Online.
- If a student accepts their placement, the student is expected to participate in the outgoing exchange programme. Cancellation is only possible in exceptional circumstances, e.g. severe personal circumstances.

4. BEFORE DEPARTURE

- After selection, the Outgoing Student Exchange Team will share the student's information with the host university for nomination purposes. If the host university requires information that is not stated in Mobility Online, the Outgoing Student Exchange Team will contact the student to request the missing information. For more information, please read our [Privacy Statement](#).
- Getting selected for exchange by VU International Office does not mean full acceptance yet. After selection, the student needs to apply formally at their host university. The host university will review the student's application and in most cases officially accept the student as an exchange student at their university. However, in some cases it might be possible that the host university does not accept the student. Without the acceptance of the host university, the student cannot participate in the outgoing exchange programme.
- Vrije Universiteit Amsterdam is not responsible for any changes in the availability of academic courses at the host university. The student understands that courses offered may change prior to, or during the commencement of the outgoing exchange programme.
- The student has the responsibility to arrange sufficient health, travel and liability insurance which will cover the full period abroad. Vrije Universiteit Amsterdam takes no responsibilities for any financial loss resulting from insufficient coverage.
- If the student wishes to apply for specific support services at the host university due to any form of physical, learning or psychological disability, the student has to notify the host university prior to departure. Vrije Universiteit Amsterdam is not able to guarantee support services at the host university.

5. DURING EXCHANGE

- The student will act as an ambassador for Vrije Universiteit Amsterdam, representing the VU while actively participating in the international student community abroad. This includes possible participation in events such as Study Abroad Fairs at the host university.
- The student is liable for compensation of any damage that occurs, should their actions cause injury or loss to another. The student is obligated to insure themselves against such liability via means of legal third-party liability insurance.
- The student is obligated to adhere to the (safety) instructions and directions from their host university. Should the student fail to adhere to such instructions, they are responsible for any damage or costs that occurs as a result. Host university staff members are authorised to bar the

student from one or more activities within the outgoing exchange programme if the student does not adhere to instructions.

- The student will conduct themselves in a manner that will not offend the cultural norms of the host country and will comply with the laws of the host country.

6. AFTER EXCHANGE

- Upon return, the student is asked to submit a Student Experience Report via Mobility Online.
- Upon return, the student will make sure that their transcript of records from the host university will be sent to their faculty.