UNIVERSITY OF AMSTERDAM

UNIVERSITY OF AMSTERDAM REGULATIONS FOR OUTBOUND EXCHANGES ALLOCATION

Disclaimer: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document is binding.

Introduction

The University of Amsterdam has concluded agreements with various foreign universities in order to facilitate student exchanges. This enables students enrolled at the University of Amsterdam to take course units at a foreign university during a particular period. These regulations lay down a procedure to ensure that these available student exchange places are allocated in a timely and transparent manner.

Article 1

Definitions

a. *Offer:* the decision by the University of Amsterdam to nominate a student for a student exchange at a particular destination;
b. *Application:* a student's application for participation in a student exchange programme, submitted via the University of Amsterdam's exchange app;
c. *Destination:* a foreign university/partner university with which the University of Amsterdam has concluded an exchange agreement;
d. *Outbound Exchange Student:* a student enrolled for a degree programme at the University of Amsterdam who is or will be completing part of that degree programme at a foreign university as an exchange student based on an exchange agreement concluded between the University of Amsterdam and that foreign university.

Article 2

Students who meet the applicable conditions can be nominated by the University of Amsterdam for participation in an exchange programme at a partner university.

Article 3

1. Students who want to participate in an exchange programme need to submit an application for this by the applicable closing date via **the University of Amsterdam's exchange app**.
2. Each academic year, three application rounds are held.
3. In the first and second application rounds, students can apply for exchanges under applicable exchange programmes in the first or second semester of the academic year following the academic year in which they submitted their application. In the third application round, students can only apply for exchanges under applicable exchange programmes in the second semester of the academic year following the academic year in which they submitted their application.
4. The closing dates for the respective application rounds are published annually on the University of Amsterdam's website: https://student.uva.nl/en/topics/applying-for-an-exchange-programme.[1]

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Article 4

Conditions for participation in an exchange programme

1. To be allowed to participate in an exchange programme, students must meet the following conditions:
   a. the student is enrolled as a full-time student in a degree programme at the University of Amsterdam; and
   b. the International Office at the relevant faculty has certified that the student has satisfied both the conditions set by faculty and the conditions set by the destination for participation in the exchange. These conditions are published on the University of Amsterdam's website: https://student.uva.nl/en/topics/orientation-on-an-exchange-programme.

Article 5

Preferred destinations

1. When students apply, they need to specify the destinations for which they wish to be nominated.
2. In each destination round, a student may list a maximum of five destinations. In their application, the student should list the destinations in order of preference, with destination no. 1 being their most preferred destination and no. 5 the least preferred.
3. The International Office at the relevant faculty will then establish for each of the preferred destinations listed in the application whether the student has satisfied the applicable conditions as referred to in Article 4; if they have, the student is eligible for participation in the relevant exchange programme(s).
4. The exchange places are allocated to the eligible students by means of a draw.

Article 6

Draw

1. Students who have not previously taken part in a student exchange programme and who are eligible for nomination for at least one of their listed preferred destinations take part in draw 1.
2. Students who have previously taken part in a student exchange programme and who are eligible for nomination for at least one of their listed preferred destinations take part in draw 2.
3. In the draw, numbers are drawn at random for the relevant students, with the first draw number in draw 2 being the number immediately following the last number in draw 1.
4. The destinations are then offered on the basis of the lot numbers drawn, in ascending order, so starting with the student for whom draw 1 was drawn.
5. The student with draw 1 is offered the first exchange place available at the destination ranked highest in the student's submitted list of preferred destinations. This process is then repeated for the other draw numbers drawn until all exchange places available have been allocated.
6. Whether an eligible student is offered a destination is based on the draw number that was drawn for them. In each application round, each eligible student is offered no more than one destination.

Article 7

Offer/exchange

1. A student who has been offered a destination has at most five days to accept the offer.
2. Provided that the student accepts the offer by the deadline and provides all further information and/or documents requested by the partner university in a timely manner, and provided that the conditions imposed by the International Student Affairs Bureau (BIS) of the University of Amsterdam are accepted, the student will be nominated to the partner university for participation in the exchange programme. It is up to the partner university to decide whether it accepts the nomination.
3. Students who have accepted an offer cannot participate in the next application round.

Article 8

Last chance

For students who participated in one of the application rounds and who were not made an offer, or who rejected the offer made to them after the first round, following completion of the second application round (in case of an application for an exchange in the first semester) or the third application round (in case of an application for an exchange in the second semester), and provided that the student has stated they still wish to participate in an exchange programme, the University of Amsterdam will where possible endeavour, through a customised approach, to nominate such students at a partner university that still has exchange places available.

Article 9

Implementation of these regulations

The director of Student Services is charged with implementing these regulations.

Article 10

Adoption and effective date

These regulations were adopted by the Executive Board by decision of 26 September 2023, decision number 2023-101297, and came into effect from 1 October 2023, being most recently amended by 18 November 2025, decision number 2025-149339.

The amended regulations come into effect from 20 November 2025.