



UNIVERSITEIT VAN AMSTERDAM

Course Registration 2021-2022



Humanities Exchange Students UvA



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Introduction

The instructions in this course registration booklet will lead you step by step through the course registration procedure for exchange students of the Faculty of Humanities.

Please read all information very carefully, because some procedures may seem evident, while they are not. Keep in mind that the course registration procedure and period for exchange students differ from the regular procedure and period.

If you fail to register for courses, you cannot start your exchange programme.

In this booklet you will find instructions for:

1. **the course catalogue**
2. **the timetables**
3. **the course registration procedure**

The information about the course planner/course registration deserves a lot of attention. Please keep part 3 of the instructions with you when you register for courses.

Dates

Course registration FIRST semester 2021-2022

4 - 06 June	Course registration BA exchange students Humanities
10 - 22 June	Course registration MA exchange students Humanities
11 - 22 June	Course registration Social Sciences courses
22 June – 16 August	Course registration for Humanities courses with places left

Dates

Course registration SECOND semester 2021-2022

2 – 5 December	Course registration BA exchange students Humanities
9 - 21 December	Course registration MA exchange students Humanities
10 - 21 December	Course registration Social Sciences courses
21 December – Two weeks before start of course	Course registration for Humanities courses with places left

Course registration for Humanities courses of the **first semester** takes place from **Friday 4 June 8:00 CET until Sunday 6 June 13:00**. After that it is still possible to register for courses after the regular course registration period has ended.

Course registration for courses of the **Faculty of Social Sciences** takes place from **10 June 08:00 until 22 June 13:00**.

Course registration for Humanities courses of the **second semester** takes place from **Thursday 2 December 8:00 CET – Sunday 5 December 13:00**. After that it is still possible to register for courses after the regular course registration period has ended, but some courses may be full by then.

Course registration for courses of the **Faculty of Social Sciences** takes place from **10 December 08:00 CET until 21 December 13:00**.



The course registration takes place on a **first come first serve basis**. Please note that we have a limited number of places available for exchange students in each course (about 10%). The sooner you register the more chance you have of getting into your preferred courses.

However, some courses may fill up quickly and it may happen you are not able to register for all your preferred courses during the first registration period. **Do not panic, you will get another chance to register for courses and there may well be places left in your preferred courses then.** Nonetheless, it is advisable to have some flexibility in your course selection.

You can start setting up your courses for course registration in your Personal Course Planner from 25 November.

Recommended study load for one semester

Block 1	8 weeks	12 EC
Block 2	8 weeks	12 EC
Block 3	4 weeks	6 EC

If you encounter any difficulties when registering for courses, please read these instructions before you contact us. If you cannot solve the problem you can send an email to international-fgw@uva.nl or call 0031 20 525 3094.

Part 1: The Course Catalogue

The UvA course catalogue is continuously being updated. Courses may be added or changed until the course registration period starts.

There are two ways to search for courses in [the course catalogue](#)

1. Search course in 'Programme'

Bachelor courses

1. To find English-taught bachelor courses in the course catalogue, check our programme in the course catalogue: [Exchange Programme College of Humanities](#)
2. Look for courses *with* or *without* entry requirements in your own field of study. As a Humanities exchange student, you can register for any course listed under **Courses without entry requirements** of each programme on the left. You do meet the entry requirement of 60 ECTS (propedeuse required) in Humanities. You can also choose courses without entry requirements from other fields of study within the Exchange Programme College of Humanities.
3. Even within your own field of studies **entry requirements** can be quite specific. We will check the entry requirements after the course registration period.
4. It is possible to take one or two courses from another faculty. You can find these courses by using the filter option *Programme* on the [main page](#). If you fill out "Exchange" in the search bar you will find an overview of all exchange programmes. Please note that the Social Sciences programme will appear in the list on 10 December.
5. Select courses and check the descriptions carefully:



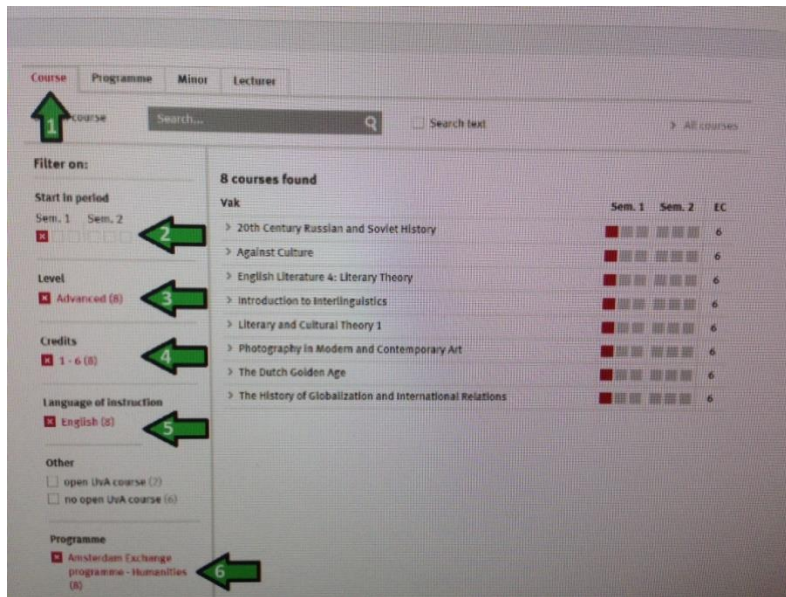
- Language of instruction
- Entry requirements
- Time period (semester and block)

Master courses

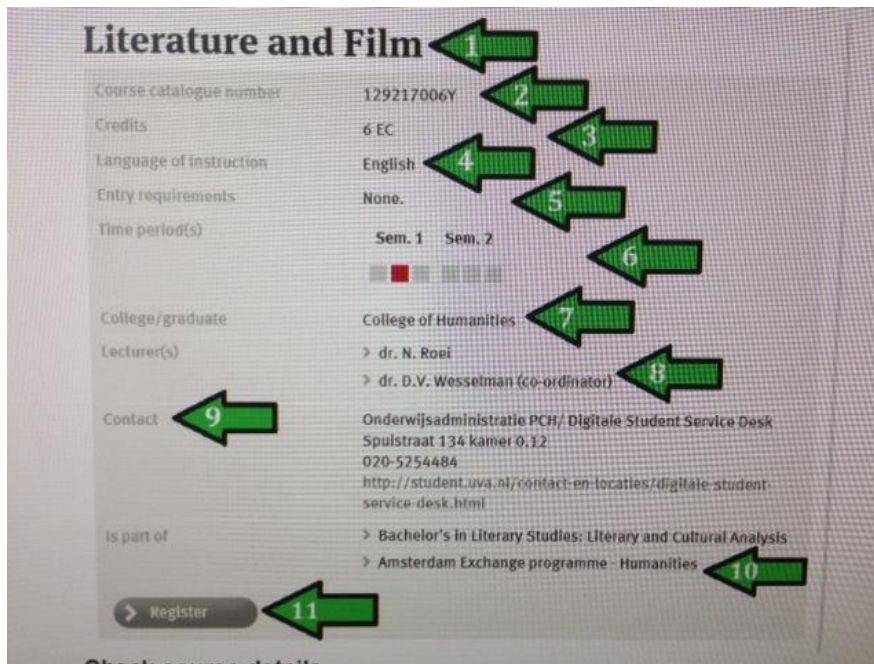
1. If you have a bachelor diploma, you can apply for courses on master level. You are restricted to courses within your own field of study. Your background will be verified by the master coordinator of the study programme the courses you register for belong to.
2. To find English-taught master courses in the course catalogue, check our programme in the course catalogue: [Exchange Programme Graduate School of Humanities](#)
3. Check the study programmes that appear on the left side of the page.
4. Click on the programme of your choice opening a new window.
5. Select a programme and check the descriptions carefully:
 - Language of instruction
 - Entry requirements
 - Time period (semester and block)
 - Also check 'is part of': if the course is part of a Research Master or Professional Master it is not possible to register for the course.

2. Search course in 'Courses'

1. Go to "course" in the menu of the homepage of the course catalogue 2019-2020
<https://coursecatalogue.uva.nl/xmlpages/page/2021-2022-en>
2. On the left you find a column with options for filtering. Find courses that start in a certain semester/block.
3. Choose between first year, advanced (2nd and 3rd year bachelor) and other courses.
4. Choose courses with 6 or 12 EC.
5. Select the language of instruction.
6. Select the programme of your interest (Exchange Programme College of Humanities (BA) or Exchange Programme Graduate School of Humanities (MA))
7. All the available courses will appear on the right.



1.2 Check course details



You need to make sure that you can take the course of your choice, which depends on many factors described in the course details

1. Click on the link of a course to find the basic details.
2. **Course catalogue number:** useful during your registration or when searching for the exact timetable of this course.



3. **Credits:** courses are 6 or 12 EC (European Credits). A regular course load per semester is 24-30 EC.
4. **Language of the course:** make sure that it's not *taught in Dutch* or a language you do not understand. Read the details of the course to double check if it is the only language used in the course.
5. **Entry requirements:** As a Humanities exchange student, you meet the entry requirement of 60 ECTS ("propaedeuse required") in Humanities.
Other entry requirements can be quite specific. You may only register for a course with specific entry requirements if you can provide proof of meeting the requirements. We will check the entry requirements after the course registration period.

Some descriptions are in Dutch. Useful words to get around:

- *Tenminste, minstens* = at least
- *Van een propedeuse* = of a propaedeutic/first year/60 EC
- *Voltooid, afgerond* = completed
- *Prioriteit bij plaatsing* = have priority in placement

6. **Time period:** Each semester is divided in three blocks – two of 8 weeks and one of 4 weeks. The block(s) in which the course takes place is coloured red. A normal workload is 1 or 2 courses per block. A heavy workload is 3 courses per block.
7. **College/graduate:** The level of the course is Bachelor/Master. Bachelor students cannot take Master courses!
8. **Lecturer:** You can find contact details by clicking on the name.
9. **Contact:** the International Office Humanities is your main point of contact.
10. **Is part of:** check if the course is part of the Exchange Programme College of Humanities (BA) or Exchange Programme Graduate School of Humanities. If not, regular UvA students have first priority.
11. Click on **Register** to add the course to your Planner (list of preferred courses).
12. Log in with your UvAnetID

Part 2: The Time Tables

Check your timetable!

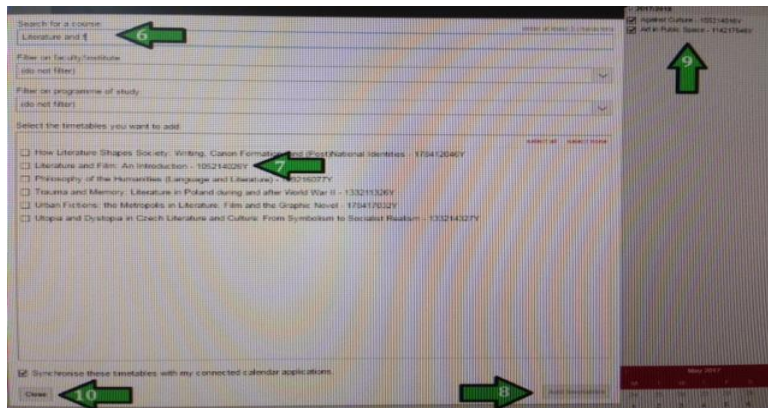
It's your own responsibility to sign up for classes with time tables that do not overlap. The time tables are published online one day before the start of the course registration period at the latest. First add courses and then look up the course details.

Step 1: Add courses

The time table website www.rooster.uva.nl is accessible from 25 November in two ways:

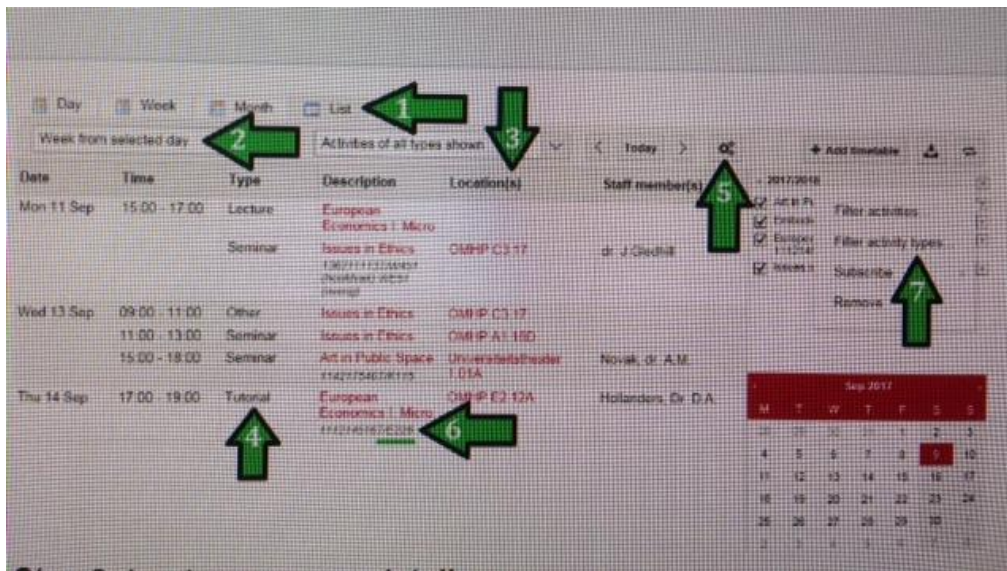
Indirectly through the UvA Course Catalogue. If you select courses, they will be added to your Planner. Click on [Open Timetable] and the time table website shows. This is the most efficient way to add courses to your time table.

Directly through www.rooster.uva.nl.



1. Select the language, on the top right.
2. Click on *Log in*, and select *Universiteit van Amsterdam* and log in with your UvA net-ID and password.
3. Click on *add timetable*.
4. Select the academic year 2019-2020.
5. Click on *Course*.
6. Type in the name or the course code in the search engine.
7. Select the right course.
8. Click on *add timetables*.
9. You will see the course appear in the right column.
10. You can add multiple courses at the same time. When finished adding courses click on *close*.

Step 2: Look up course details





1. You can choose the way you want to view the courses. If you select **List** you have an overview of a period of time: week, month, block or semester. Make sure the calendar on the bottom right says 'Sep 2019'.
2. Select the **time period**. Block 1, 2 and 3 take place in the first semester; block 4, 5 and 6 in the second semester.
3. Click on the link under **Location(s)** to find the details of the location of the course.
4. Check the **Type** of course:
 - *Werkcollege/werkgroep* = a small seminar group with active participation
 - *Hoorcollege* = lecture
 - *Tentamen* = exam
5. Click on **Viewing options** to highlight overlapping activities. If timetables of two courses **overlap**, you should only register for one of these courses. It is important to scroll through *all* the weeks because courses may not take place on the same time and day during each week.
6. Some courses consist of **different seminar groups**. In that case you need to take part in one group:
 - * If there are seminars and lectures and only the seminars have different codes you should choose one group and go to the lectures as well.
 - * Please note that every seminar has its own code as well. This is important during course registration! For example: course catalogue code 112211884Y with seminar code E116 or E117.
7. **Filter activities** to compare your time schedule more easily. You can filter the seminar groups by selecting or deselecting groups. Always add or remove all the courses with the same letter or number. For example: If you want to remove group C you need to deselect all groups C here. Then click *Close*. You will now be able to compare the time schedules of the courses without workgroup C shown.

Part 3: Course registration

3.1 Prepare yourself for registration

- **Make sure your UvA-net ID and password are activated!** If these do not work during the registration dates you cannot register for courses. If you experience technical problems, please contact the [Student Service Desk](#).
- Registration takes place according to the **first come, first serve** principle. Courses will fill up quickly, so do not wait until the last day.
- If you do not meet the entry requirements of a course you register for, you will be removed.
- You need to be present at the first course meetings during the first week of the semester or you will be removed from the courses. Furthermore, you can only miss 1 or 2 classes per course if you are sick.

Priority registration: Exchange Programme College of Humanities:

Thursday 2 December 8:00 CET – Sunday 5 December 13:00:

Registration for courses of the [Exchange Programme—Humanities](#).

The Faculty of Humanities offers courses in English, Dutch and other European languages.



- **Courses in English:** Most courses in the programme are taught in English. You can register for these courses during the priority registration days.
- **Courses in Dutch:** Some courses of the programme are taught in Dutch. Please email the International Office of the faculty of Humanities if you like to take courses taught in Dutch so they can enable you to register for Dutch taught courses. Otherwise these courses will not be open for registration. During the course registration period only Dutch taught courses within the Amsterdam Exchange Programme—Humanities will be open. Other courses taught in Dutch are open after the non-priority registration.

Non-priority registration: Bachelor courses of the Faculty of Humanities

Between **9 and 21 December** regular UvA students register for courses. It is not possible for exchange students to register for bachelor courses during this period. **From 21 December 13:00 CET** you can try to register for courses that still have places left. You can then register for courses that are part of the Exchange Programme College of Humanities as well as other Humanities' courses. Please note: Most courses that are not part of the exchange programme are taught in Dutch.

Master courses

If you want to take courses on Master level, you can register online between **9 December 8:00 CET and 21 December 13:00**

- The International Office Humanities will contact the Master coordinator for permission for your registration after 22 June.
- Please provide us with as much information about your academic background as possible by sending us your Bachelor diploma, Bachelor Transcript of Records and an updated Master Transcript of Records via e-mail.
- Master students may also receive an error message, saying that registration is only open for students that are part of that MA programme. Because these full-time students have priority registration, you will have to wait until after 22 June to register for these courses. At that time it will only be possible to register if there are places left.
- Please consider registering for courses on bachelor level as well, since your participation in Master courses cannot be guaranteed.

Courses at Social Sciences

Students from the Faculty of Humanities can apply online for courses from the Faculty of Social Sciences between **10 December 08:00 CET until 21 December 13:00**. As an exchange student you can only register in the courses for the group in SIS that has a **WEX code**. You can only apply for bachelor courses.

Social Sciences students have first priority and courses have limited places available. If you register for a Social Sciences' course it is possible you are admitted but removed later on. If so, you will receive an email before deregistration.

Courses at other faculties

Humanities' exchange students can take 1 or 2 courses (12 ECTS) at another faculty. Registration for courses at other faculties depends on availability of places. Students of these faculties have a prior claim. Make sure you have a full course load with Humanities' courses, in case you will not be admitted

to the course of a different faculty.

If you want to take courses from *other faculties* than the Faculty of Humanities or the Faculty of Social Sciences, send a request to international-fgw@uva.nl mentioning:

- Your student number
- Transcript with your relevant academic background (to meet entry requirements)
- Course title
- Course catalogue number
- Faculty

The International Office Humanities will contact the other faculties and inform Humanities students about the (im)possibilities to register for the requested course before the start of the semester. Please note that you can only apply for bachelor courses at other faculties.

3.2 Course registration Humanities Exchange

Step 1: Search for courses

UNIVERSITY OF AMSTERDAM

Search | Planner | Overview of Registrations

Search courses
Step by step guide to course registration

Step 1: Find your courses in the "Search" tab and click on "Add course".
taking part in the Flexible Learning pilot? Please note that you will be looking for the courses for which you have registered.

Step 2: View in the "Planner" tab the timetable of your courses under "Open Timetable" and make sure that there is no overlap. Check the boxes for the tutorial group (or other study activity) you wish to follow and click on "Register" and then on "OK".

Step 3: Check your registrations in the "Overview of Registrations" tab. In this tab you also can cancel your registration. Check the box next to the course you wish to cancel and click on "Deregister" and then on "OK".

Academic year	Semester	Faculty	Course title	Programme type	Result filter
2017 - 2018	S1	Humanities		Bachelor	
Film X SEARCH					
			Practicum Film	HMED- S1	119217102Y Bachelor Register
			Film Analysis	HMED- S1	119213102Y Bachelor Register
			Literature and Film	HEUK	119217006Y Bachelor Register
			Film and Philosophy	HMED- S1	119217616Y Bachelor Register

DO NOT USE THIS LIST TO SEARCH FOR COURSES

Go to the course catalogue to search and find the specific courses for which you wish to register (see part 1). On the course information screen for each course is a **Register** button. You will be prompted to log in before you can add a course from the UvA course catalogue. After clicking the *register* button the



course is added to your **Planner**. In order to finalise your course registration you need to complete the registration as is explained under step 3.

If you are logged in the course registration page opens in the **Search** section where you can search and select courses you found in the course catalogue.

1. If you choose English **all** course titles below appear in English, also those taught in Dutch!
2. It is important **not** to use this list to search for courses, because the language of the course title can be misleading. Always check the language of instruction of the courses!
3. Use the filter options to narrow your search. The course title and the option **add course** will appear. Once you have selected the course a checkmark will appear. The course is now added to your Planner.

Step 2: Select and plan courses



Search

Planner

Overview of Registrations

Planner course registration

Step-by-step guide to course registration

Step 1: Find your courses in the 'Search' tab and click on 'Add course'.

Taking part in the Flexible Learning pilot? Please note that you will be paying for the courses for which you have registered.

Step 2: View in the 'Planner' tab the timetable of your courses under 'Open Timetable' and make sure that there is no overlap. Check the boxes for the tutorial group (or other study activity) you wish to follow and click on 'Register' and then on 'OK'.

Step 3: Check your registrations in the 'Overview of Registrations' tab. In this tab you also can cancel your registration. Check the box next to the course you wish to cancel and click on 'Deregister' and then on 'OK'.

Register

Academic year 2018 - 2019

Open Timetable

▼ The Ordering of Modern Europe II, 1940-2000	HGAR	111212536Y	Bachelor	6 EC	
<div> <input type="checkbox"/> The Ordering of Modern Europe II, 1940-2000 (WG01 - 6517) <div>Exam</div> <div>Waitlist open until 26-06-2018 13:00</div> <div> <div>S1, per 2</div> <div>29-10-18 until 17-12-18</div> <div> <p>Enrollment requirements: Open for major students only from 12 June, 8:00 am until 26 June, 1:00 pm. If places are available, students can choose this course as a minor- or elective from 27 June, 8:00 am.</p> <p>Remarks:</p> </div> </div> </div>					
<div> <input type="checkbox"/> The Ordering of Modern Europe II, 1940-2000 (WG02 - 6518) <div>Exam</div> <div>Registration open until 26-06-2018 13:00</div> <div> <div>S1, per 2</div> <div>29-10-18 until 17-12-18</div> <div> <p>Enrollment requirements: Open for major students only from 12 June, 8:00 am until 26 June, 1:00 pm. If places are available, students can choose this course as a minor- or elective from 27 June, 8:00 am.</p> <p>Remarks:</p> </div> </div> </div>					

All courses you have selected are placed in your Planner. You have to select study activities in your Planner for which you wish to register. Please note: **Planning is not the same as registration!** After



placing courses in your Planner, you still have to carry out the actual registration (step 3) by clicking on *Register*.

- Some courses have **multiple seminar groups**. Please check your schedule carefully on time clashes before choosing a specific seminar group. Every seminar group has its own code that you can find both in SIS and in your timetable. In the screenshot above, you can find the seminar code. This refers to seminar group 1. It is your own responsibility to sign up for classes that do not overlap.
- To view the timetable for the courses you have placed in your Planner, click on *Display timetable*. This will bring you to the time table website, where you can then add your own timetable and see a complete overview (see page 6 for more information about the time table website).
- For courses of the Social Sciences' faculty you need to use the code which includes the letters **WEX**. Please note that you might be deregistered for a course from the Social Sciences after their registration period (10-21 December) due to the number of available places in courses and the priority Social Sciences students have within those courses.
- In your Planner, when you move the arrow over the symbol on the left you can see the status of the course, for example when the course is open for registration. When courses are open for registration there is a checkbox to select the course. Sometimes a course is full, but you can still register for it. You will then be placed on a waiting list. In that case you might be admitted to the course in a later stage.

Step 3: Registration overview and deregistration

Register for the selected study activities by clicking on the **Register** button. Verify the selected registrations and then click on **OK**. You will receive a confirmation email or a notification the course is fully booked and you are placed on a waiting list. It can take some time before you receive an email. Make sure you are not placed on a waiting list for more than one course because placement is uncertain.

In the **Overview of Registrations** you can check which courses you are registered for. You are allowed to register for a maximum of 42 EC. If you have registered for more than 42 EC you will be removed from courses without being able to choose which one.

Make sure that the courses do not have overlapping time tables.

You can deregister using the **Deregister** button at the bottom of the page on the **Overview of Registrations** tab.

The courses will remain in your *Planner* regardless of whether your (de)registration for those study activities was successful.

More information

If you have questions after reading these Course Registration Instructions carefully, please contact the International Office Humanities through email international-fgw@uva.nl