



Course approval information

Exchange students – UvA Economics and Business
2022-2023

Courses abroad

- During your exchange it is expected that you obtain **30 EC per semester** (or the equivalent of that).
 - You can calculate the amount of credits that you need to take abroad, by taking the full amount of credits of a regular study programme at your host university and dividing it by the total amount of semesters. For example if the study programme is a total of 120 credits in 4 academic years, this means that the amount of credits per semester is 15 (120 credits/8 semesters). In order to obtain 30 ECTS (180 ECTS/6 semesters), students need to take 15 credits at the host university.
 - Make sure that you are informed (in time) about the **academic calendar** of your host university. Make sure you can actually take the equivalent of 30 EC at the host university.
 - The **requirements for exchange courses** are outlined per study programme in the UvA Course Catalogue. See for example the requirements for courses taken abroad (electives) for students of [the Bachelor in Business Administration](#).
- General rules for course requirements:
 - Bachelor students: 1) the content of the courses may not overlap with other courses in your study programme and 2) the courses must be of second year level, an exception can be made for a maximum of 12 ECTS of first year bachelor's level courses, 3) the content of the courses must be academic, so non-academic courses (like sports courses for example) are not allowed.
 - Master students: 1) the content of the courses may not overlap with other courses in your study programme 2) the courses must be of master's level and 3) the courses must be relevant to your study programme.
- **Information on the courses available to exchange students** can be found on the website of your host university (see [Digital World Map](#) for links) or in a message regarding course registration you might receive from your host university. Please be aware of the entry requirements of the courses offered abroad.
 - When you have questions about **study planning of your exchange within your curriculum**, please contact the [study advisers](#). It is easier to discuss your curriculum with the study advisers if you can show all the available data of the courses.
 - If you anticipate that you will obtain **less than the required 30 EC** during your exchange, please contact the study advisers in time.



Approval of courses

- All exchange students need to **submit a request** with the Board of Examiners for approval of the courses they wish to follow at their host university.

- You can submit your request to the Board of Examiners once you have finalized the application of the courses that you are taking abroad and if you can provide the Board with the course descriptions of the courses you applied for (including amount of credits, weekly topics and literature). In most cases this will be shortly after your semester abroad has started.

In the case that you change your courses during your exchange, you are required to ask permission from the Board of Examiners for the newly added courses as well. Always make sure to refer to the request number (AC XXX) of your previous request.

- Some students find it difficult to choose courses if they do not know yet whether their courses will get approved or not. To make sure that your courses abroad will get approved, please check if they meet the requirements mentioned above before you apply for them.

- Information on the **Board of Examiner's procedure** for approval of your exchange courses can be found in the [A-Z list – Board of Examiners](#).
- It takes 6 weeks at the most for the Board of Examiners to process your request and communicate their decision.
- Take note that courses passed abroad can be included in your study programme in three ways: as **exemption for obligatory courses, electives** or as **extracurricular courses**.
- Once your request is approved by the Board of Examiners, your exchange grades will be processed in SIS as soon as the UvA EB Education Desk has received an **official transcript** from your host university (Erasmus exchange) or has received your transcript of records or a certified copy from you (Global exchange). This will in general take around 4-6 weeks after the end of your semester abroad.
Information for Erasmus students: the UvA EB Exchange Office will receive the transcript from your home university and will then forward it to the Education Desk. Sometimes you receive the transcript yourself in an online format, in that case please contact the UvA EB Exchange Office.
- After receiving an official transcript that corresponds with the conditionally approved courses, the Board of Examiners will register the courses passed abroad in SIS. Be informed that for the courses abroad you will receive the **grade 'AVV'** (Aan Voorwaarde Voldaan)/'**FTR'** (Fulfilled The Requirements), meaning 'Pass' and they do not count towards your GPA and *cum laude graduation* (graduation with distinction).