

Student exchange information package

Sites to check from Wageningen University's website: www.wageningenuniversity.nl:
(menu items):

- Education – Student information – Exchange incoming students
 - Admission & application
 - Planning & selection of courses
 - Fellowships
 - Exchange coordinators at WU
 - More information (including housing)
 - Continue for MSc
 - Education – Student information – Study handbook, scheduling and CSA online
 - Study handbook
 - Scheduling
 - Calendar academic year
 - Agenda
 - Education – Student information – Registration
 - Visa and immigration procedures
 - Education – Student information – Application MSc (the bottom of this website shows three information booklets:
 - 'Your guide to Wageningen pt.3' with information about registration matters, housing and insurance, transportation and travelling, Wageningen University's departments, food, national events)
 - Education – Future student information
 - BSc / MSc / PhD programmes
 - Education – Student facilities
 - Housing
 - Education facilities – Library
 - Education facilities – Language Centre
 - Education facilities – Student Counselling Service (deans, physician, psychologist, confidential adviser)
 - Research
 - Specialisation (pages lead to chair groups)
 - About Wageningen University – Organisation – Facilities
 - Sports Centre
 - Language Centre
 - Wageningen UR library
 - *Site about insurances is being updated*
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1 Introduction

The information contained in this information package is primarily aimed at European students who are (thinking about) coming to study at Wageningen University as part of the Socrates/Erasmus exchange programme. However, the information in this guide can also be of relevance for other students who are going to study in Wageningen within the framework of other exchange programmes or bilateral agreements. This guide aims to assist a student in the preparations for a study period at Wageningen University. Contact one of the exchange coordinators for additional information.

The exchange programmes are set up to give students the opportunity to follow course units at other universities as part of their own degree programme. So, after having studied at Wageningen University for a period (of three to twelve months), the student returns to his home university to obtain a degree.

1.1 Wageningen at the forefront of changes in European degree system

In 2005 Wageningen University brought its degree courses in line with the Anglo-Saxon Bachelor-Master system. The newly styled MSc programmes offer international students more opportunities as

all postgraduate Master's courses are now taught in English.

In 1999 the countries of the European Union decided to adopt the Bachelor-Master degree system already in use in the United Kingdom and the United States. The reasoning was that one uniform system of university education would make it easier for European students to change universities, for example do an undergraduate Bachelor's degree at one university and continue for a postgraduate Master's training somewhere else.

Wageningen University is the first university in the Netherlands to offer all MSc courses in English. There are now 27 Master degree courses open to Dutch and international students, and it is not only European students who stand to benefit from the changes.

1.2 Education programmes at Wageningen University

1.2.1 MSc

The internet menu option 'Education programmes' offers information about education programmes at Wageningen University. Students interested to get their MSc-degree in Wageningen are advised to check the internet and – in case of questions - contact the infodesk (infodesk.stuvo@wur.nl), or one of the MSc programme coordinators. Each MSc programme site refers to a specific programme coordinator who is well informed about its subjects and opportunities.

1.2.2 PhD

Students interested in doing a 4-year research training to obtain a PhD-degree at Wageningen University can also find information at the internet.

2 What to find where?

2.1 Study Handbook

At the site the Study handbook elaborates on the global contents, teaching and assessment methods, credits and lecturers of the course units.

2.2 Scheduling

The 'Scheduling'-site mentions the so-called 'contact hours' of the course units. Contact hours are the hours in which lectures are given and in which practical work has to be done. Non-contact hours, in which students have to study for themselves, are not scheduled.

On this site you can also find the 'online version of the planning booklet', which gives an overview of possibilities per period as well as information on morning or afternoon classes. The changes in the planning booklet show the latest updates regarding scheduling. The Study handbook and Scheduling booklet can also be obtained via the exchange coordinator at your home university.

If you are interested in doing an individual supervised research project at Wageningen University, for example a thesis, you should contact the exchange coordinator of your field of interest, because individual arrangements will have to be made. These coordinators can be found at the university's website 'Student information', followed by 'Exchange incoming students'.

Over the years changes in scheduling and available course units take place. The Study handbook and Scheduling are therefore reviewed each year. The latest version can be used as long as more recent editions are not yet available. The most reliable source of information, however, are the exchange coordinators. Obviously, changes will also be published at internet.

3. ECTS – European Credit Transfer System

The European Credit Transfer System, ECTS, was developed by the Commission of the European Community to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and a method for transferring credits from one institution to another. The ECTS system is based on the principle of mutual trust and confidence between the participating higher education institutions. The few rules of ECTS, concerning information (on course units available), agreement (between the home and host institutions) and the use of credit points (to indicate student workload) are set out to reinforce this mutual trust and confidence. Each ECTS department / institution will describe the course units it offers not only in terms of content but also adding credits, recognised by all ECTS institutions.

All institutions included in the Socrates-Erasmus programme are able to calculate their credits into the ECTS system. This makes it easy to transfer them cross country.

3.1 Description of the grading system of Wageningen University and the corresponding ECTS-grading scale

DUTCH MARK	DESCRIPTION	ECTS GRADE	DESCRIPTION
10/9 ¹⁾	Excellent/Very Good	A	Excellent
8	Good	B	Very Good
7	Satisfactory	C	Good
6	Sufficient	D/E ²⁾	Satisfactory
≤ 5	Fail	FX	Fail

¹⁾ The grades 10 and 9 are combined because less than 1% of coursework at Wageningen University is graded with a 10.

²⁾ Students from abroad with the WU-grade 6 will receive the corresponding ECTS-grade D.

3.2 Credits and marks

ECTS credits are values allocated to course units to describe the average student workload required to complete them. They reflect the quantity of work each course unit requires in relation to the total quantity of work required completing a full year academic study at the institution, that is, lectures, practical work, seminars, private work (at the library or at home), and examinations or other assessment activities. In the ECTS, 60 credits represent the workload of a year of study. **A total of 6 ects equals 4 weeks of 42 working hours.** It is up to participating institutions to subdivide the credits for the different course units. In the Netherlands, marks for passed exams run from 6 to 10. Marks from 1 to 5 are given for failed exams.

At the end of a study period at Wageningen University, a Transcript of Records is made, which details all the course units that have been passed. You should contact the Central Students Administration (Costerweg 50) to obtain the transcript of records before you return to your home country.

3.3 ECTS students

The students participating in the ECTS will receive full credit for all the academic work successfully carried out at any of the ECTS partner institutions and they will be able to transfer those academic credits from one participating institution to another on the basis of a prior agreement on the content of study programmes abroad between students and the institutions involved. All students of the

participating departments / institutions who wish to take part in the ECTS may do so if their institution agrees, and provided that applications do not exceed the number of available places. When the student has successfully completed the study programme previously agreed upon by the home and the host institution, and returns to the home institution, credit transfer will take place, and the student can continue the study programme at the home institution without any loss of time or credit. If, on the other hand, the student decides to stay at the host institution to take a degree there, he or she may have to adapt his or her study programme due to the legal and institutional rules in the host country and institution.

4 Application

4.1 Application procedures and rules

To start, read this Information Package with the information in the Study Handbook and Scheduling carefully. Then discuss with your own tutor / study coordinator in your university which course units would be relevant and will be recognized as a contribution to your own degree programme. Next step to take is to contact the exchange coordinator of Wageningen University of your proposed field of study. The names of them can be found in one of the website links mentioned at the top of this document.

4.2 Application Form

Download and complete the application form and have your coordinator (of your own home university) send it electronically to one of the exchange coordinators at Wageningen University, in order to be accepted.

4.3 Learning Agreement

The application should be supplemented by a Learning Agreement, which details the selected course units. It has to carry three signatures: one of your own, one of the coordinator at your own university and one of the Wageningen exchange coordinators. The receiving department and institution (Wageningen University) will sign the agreement, too. A copy will be returned to the exchange coordinator of your home university. This procedure ensures that all people involved know exactly what you are to study at Wageningen. It may need to be amended and signed again upon arrival.

4.4 Transcript of records

The exchange coordinator of your university will also complete the transcript of records, which details all the study you have undertaken to date at your own university. You should attach this to your Application Form so that your learning achievements in Wageningen can be added to the Transcript. Applying the ECTS grading scale, your grades obtained in Wageningen are translated into the equivalent grades of your home university. Upon return to your own university therefore, you will have a full record of all the study you have undertaken with grades alongside.

In Wageningen, you have to register formally as an exchange student at Wageningen University. This has to be done at the Central Student Administration, Costerweg 50. At the end of your stay in Wageningen, you will have to return to the Central Student Administration to pick up the completed Transcript of Records.

4.5 Exchange coordinators

Contact only one of the exchange coordinators at Wageningen University; he/she will be your contact in Wageningen. Let your choice depend on the mentioned fields of science in which the coordinators

specialize. If he or she is not the right person in your case, your application will be forwarded to the correct person and – of course - you will be informed about this. The names of the current exchange coordinators in Wageningen can be found on the University's website, check the top of this document for details.

4.6 Application rules / Admission

An eligible candidate must fulfil the following components:

1. You should be a citizen of either:
 - a. EU
 - b. One of the overseas territories
 - c. EER

If options a, b and c are not applicable in your case, you may also be admitted if you are recognized as a refugee or stateless citizen by EU or by EER government or if you possess a EU or EER residence permit for indefinite time.
2. You should be a regular student at one of the partner universities. To find them you can go to the Admission and Application section of the 'exchange incoming students'-site. In the text you will find a link to the partner universities.
3. You should have passed the first year of study successfully.
4. It must be the first time for you to receive a Socrates-Erasmus grant.
5. You are not allowed to make claims to other grants of the European Union in the same study period.
6. You are required to have a good command of the English language before you arrive, to be able to follow lectures and pass exams in English. The medium of instruction of all MSc-courses is English. If your skills in the English (or Dutch) language are weak, we strongly advise you to upgrade your level before coming to Wageningen.

4.7 Deadlines for application

1. The application form must be sent electronically by the coordinator of your home university to one of the exchange coordinators in Wageningen in order to be accepted. (See for their names Wageningen University's website, details are shown at the top of this document). Choose the coordinator with the field of science closest to your study plans.
2. This form must be sent before one of the following deadlines:

Deadlines Timetable Wageningen University

Before May 15th Before July 15 th	Period 1: Sept-Oct Period 2: Nov-Dec	preparation and exams: mid-end of Oct preparation and exams: mid-end Dec
Christmas Holidays: last week December, first week January		
Before September 15th Before November 15th Before January 15th	Period 3: Jan-Feb Period 4: March-Apr Period 5: May-June	preparation and exams: end of Feb preparation and exams: end of Apr preparation and exams: end of June
Summer Holidays: five weeks in July/August Re-exams: end of August		

The exact deadlines may vary a little over the years. The current timetable can be found at the University's website, under 'Calendar academic year'.

3. The student will be contacted within two weeks after the university has received the application.

Important note

The exchange can only take place if accommodation is available. The exchange coordinator will apply for housing.

5 Brief impression of the Netherlands and Wageningen

5.1 The Netherlands

The Netherlands is a small country; it is only about 200 km wide from east to west and 300 km long from north to south. It is on the marshy delta of one of Europe's largest rivers: the river Rhine. It is a flat country. Waters from the sea and from the rivers have not only deposited fertile sediments, but have caused inundations and flood disasters, as well. The inhabitants have protected themselves from the water by building dikes and mounds. At present, thousands of kilometers of dikes and extensive hydraulic engineering works ensure that the part of the country below sea level remains dry.

Sixteen million people live on this small patch of land, making the Netherlands one of the most densely populated areas in the world. The government is intensely involved in land use and development to ensure that the scarce space is used optimally.

This small, densely populated country is one of the top three exporters of agricultural products in the world. Dutch researchers know how to make a virtue of necessity: the Dutch have learnt to manage and manipulate natural conditions such as flooding and have succeeded in boosting yields per hectare to compensate for the shortage of land. Dutch environmental research is as renowned as Dutch agricultural research. This is because with its dense population and industrialization the Netherlands encountered the down side of welfare and development sooner than many other countries.

5.2 Wageningen

"Small and cozy, but with the allure of a big city," – a remark often made about Wageningen. Beautifully situated between the river Rhine (Rijn) and the hilly, wooded landscape of the Veluwe, the university town can be proud of its location and its long history, which goes back more than 725 years. Wageningen has suffered the consequences of its strategic geographic position several times during its history. During the Second World War, the town was heavily damaged. In the former hotel 'De Wereld' - now one of the university buildings - the end of the war in the Netherlands was ratified in 1945. Since then Wageningen has become known as the 'Liberation Town', and this is celebrated annually on the 5th of May (called 'Liberation Day'), the date of the treaty ending the war. Today, modern business – in the fields of environment, information and biotechnology – is developing rapidly, often as a spin-off from the university. Of course, Wageningen University and Research Centre (Wageningen UR) and other institutes have great impact on Wageningen. About 35.000 Wageningen inhabitants enjoy its thriving cultural life, the many shops in the old city centre and the international atmosphere created by many international students, guest researchers and congress visitors from abroad.

6. Wageningen University

6.1 History

Wageningen University originated in the 19th century at a time when Western Europe was experiencing an agricultural crisis. In the Netherlands, in addition to providing funds and economic

support for agriculture, new laws provided for state-run agricultural schools. The first such school was opened in 1876, in Wageningen. Much has changed since that early start. Today Wageningen University has little in common with its 19th century forerunner. However one elementary aspect has not changed. Since its inception Wageningen University has been orientated towards society and its problems. Wageningen University was founded on March 9, 1918. The first 45 years of agricultural education at Wageningen focused on agriculture, forestry and horticulture. Since its foundation in 1918 the University has widened its activities to include environmental control, nature conservation and related subjects. The research at Wageningen University takes its cue from relatively new scientific disciplines such as biotechnology, molecular biology and computer science. During recent decades, Wageningen University has evolved into a university that focuses as much on environmental problems as on issues in agriculture. For many years, Wageningen scientists have been aware of the ultimate importance of maintaining a habitable planet earth, as well as providing a reliable food supply for man and animal. This led to the university's single, integrated faculty being renamed in 1989 as the Faculty of Agricultural and Environmental Sciences.

6.2 Wageningen University and Research Centre

Since 1998 Wageningen University cooperates with the Netherlands Organisation for Agricultural Research (DLO) and the Netherlands Organisation of Applied Research in Agriculture (PO) in the framework of Wageningen University and Research Centre (Wageningen UR). The core activities of Wageningen UR are:

- Research (from fundamental to applied)
- Education (under- and postgraduate and for specific target groups)
- Exploitation of expertise and intellectual property

At Wageningen University, per year, about 4000 students, 600 MSc-students and 300-400 exchange students enjoy education. About 800 teachers and 1500 technical/administrative personnel support the students.

6.3 Organisational structure and mission

The Executive Board holds the ultimate responsibility of Wageningen University. The chair groups, which are organised within five departments, form the core of activity and capacity of the university. These are the units responsible for education and research. In English several other names are used for such chair groups, for example sub-department, (research) group, and lab. Each chair group is managed by a professor.

Wageningen UR has formulated its mission statement as follows:

'Wageningen University and Research Centre (Wageningen UR) provides education and generates knowledge in the field of life sciences and natural resources. Wageningen UR aims to make a real contribution to our quality of life. To us, quality of life means both an adequate supply of safe and healthy food and drink, on the one hand, and the chance to live, work and play in a balanced ecosystem with a large variety of plants and animals.'

Wageningen UR is developing into an organisation with a strong international orientation while retaining its solidarity with the agricultural sector in the Netherlands.

6.4 Educational system

In 2002 the educational system of Wageningen University changed, because of the implementation of the so-called BSc/MSc model. Nineteen study programmes have been established. These programmes start with a broad foundation course (three years) leading to the BSc degree that can be followed up by the MSc phase (two years), during which the student specialises and/or acquires

professional qualifications. Wageningen University was the first Dutch university to teach all its MSc courses in English. There are now 29 Master's degree programmes open to Dutch and international students with a BSc-degree or equal. Many students spend their practical training phase abroad, which is quite unique for the Netherlands.

An MBA Food Industry and Agribusiness programme has been established for students who have passed the Graduate Management Admission Test. Registration is handled via the Educational Testing Service in the United States of America. Work experience in the food industry and agribusiness is valued highly in the admission process.

Furthermore, there are a number of international students who study in Wageningen in the framework of an exchange programme, e.g. Socrates-Erasmus. They follow course units in Wageningen for a period of three to twelve months as part of a degree programme at their home university.

Students with an MSc can, without further examination, continue with a research training (PhD), which leads to the title of Doctor (Dr.). This is the highest university degree awarded in the Netherlands.

6.5 Language of Instruction

At Wageningen University, the language of instruction is Dutch or English. All MSc courses are taught in English as well as many 3rd year BSc courses. The course units in English are listed in the Study Handbook under 'Master'. Students with sufficient knowledge of the Dutch language, can, of course, follow course units with Dutch as the language of instruction. The Language Centre offers language courses in Dutch and English.

In case of an MSc-thesis, the language of instruction and supervision can be either Dutch or English, depending on the student's preference. All staff and students at WU understand and speak English.

6.6 Facilities

6.6.1 Libraries

Apart from the public library of Wageningen, the University possesses several libraries. These libraries contain scientific information on the topics taught in Wageningen. Students registered at Wageningen University can lend books for free with their registration card. In the libraries, tables and chairs to study are provided as well. The major libraries are open on workdays from 9.00 – 17.00h. From October to June, the library of the 'Leeuwenborch' is open also in the evening (Monday to Thursday, 19.00 – 22.30h.) and on Saturdays (10.00-15.00). More information can be found at the University's website (check top of this document).

6.6.2 Computers

In all buildings rooms with computers and internet connection are available. These computers can be used by students. All students receive an e-mail address from the university. To acquire an account a request has to be made at the 'Computechnion', Dreijenplein 2, 6703 HB Wageningen.

6.6.3 Language courses

The Language Centre of the University (CENTA) offers various types of courses for students and staff members of Wageningen University. Tutored language courses are offered at various levels (for example Dutch for foreign students). The courses are free of charge for students registered at Wageningen University. More information can be found at the University's website (check top of this document).

6.6.4 Sports centre

Students can make use of the excellent sports facilities in Wageningen. In the sports centre 'De Bongerd', the gymnasium, cinder track, playing fields, tennis and squash courts and an outdoor climbing wall can be used. Many team sports are on offer and you have access to the indoor swimming pool. There are also special recreational and sporting events. For English speaking students special hours are reserved. The sports centre is opened on weekdays between 8.30am and 12.00pm. During the weekends the opening hours are 9.00 a.m. – 18 p.m. To use the facilities students need a sports card (about 45 Euro per year). The card can be bought on weekdays between 9.00 a.m. and 11.00 p.m. at the reception of the sports centre. Bring along your registration card from Wageningen University. For more information surf to the website of the University Sports Centre (details at the top of this document).

7. Calendar

At Wageningen University, the academic year (from the first week in September to August) is divided into five terms: four terms of eight weeks each and a fifth term of eleven weeks. An eight weeks' term consists of three parts: six weeks for lectures and practicals, one week for examination preparation and one week for examinations. The fifth term consists of ten weeks for lessons (mainly practicals) and one week for examination preparation and examinations. Re-exams for all subjects are organised at the end of the summer holidays, in August. During public holidays no lectures and examinations are offered. The same applies for Christmas and summer holidays.

8 What to know before coming to Wageningen

8.1 Documents

When coming to Wageningen, make sure that you bring along all necessary documents. Students from EU countries should carry a valid passport and / or a national identity card. You also need to have been accepted as an exchange student by one of the exchange coordinators. They will inform the Central Students Administration about your study at Wageningen University as an exchange student. Students from non-EU countries might need a visa document. They should therefore contact the exchange coordinators well in time, because it might take long to arrange the visa (minimal 8 weeks, depending on your country of origin).

8.2 Guide to immigration procedures

8.2.1 Introduction

The information on the site 'Visa and immigration procedures' supplies you with the most recent information before enrolment at Wageningen University.

To understand the immigration procedures you should read this section. Do not apply for your visa yourself, this will take several months! One of the exchange coordinators from Wageningen University will apply for your visa. For this you need to fill in the administrative section for non-EU students on the application form for exchange students and add the necessary documents mentioned on the form.

From the Admission & Application section at the website a document for visa application can be downloaded. Do not forget to add 1) the exchange application form to the document for visa application and 2) a confirmation from the exchange coordinator of your home institution.

The application procedure takes at least 8 weeks, depending on your country of origin. The Netherlands Embassy in your country will contact you when your visa is ready. After arriving in the Netherlands you need to report to the Aliens Police. The Central Students Administration will inform

you on the details.

8.2.2 Do I need a visa?

Citizens of the following countries do not need a visa to enter the Netherlands: member states of the European Union and Norway, Liechtenstein, Switzerland, Iceland, Monaco, Australia, Canada, Japan, New Zealand, USA.

All other nationalities do need a visa to enter the Netherlands.

The website from the NUFFIC provides a lot of useful information on visa. This section summarizes the main rules and regulations; for details surf to: www.nuffic.nl/immigration.

8.2.3 Immigration procedures

For exchange students with one of these nationalities: **Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Slovenia** the following procedures apply (check Wageningen University's website section 'Visa and immigration procedures').

8.2.3.1 Entry visa

For a stay of more than three months:

You **do** need an **authorization for temporary stay (MVV)**. An *MVV* is a sticker placed in your passport. Wageningen University applies for this visa by using the so-called 'short procedure'. Please, note that this procedure can be started by the University only. We stress that this procedure should be followed in your home country before your arrival in the Netherlands. It is not possible to do so while you are staying in the Netherlands. When the visa has been granted, it can be picked up at the Netherlands Embassy in your country. Please ask in advance which documents you should present when collecting the *MVV*. Costs are approximately € 50 in local currency. It is extremely important to have this visa before coming to the Netherlands! After arrival the *MVV* must be changed into a residence permit.

For a stay of less than three months (3 months is maximum):

You do not need a short-stay visa to enter the Netherlands. Only a valid passport is required. You may travel through all Schengen countries freely.

8.2.3.2 Residence permit

For a stay of more than three months: You **do** need to apply for a residence permit. To do this, you are required to report to the local immigration authorities (Aliens Police) within three days upon your arrival. There you will have to present a number of documents and pay a fee. Please note that costs for a residence permit have recently been raised (costs € 430, ask the Netherlands Embassy for the correct amount). The Central Students Administration will inform you how to report to the Aliens Police and apply for a residence permit. This information can also be found at the university's website.

For a stay of up to three months: You **do not** need a residence permit, but you **are** required to report to the local immigration authorities (Aliens Police) within three days upon your arrival. The Central Students Administration will inform you on how to report to the Aliens Police and apply for a residence permit. This information can also be found at the university's website.

8.2.3.3 Work permit (in Dutch: *Tewerkstellingsvergunning: TWV*)

You **do** need a work permit before you may work in the Netherlands. The following academic activities are considered as working: lecturing, doing a student internship or work placement, conducting research, and pursuing a doctorate or PhD from a paid position (as *A/O*, for example). The employer must apply to the regional labour exchange (*CWI*) for your work permit.

If you have a residence permit for study purposes you may earn money on the side. Such work must be either seasonal (in June, July and/or August) or less than ten hours a week. Also in this case, your employer must apply for a work permit for you.

8.3 Registering with the university

You need to register at Wageningen University when you arrive, not only for getting your class schedules, but also to comply with immigration procedures.

8.4 Registering with the municipality

If you are staying for more than four months, you should register with the municipality ('*Gemeentelijke Basisadministratie*': GBA).

8.5 Health insurance

You must be insured against the costs of medical treatment. This is a requirement under Dutch law.

8.6 Authorization for temporary stay (in Dutch: 'machtiging tot voorlopig verblijf' (MVV))

Students from countries in Groups III and IV who wish to come to the Netherlands for a stay of more than three months need an authorization for temporary stay (*MVV*). It is extremely important to have this visa before coming to the Netherlands. An *MVV* is a sticker placed in your passport.

8.6.1 Procedure

Wageningen University applies for this visa by using the so-called 'short procedure'. Please, note that this procedure can be started by Wageningen University only and only before arrival and not while the student is staying in the Netherlands! The embassy informs you on the decision. When the visa has been granted, it can be collected at the Netherlands Embassy in your country. Costs are approx. € 50 in local currency.

8.6.2 Administration fees for an authorization for temporary stay

When you apply for an authorization for temporary stay, you have to pay a handling fee (administration fee) of € 50. Paying the fee does not automatically mean that your application will be granted! The fee must be paid even if your application is turned down.

Citizens from candidate EU membership countries coming to the Netherlands to study or to do an internship **do not** have to pay the administration fee. (*Cyprus, Malta, Turkey, Poland, Hungary, Czech Republic, Latvia, Lithuania, Estonia, Romania, Bulgaria, Slovakia and Slovenia*).

8.6.3 Validity

You cannot be sure that your application for an *MVV* will be granted. For this reason, you are advised to wait until you have your *MVV* before you buy a ticket. When you receive your *MVV*, it will be valid for six months starting from the date on which the visa department authorized the Embassy /

Consulate to issue the MVV to you. Anytime during these six months, you can enter the Netherlands. When you buy your ticket, make sure to take into account this maximum period for which your MVV is valid.

8.6.4 Accelerated MVV procedure

Wageningen University can help you to get an MVV more quickly by applying for it on your behalf. In addition to this accelerated MVV procedure, a special quick MVV procedure for employees exists. Ask your future Dutch employer about this procedure.

Remember: you may **not**, under any circumstances, collect an MVV in the Netherlands - not even if your host institution in the Netherlands initiates the application procedure! MVVs can be obtained only from the Netherlands Embassy or Consulate in your home country (or the country in which you legally reside).

8.6.5 Change of reason of stay

It is possible that while you are residing in the Netherlands temporarily, the reason for your stay changes. For example, you might be a student who wants to take up a research position for pursuing a doctorate (as AIO), or a Dutch employer may have offered you a job. In this case, you will have to apply for a new residence permit, related to the new reason of stay. But you do not have to go back to your home country first in order to apply for a new MVV; changing your residence permit is sufficient.

8.6.6 Documents required when applying for an MVV

In all cases you will need to present:

- a valid passport
- a letter or other document from Wageningen University stating that you are registered as a student, that you are going to do an internship, that you will be a guest lecturer, or that you are going to do research
- proof that you are adequately covered by health insurance (see the section on health insurance for more information. www.nuffic.nl provides more information on the topic, as well).
- proof that you can support yourself financially (see below for more information)
- a copy of the application for a work permit, if applicable.

For an exact list of all required documents, please consult the website of the Netherlands Embassy in your home country or the country in which you legally reside.

8.6.7 Proof that you can support yourself financially

You will need to prove that you will have sufficient money to live on while you are in the Netherlands. The monthly amount considered adequate depends on your status. The amounts mentioned below are only an indication. For more exact amounts check Wageningen University's website: 'Registration'.

- student preparing for enrolment: € 540,89 (net)
- student: € 661,31 (net)
- Socrates/Erasmus exchange student: € 540,89 (net)
- student doing an internship: € 569,82 (net, holiday allowance included)
- employee (guest lecturer or researcher): € 569,82 (net, holiday allowance included)
- graduate doing an internship: € 569,82 (net, holiday allowance included)

Mind: if you need a work permit, the required minimum salary is different from the amounts above and may be much higher!

Check www.nuffic.nl for more details about work permits.

This money can come from any or all of the following sources. The proof required in each case is indicated.

- a Dutch employer: take your contract with you
- the Dutch organization where you will do your internship: take with you the contract in which the allowance is stated
- a student grant from your own country: take with you a document from the body that supports you with a grant, which states the amount of the grant
- a student grant from the Netherlands: take with you a document from the body that supports you with a grant, which states the amount of the grant
- if you are a student with money of your own: take with you a statement with your name on it from a Dutch bank or an internationally known bank which shows that there is sufficient money in your account to cover your costs in the Netherlands. A statement signed by a notary which says that your parents have sufficient money to support you is also acceptable as evidence.

8.7 Registering with the Aliens Police for a period of stay of up to three months

All foreigners (except EU/EER citizens) need to report to the local Aliens Police (in Dutch: *Vreemdelingendienst*) within three days after arrival in the Netherlands. The Aliens Police will put a sticker into your passport stating until what date you may stay in the Netherlands. This sticker is free of charge. The validity date will correspond with what is mentioned on your short-stay visa. If you do not have a short-stay visa (because it is not required in your case), you may stay for a period of three months. EU/EEA-citizens get a special EU/EEA sticker in their passport which will be valid for 6 months.

8.7.1 Finding your local Aliens Police office

You have to report to the local Aliens Police office. In order to find out its address and opening hours, you can ask a civil servant in the city hall, the Central Students Administration or dial the national police telephone number 0900-8844.

8.7.2 Documents required when reporting to the Aliens Police

- a valid passport
- your address in the Netherlands
- proof that you can support yourself financially during your stay (€ 35 a day; this proof is only required from non-EU/EEA citizens who do not have a short-stay visa)

When you register with the Aliens Police you will receive a card certifying that you are residing in the country legally. This card is free of charge.

8.8 Insurance

8.8.1 Health Insurance

Before you come to the Netherlands, make sure that you have made arrangements to be properly insured against the costs of medical treatment. The Aliens Police will check that you are insured when you apply for your residence permit.

There are three possibilities for health insurance:

- Your insurance policy in your home country covers your stay in the Netherlands.
- You take out a new or special insurance policy for your stay in the Netherlands.
- You are admitted to the Dutch national scheme because you work in the Netherlands.

The Netherlands has treaties regarding health insurance with the following countries: all of the EU member states, Norway, Iceland, Liechtenstein, Turkey, Morocco, most of the countries of former Yugoslavia, Tunisia, Cape Verde Islands and Australia. If you are insured under the national health insurance scheme of one of these countries, your insurance company can provide you with an international declaration form called E-111 or E-128. Make sure to bring this form with you to the Netherlands, and make a number of copies of it. You will need this form when you go to see a doctor in the Netherlands.

If your insurance does not cover your stay in the Netherlands, and if you cannot make use of the international treaty described above, you will have to take out a private insurance policy. Special policies are available for international students in the Netherlands. Nuffic has checked the policies and conditions of the following two recommended companies. Check their websites for details:

- Lippmann, www.acepolis.com
- AON, www.myaon.nl/students

But whichever type of insurance you have, make sure that the insurance documents are written in one of the more common European languages, because the Aliens Police will need to check them.

Finally, there is a possibility that your circumstances will automatically place you under the Dutch national health insurance scheme (*ziekenfonds*), whether you are insured at home or not. This could be the case if you will be employed in the Netherlands, for instance for an internship. You can check this with your Dutch employer.

The above is a summary of a more detailed pdf-factsheet about health insurance that can be found at the website of Nuffic, www.nuffic.nl.

8.8.2 Liability insurance

If you are to blame for an accident that injures someone or damages another person's property, you are responsible for paying all the costs that result from the accident. You might, for example, break something in your work or study area, or cause damage to your rented room. The resulting claim for damages could be very expensive. You are therefore strongly urged to have a good liability insurance. You can arrange for such insurance either in your own country or through your host institution in the Netherlands.

In addition, you can be held responsible for damage that occurs in the line of duty while you are engaged in professional activities. People who work in the health sector, for example, can be sued if something goes wrong. In the Netherlands, damage that a person causes on the job is ordinarily covered by the liability insurance of the employer. Student interns are covered in the same way that regular employees are covered. To be certain, however, you should check with the company or organisation where you will be working to make sure that their liability insurance covers you.

8.8.3 Other insurances

Insurance to cover the costs of repatriation is also strongly recommended. This means that if you should become seriously ill or die, a family member can be flown to the Netherlands to take you back home. Finally, it is wise to insure yourself against theft and the costs of accidents and legal advice.

Please note:

No rights can be derived from this document.

8.9 Costs of living in Wageningen

The costs of living in Wageningen are 650 – 800 Euro per month (rent included). Wageningen University offers no scholarships for exchange students, so you will have to make sure beforehand that you have enough money to study and live in Wageningen.

8.10 Accommodation

An application for a room in Wageningen should be made through one of the exchange coordinators at Wageningen University, at least three months before coming. The coordinator will make sure that you get a room in one of the student flats in Wageningen. Additionally you will receive the address about two weeks in advance of your arrival. Do not forget: if you want to cancel your room, you will have to inform the SSHW (the organisation responsible for the rent out of rooms to students) and sign a form for that at least one calendar month in advance. Cancelling is possible per the 1st or the 15th of a month. For more information on housing, check Wageningen University's website. For information from the housing company itself, check www.sshw.nl/index-en.html.

8.11 Language preparation

Students studying at Wageningen University are required to have a good command of the English language before they arrive, to the extent that they can follow lectures and pass exams in English. The language of instruction of the MSc-courses is English. If your skills in the English (or Dutch) language are weak, we strongly advise you to upgrade your level before coming to Wageningen. You will not be able to attend the courses successfully, if you cannot understand the language. You will not have time to translate the literature into your own language. You can take some additional lessons in Wageningen. At the Language Centre it is possible to learn a language, either in a group or individually. Sometimes it is possible to get an extra month grant from the Socrates / Erasmus programme to follow a language course in the hosting country. If you are interested in this option, contact the institutional Socrates / Erasmus coordinator of your home university. Also the Nuffic, the Netherlands organisation for international co-operation in higher education, offers Dutch language courses for foreign students. More information is available on their website www.nuffic.nl. Moreover, before coming to Wageningen it is possible to learn some Dutch online as well. For more information on the Language Centre, check Wageningen University's website.

8.12 Health & insurance

It is advisable to arrange the following insurances:

- Medical expenses insurance
- Personal accident insurance
- Flight insurance (in case of danger of life or death of blood relations or relatives in the first degree)
- Insurance of the transport of the body
- Legal liability insurance for private persons

The Central Student Administration provides information on insurances. And this document does so in section 8.8.1.

In Wageningen, several family doctors and dentists have residence. Their names are in the telephone book, and you can choose one yourself. In case of illness, first a family doctor needs to be consulted. If necessary, he / she will send you to a specialist in the hospital.

Emergency telephone number: 112 (throughout the country)

8.12.1 Student health service

In the building behind the Administration Building at Costerweg 50 the student health service is located. Advice can be obtained if your state of health interferes with your ability to study. Also information and advice on several subjects are given. Call (0317) 484022 for an appointment.

Student physician

The student physician is like a 'company doctor' for the students. Symptoms such as tiredness, insomnia, headache and lack of concentration can hamper your study progress. You can also get advice, supervision and support from the student physician regarding other medical causes of study delay (within the applicable regulations). If you have a disability or chronic illness, require an urgency declaration for housing or need advice concerning sexuality, nutrition, sports, drugs etc, or if you have questions concerning health or safety problems in your study, e.g. RSI, you can always contact the student physician. The physician also provides vaccinations and advice when students plan to leave for the tropics. He can conduct examinations before departure and on return from the tropics, too. For treatment of illnesses such as bronchitis or bladder infection, you should consult a general practitioner; be sure to choose one.

Note: In case of illness, a family doctor should be consulted. During weekends you should contact the general doctors' office in the hospital in Ede.

Student psychologist

Students of Wageningen University also have the opportunity to consult a student psychologist. Phone (0317) 482027 for an appointment. The psychologist offers help with personal problems such as adaptation difficulties, homesickness, shyness, social anxiety, contact and relation problems, depression, mourning, eating problems, tension.

He / she also offers help with study problems: discipline, fear of failure, fear of public speaking, concentration, planning, dyslexia. It is possible for students to take a test regarding their choice of study or to acquire more insight into the backgrounds of a study delay.

Student counsellor

For problems or questions that are related to 'being a student', you could contact a student counsellor. Student counsellors have office in the main administration centre of Wageningen University, at Costerweg 50. Tel. (0317) 484102. The student deans have the task of providing students with help and advice, both personal and practical: finances, housing, study delays caused by circumstances beyond one's control, study progress, mediation, changing study programmes, childcare and special arrangements.

If you are unable to study or take part in examinations due to conditions beyond your control, or if you do not meet the performance standards for study financing, it is important to contact a student dean. The student counsellor can then make sure that you qualify for certain special arrangements, such as an extension of study financing or applying for compensation from the FOS (Financial Support for Students) due to your failure to meet the 21-credit norm. You must report your study delay within two months after the conditions beyond your control have taken place.

The student deans can also act as ombudsmen. Students with complaints about their treatment by a staff member of Wageningen University can go to an ombudsman. The same applies to the failure to perform a necessary act or to an undesired situation.

9 What to do upon arrival

Download the document 'Your guide to Wageningen' from the website. In this document you will find the most recent information about coming to Wageningen and things to do to get settled. Also included is information about cultural events.

10 How to select courses

The information below can be found at the university's website: 'Planning and selection of courses'.

10.1 In short

Visit our site: www.wageningenuniversity.nl.

Look in the Study handbook. This will give an overview of all the master programmes and their courses. You can also search for courses through *Subjects by department* or *Subjects by period*.

In general you may choose courses on MSc level and 3rd year BSc level, because these are taught in English. 1st and 2nd year BSc courses are offered in Dutch. By clicking one of these you will find detailed information including timetable information.

Choose *Calendar academic year* for information on the study periods at Wageningen University.

Below are the steps to follow to make your study plan. More extended explanation is given in the paragraphs that follow this one.

Please read all the instructions well !!!

1. You can select two courses per period (one in the morning, one in the afternoon).
2. Check if the language of instruction is English. All the courses on Masters level are in English as well as the 3rd year BSc courses ('phase' should say B3).
3. Most of the courses equal 6 ECTS units.
4. All courses from MSc level are on an advanced level and assume background knowledge on the topic at BSc level. We strongly recommend you to choose courses from your own field.
5. It is advisable to select courses from one specific MSc programme.
6. To know if classes are offered during morning or afternoon hours, look at: MO/AF in the schedule (MO = morning, AF = afternoon) or choose *Online version of the planning booklet* on the web page *Scheduling*.
7. Contact the coordinator at WU who is contact person of the specialisation of your choice to discuss your study-program as soon as you have made your selection (see list in 2).
8. To be allowed to attend courses you have to register for these at least 6 weeks before the starting date of the course. See *Calendar academic year*. Registration can be achieved by contacting the lecturer / contact persons for the course mentioned in the course description. Registration for courses is mandatory and failing to register will result in no admittance to the course.

10.2 General Information

Courses at Wageningen University are taught in five periods, the first starting at the beginning of the academic year in September. Each period has a duration of roughly eight weeks. Choose *Calender academic year* from the menu to find out the exact dates.

As a rule, each course is only offered once a year. At the end of each period, the student takes examinations in the courses of that period. In general courses in period 1 (September - October) and 2 (November -December), are introductory or methodological courses. Nevertheless, these courses assume background knowledge on 3rd year BSc level within the same field of study. In most cases courses in period 3 (January - February) and period 4 (March - April) continue on those offered during previous periods). In general, courses in period 5 (May - July) are more advanced courses and assume that the student has also attended the WU courses mentioned in the assumed knowledge section that is specified in each course description. Take this into account when making up your program. Courses often involve group-work. Also fieldwork and excursions are frequently planned in the 5th period. No courses are offered during summer. All the subjects from the MSc programmes are given in English, as well as some of the 3rd year BSc courses. The language of instruction can be found in the course description of the *Study handbook* on the website.

Different types of teaching methods are used. The most commonly used teaching methods are lectures and practicals. (Group) assignments, presentations, literature studies and case studies are often involved. The final mark is based on the different elements.

Students can select two courses per period. Two courses (12 ECTS) per period may not seem very much, but this is quite a considerable workload (42 hrs/week), including lectures and “practicals” (computer work), additional work in individual and group assignments, presentations, and preparation work (reading) for classes. Please note that in general you can follow one course during morning hours and one in the afternoon. Check the schedule for subjects yourself in *Scheduling* at the website. Usually lectures take either the whole morning or the whole afternoon, and attending the lectures is obligatory. So in most cases it is simply not possible to attend more than two courses, because you cannot be present at two lectures at the same time!

Every course has its own subject-code, e.g. ‘AEP 20306 Economics of Agribusiness’. The three letters in this code indicate the Chair group offering the course. The next part of the code indicates the level of the course. Digits 1 and 2 indicate introductory (bachelor) level and digit 3 and above more advanced level. Courses with a first digit of 1 are frequently offered in Dutch only. Check the course language in that case. The last digit indicates the number of ECTS credits.

10.3 Finding courses in the Study Handbook

For the latest description of courses and the course schedule, see *Study Handbook* at the website.

The best way to search for courses is to look at the courses of the MSc programmes that you find in the site-menu. Click on the Programme you are interested in and you will obtain a list of all the courses involved. By clicking on a particular subject you will see a description of the course, including textbook titles if any are used, names of lecturers, a course schedule, and an examination schedule. Please check also the heading ‘*assumed knowledge*’, to see whether your background is sufficient to follow the selected course.

We advise you to select courses within one MSc study programme or specialisation as far as possible, according to your preference and background. This guarantees a coherent and well-balanced selection. Moreover, if you choose courses exclusively from one of the MSc programmes, you leave the option open to decide later to obtain the Masters degree at Wageningen University. By including the courses you passed during your stay at Wageningen University as an exchange student, you will obviously save considerable time.

If you are interested in courses from a particular Chair Group you should select *Subjects by Department*.

Feel free to contact your specialisation coordinator at WU or your WU exchange coordinator (depending on your field of study) and discuss your study plan with her / him. Please note that your supervisor from your home university should approve your selection of courses in order to be sure about the academic recognition.

10.4 Thesis Research

If you would like to do an individual supervised research project, for example a thesis, you should contact the exchange coordinator in Wageningen of the field of science of your interest. Send him or her an overview of the courses and techniques you have studied so far and add the name of the chair group you prefer to be working at. The number of credits given for this type of education depends on the time demanded to execute the project and has to be determined in consultation between you and the professor.

At Wageningen University credits awarded for a thesis run from 12 to 39 ECTS credits. Check the website for a link to the chair groups and a list of their current projects. Details how to find the chair groups on the site are given at the top of this document. Please note that not every chair group has sufficient time or staff available for supervision of individual students.

If you intend to work on a thesis research project, mention on the application form the project title, ECTS, chair group and supervisor within Wageningen University.

10.5 Application Form, Learning Agreement and Transcript of Records

Specify your selection of courses on the Learning Agreement as soon as you have decided which subjects you want to do. Ask the coordinator at your home university to send it together with the Application Form and your Transcript of Records to one of the exchange coordinators at Wageningen University. Their names can be found on the website (see top of this document on details how to find them).

The transcript of records should be in English, and should include ECTS credits. More information about these credits can be found on the site *Exchange incoming students*. The link *Grades and credits* on this page gives an explanation of ECTS. All forms need to be signed and stamped by your exchange contact at your home university. Without these documents the application will not be taken into consideration.

Note 1: Sending these forms does not mean that it will be possible to attend the selected courses. Attendance only gets definitive after approval of the study programme and subsequent registration for the courses. The teachers of the courses have the final decision in this. Follow the instructions below for registration.

Note 2: If you are not sure if the preliminary selection of courses on the application form is correct, you may wait in sending the learning agreement. Send the learning agreement as soon as your program is determined.

10.6 Registration for courses

Registration for courses is mandatory. Failing to register will result in no admittance to the course. The courses can be 'full' by the time the lectures start, so it is wise to register at least 6 weeks in advance.

To register you have to contact the lecturer (contact person) mentioned in the course description. Select the person and you will get the address and how to contact the person by e-mail. Tell him or her that you are a new exchange student and that you are not able to register electronically yet. Add your full name, date of birth & selected courses (and course codes) to your message. You should register only for the courses you have selected for the first period of your study at Wageningen

University. If you have already registered and decide to change your study-programme, do not forget to cancel the registration of the courses you are not going to attend. You can do this the same way you registered. To avoid changes at the last moment you should only register for the courses after your study programme has been approved by the exchange coordinator at Wageningen University.

Registration for courses and examinations of extra periods should be done after arrival. You will receive your student registration number as soon as you have registered as a student at the Central Students Administration in Wageningen. With this number you will be able to register for courses through the electronic student administration system at education net.

Please send the Wageningen exchange coordinator a copy of the e-mails you send to the university lecturers.

10.7 Registration for exams

Do not forget to register for the exams as soon as you have arrived in Wageningen; consult the list for the final date for registration. Choose *Calendar academic year* in the website menu. You can register either at the student administration desk or through the electronic administration system of Wageningen University at education net.