

Step-by-step plan Minor Abroad - Sport studies & Sportkunde

Step	<u>What</u> should I do?	<u>Where</u> can I find the information?	<u>Who</u> can help me?	<u>When</u> should I do this?	<u>Is this step compulsory?</u>
1. Research the options for a minor abroad	Get yourself informed on the partner universities, the courses they offer (you need to follow 30 ECTS or international equivalent), additional information and the application process.	AZ ' Abroad study & internship ' or AZ ' Buitenland stage & studie '	Discuss the options with your 2 nd year PPD coach	12 months prior to start of semester abroad	Compulsory if you want to study your minor abroad
	Get informed on the option of applying to a non-partner university If you choose this option you can skip step 2!	AZ 'Abroad study & internship' Or AZ 'Buitenland stage & studie' You will need to conduct your own independent research to identify a suitable none partner university	Discuss the options with your 2 nd year PPD coach	12 months or longer prior to start of semester abroad	Compulsory if you want to study your minor abroad
	Get informed on scholarships and their application requirements and deadlines: <ul style="list-style-type: none"> • Holland Scholarship (study/internship outside of Europe) • FBSV Scholarship (study/internship outside of Europe) • Erasmus grant (study/internship in Europe) 	AZ 'Abroad study & internship' or AZ 'Buitenland stage & studie'	Discuss with your PPD coach Follow the application procedure Contact the international office for help	Holland Scholarship: 1st May for study/internship abroad in next academic year FBSV Scholarship: 1st September for study/internship in Semester 1 - 1st February for study/internship in Semester 2	Optional

Erasmus grant:
1st June for
study/internship
in semester 1 -
1st November
for
study/internship
in semester 2

Check SIS for the number of ECTS you have received	SIS	Discuss with your PPD coach	12 months prior to start of semester abroad	Compulsory; you must have sufficient ECTS to follow your minor abroad (i.e. all 60 ECTS of the first year and at least 40 ECTS of the main phase)
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Follow the 'Going Abroad' week	MijnHvA – Project week	Anjo Veenstra - the coordinator of the week	At least a year before you plan to go abroad. The Going Abroad week is organised each November and June	Compulsory for Sportkunde students
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2. Apply for the internal selection procedure for a minor at a partner university	Complete the selection form.	AZ 'Abroad study & internship' or AZ 'Buitenland stage & studie'	Discuss this with your PPD coach and/or international office	Deadline for minor abroad in semester 1 or 2: 15th February Deadline for minor abroad in semester 2: 15th September	Compulsory if you want to study abroad
	Wait to hear if you have been selected to apply to a partner university	You will be informed about the outcome of the selection process via email	The international office	Two to three weeks after the deadline	Yes

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3. Ask the exam board for approval	Complete the form for the exam board (indicating your choice of +/- 45 ECTS in courses in total) and send it to the exam board – this is a requirement for partner and non-partner universities	AZ 'Abroad study & internship' or AZ 'Buitenland stage & studie'	Contact the exam board for help	Immediately after you have been notified of your selection or as soon as possible for non-partner universities	The exam board has to approve your choice of minor. Otherwise your obtained credits cannot be added to SiS

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4. Apply to the (non) partner university and, if available, for a scholarship	Complete the application form / paper work for the partner university or your chosen non-partner university	You will receive information from the (partner) university	Contact the international office for help with regards to partner universities	See university specific deadlines	Compulsory if you want to study abroad
	Apply for a scholarship , if available. See step 1	AZ 'Abroad study & internship' or AZ 'Buitenland stage & studie'	Contact the international office for help	This depends on the application deadline of the scholarship	Optional
	If you have applied for the Erasmus grant: send your completed 1.2 learning agreement with your exam board form	AZ 'Abroad study & internship' or AZ 'Buitenland stage & studie'	Contact the international office for help	Send it in together with your exam board form or as early as possible afterwards	Yes, if you have applied for the Erasmus grant

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5. Pre-departure support	Attend the pre-departure meeting to meet the other students going to the same partner university and to get informed on practical matters such as grants, emergency procedures, visa, etc	You will receive an email from the international office which outlines the details of the meeting and time and location	The international team	For minor abroad in semester 1: April	Essential information on studying abroad will be given
				For minor abroad in semester 2: October	
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6. Whilst abroad	Keep in touch with your PPD coach	Via email/whatsapp/Skype/telephone (preferred way)		Several times	Compulsory
	Erasmus students: complete the required documents (1.2B, 1.3, 1.4, transcript of records participant report, language assessment)	AZ 'Abroad study & internship' Or AZ 'Buitenland stage & studie'	Contact the international office for help	Before the end of the semester	Compulsory if you want to receive the Erasmus grant
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8. After your return	Hand in your transcript of records with the exam board	The (partner) university will send it to you or the international office		As soon as you have received it	Compulsory to have the courses you took abroad add to SIS
	Fill out the survey	The exam board sends it to you via email		Within one month after receiving it	Compulsory

For questions about this step-by-step plan, please contact the International Office, by sending an email to sn-international@hva.nl.