Course approval information
QTEM exchange students – UvA Economics and Business
2020-2021 (provisional)

Courses abroad

- During your exchange it is expected that you obtain the equivalent of **30 EC per semester**.
- 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.

- **General course requirements:**
  - the content of the courses may not overlap with other courses in your study programme
  - the courses must be of Master’s level
  - the courses must be relevant to your study programme

- **Additional QTEM course requirements:**
  - a minimum of 22 QTEM credits of quantitative or semi-quantitative courses
  - successful completion of a minimum of 20 QTEM credits of courses in the same QTEM Module (UvA MSc courses are also taken into account)

- **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.

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).
- 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. You can do this yourself by 1) checking what the level of the courses is and by 2) determining if the courses show any overlap with other courses in your study programme by consulting the weekly topics and literature in the course descriptions. This way your courses abroad are most likely to get approved by the Board.
• 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**.

• The request you have submitted at the Board of Examiners can be finalized as soon as the Economics and Business Exchange Office has received an **official transcript** from your host university. This will in general take around 4-6 weeks after the end of your semester abroad. The Exchange Office will send your transcript to the Economics and Business Board of Examiners.

• 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).