



# **MINOR STUDY ABROAD**

**BEFORE YOU GO ABROAD**

**OUTGOING STUDENT GUIDE**



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## 1. ORIENTATION MINOR STUDY ABROAD

Are you thinking about studying abroad but you don't know where to start looking? Going abroad for a minor is not the easiest option out there, but it may be the most fulfilling. Pursuing a Minor Study Abroad is a chance to develop yourself in an independent way. It's a 'once in a lifetime' opportunity, to push your boundaries and expand your network.

Before you decide to apply for a Minor Study Abroad, there is a lot to consider. This guide will provide you with general information about Minor Study Abroad and some tips to point you in the right direction.

For information about Minor Study Abroad, please visit the [Study Abroad](#) portal. For general information about going abroad during your studies you can visit [Wilweg.nl](#). If you have questions after reading this guide, please contact your [international coordinator](#).

### 1.1 What is a Minor Study Abroad?

During your studies at Fontys you have the possibility to study abroad for one semester at one of our international Cluster partner universities or at a Fontys-wide partner. Usually, you can do your Minor Study Abroad in your 3rd year (Fall or Spring Semester).

During a Minor Study Abroad, you must complete a full semester load equal to 30 ECTS (European Credit Transfer and Accumulation System). Some partner universities offer set programs, but in most cases, you will have to create your own course package by choosing among individual courses from the partner course catalogue. A Minor Study Abroad is aimed at deepening or widening your skills and knowledge therefore *course selection should not overlap* with your own study program at Fontys.

### 1.2 What is the requirement for following a Minor Study Abroad?

The main requirement for following a Minor Study Abroad is that you have passed the Propaedeutic phase before the application round (one semester before the actual minor). See 3.1 "P-Check" for more information. You must also complete and submit a student application form in Mobility Online.

### 1.3 Where can I go for a Minor Study Abroad?

When going abroad for your minor, you can choose 3 cluster partners or Fontys-wide partners or a mix of the two.

#### Cluster partners:

**Fontys Cluster partners** are only available to students that study within a specific Fontys school within a certain Cluster (group of Fontys schools). Most clusters have a range of [cluster partners](#) across the globe.

#### Fontys wide partners:

**Fontys Wide partners** are open to all students across from all Fontys schools.\*

\*Thoroughly research Fontys-wide partners to find out if the course offerings are suitable for your specific study program.

You can mix cluster partner and Fontys-wide partner choices in your application. We recommend that you select all three choices for partner universities though you are not obliged to do so. Filling in 3 choices increases the chances that you will be selected for an exchange.

#### Freemover:

You can also choose to go abroad as a Freemover, which means that you do not participate in an exchange program. Instead, you arrange your own semester abroad on an individual basis.

Fontys does not help you with the arrangements, so you must contact the specific university yourself and ask them what you have to do in order to apply as a freemover. When going as a freemover:

- the same rules apply as for a Minor Study Abroad exchange program: you need to obtain a minimum of 30 ECTS,
- there can be no overlap of courses with your study at Fontys,
- the courses must be approved by the exam committee.

If you want to go as a Freemover please discuss this with your international coordinator.

## 1.4 What can I study during a Minor Study Abroad?

Some partners offer set minor programs, but usually this is not the case. This means that you are responsible for putting together your own course package. Check the partner university website for more information about exchange program offers.

- You must select and follow courses with a minimum total value of 30 ECTS.
- If the exact course schedule is not yet available for the semester you want to go abroad, we advise you to look at courses offered the previous semester as course offers usually stay about the same (changes may occur).
- You cannot receive credits for sport courses (outside of the exchange program courses) or extracurricular activities
- You cannot choose courses that have an overlap with your Fontys study program
- You cannot choose language courses in your mother tongue
- You can choose language courses as long as the level is higher than the level you already study at Fontys
- You can choose courses related to culture or history of the country, psychology etc.

## 2. APPLYING FOR A MINOR STUDY ABROAD

### 2.1 When do I apply for a Minor Study Abroad?

You always have to apply for a Minor Study Abroad one semester beforehand. For example, when going abroad for the Fall semester you have to apply in February. When going abroad for the Spring semester you have to apply in September.

The [exact deadlines](#) are published on the Study Abroad website well in advance of the application periods.

### 2.2 How do I apply for a Minor Study Abroad?

All Fontys students must apply for their Minor Study Abroad in an online system called Mobility Online. You must register in Mobility Online as well as complete and submit your student application form before the deadline.

The application form (in English) is organized in an easy-to-follow and logical order to gather information from you in a step-by-step manner. The application contains 8 steps in the following order:

1. Application details
2. Personal data
3. Data concerning the study
4. Data concerning the study abroad (partner choices)
5. Contact details in case of emergency
6. Language competence
7. Budget Planner
8. Other information (Privacy Statement)

### 2.3 Completing your Application Form

For specific instructions on completing your application, please refer to the Minor Study Abroad Mobility Online User Guide. You can find this guide on the [Study Abroad website](#).

## 3 BEING SELECTED FOR A MINOR STUDY ABROAD

### 3.1 P-Check

You must meet the conditions to go on an exchange known as the “P-Check”. The P-check is done by each institute to check if you have the credits required to achieve your Propaedeutics before you go abroad (some institutes do have exceptions to this rule). You are allowed to go through to the selection round and continue the application process only if you meet the required entry criteria from your institute.

### 3.2 Selection: The Draw

Starting from the Fall 2024 selection period, we will start using a Draw within Mobility Online for selecting students for outgoing SA exchanges. A draw is a process for selecting and allocating a student to a partner university by means of *random selection*. If you complete and submit a SA student application and pass the P-check, you are entered into the Draw.

#### Round 1

- The draw starts with partner Choice 1. Students are randomly selected for their first choice partner until the number of spaces at that partner are filled.
- If you are not placed with your Choice 1 partner, the same process will take place for Choice 2 and Choice 3 partners.
- If you are selected for an exchange at a partner university, you will receive an automated confirmation email through Mobility Online.
- If you are not selected in this round, you will receive a message through Mobility Online informing you of your option to participate in Round 2.

#### Round 2

In this round, you may apply to a partner university that still has open spots. You can see this in your own application in the drop-down menu for partners.

- The exact dates and the open spaces for the round will be communicated directly to the non-selected students from Round 1.
- Round 2 is only for students who have applied in Round 1 and did not get selected for any of their choices, this is not an opportunity for new applications!

### Round 2 Draw

- If you are not placed at a partner university in Round 1, you will have the option to participate in Round 2.
- To participate in Round 2, you must go to your Mobility Online workflow and checkmark the "Participate in second application round confirm/decline" box.
- For Round 2, a draw will take place in the same manner as Round 1.

If you are not selected in Round 1 or Round 2, you may still have other options for going abroad, such as a freemover or going on an internship. Please check with your International Coordinator.

### Exception for students from the Academy of the Arts

- If you are an Arts student, you may be excluded from the draw as you are not selected by Fontys, but rather by the partner after you send in your audition/portfolio, depending on partner requirements.
- It is your responsibility to research the audition / portfolio procedure and deadlines of your selected partner universities.
- *If you select Fonty-wide partners for all 3 choices or as a 1<sup>st</sup> choice, you **WILL be included** in the draw.*
- We recommend that you follow the application procedure for your other cluster partner choices in case you are not placed with a Fontys-wide partner.

## **3.3 Nomination to partner university**

When you have been selected for a Minor Study Abroad, your Institute Coordinator or Team Study Abroad (responsible for Fontys-wide partners) will send your nomination to the partner university. You will receive a confirmation once this has been completed.

***Have patience for this process that can take up to 3 – 5 weeks! The nomination process is complicated and differs between most partners. You do not need to contact your Institute Coordinator or Team Study Abroad before this time.***

In most cases, the nomination is just a formality, but it is important to know that Fontys does not make the final decision. After the partner has received the nominations, students will receive further instructions from the partner.

*If your application deadline is shortly after the Fontys application period, your nomination will be handled with urgency.*



### 3.4 Register Minor Study Abroad in ProgressWWW

You have to register your Minor Study Abroad in the ProgressPortal. Go to [the ProgressPortal](#) and log in with your PCN number. Then follow the steps:

- Enrollments
- Fontysminors
- Start February 20XX / September 20XX
- Buitenlandminor

### 3.5 Application and acceptance at partner university

Even though you have applied for an exchange through Fontys, *you still need to submit a different application in a separate process to your host university.*

Once your nomination has been confirmed by the partner, you will receive more information about the partner application process either directly from the partner or through your International Coordinator. (This is possibly an extensive process).

Please note that all partner universities operate with strict deadlines for their applications. **You are responsible for sending the required documentation within these deadlines, so please check your (Fontys)mail regularly.**

After you submit your application to the partner, the partner, your International Coordinator or Team Study Abroad will notify you of approval and provide further instructions.

## 4 Your Learning Agreement (course selection)

A Learning Agreement is a program of the studies for you to follow abroad. The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the exchange to make sure that you receive recognition for the activities you successfully completed abroad. Before you go abroad, you must create and submit a list of all courses you plan to take in the Learning Agreement in Mobility Online.

### 4.1 How to select courses for your Learning Agreement

Usually, you will receive an updated course list from the partner university. If this information isn't available yet, use the course list of the previous year. Visit the website of the host university and look for suitable courses. Some universities offer a special program for international students. Other universities offer the same courses to exchange students as to their bachelor students. Choose courses you are planning to take. Your Learning Agreement can be changed later, if needed.

Courses should be "deepening and broadening", adding knowledge to your study program at Fontys BUT be careful not to overlap partner courses with courses you had or will have at Fontys. Adding similar partner courses to Fontys courses is sometimes a tricky decision and lecturers are often consulted first before such a course is accepted. The course description is very important in reaching a decision.

### 4.2 Approval of your Learning Agreement (course selection)

In order for your Learning Agreement to go to the exam committee for official approval, fill in the Learning Agreement with the courses you want to take that equal at least 30 ECTS. ECTS are a standard that all European institutions use (1 Credit is 28 hours). In case you go to a non-European institution, you may have to convert the local credits to ECTS.

As a first step, all courses in your Learning Agreement must be approved by your the examination board of your institute (some institutes have exceptions to this procedure), your international coordinator **and You!**

### 4.3 Requirements for your Learning Agreement

- 1 Only Learning Agreements with a minimum of 30 ECTS **and** no course overlap with your Fontys study program will be approved.
- 2 All courses in your Learning Agreement must be approved by your the examination board of your institute (some institutes have exceptions to this procedure).
- 3 You will then need to get a signature from your Institute Coordinator **and** the sign it yourself.
- 4 Send your signed Learning Agreement to your host university for a signature.
- 5 The complete Learning Agreement signed by all three parties (your Institute, the partner university and you) must be uploaded in Mobility Online.

**Note:** All of this takes place digitally with a .pdf that must have physical signatures.

- 6 If the Learning Agreement is not accepted, you must change and resubmit the Learning Agreement with all 3 signatures in Mobility Online (through the same process).

### 4.4 Changes to Learning Agreement in Mobility Online (before departure)

Once you have submitted your Learning Agreement for approval and you want to change one or more of your courses, you must do this in Mobility Online.

- Ask your International Coordinator to re-open your Learning Agreement for.
- Your changes must be once again approved by all parties and uploaded in MO.
- **Delete a course:** click the trash can icon next to the course name inside the step “Changes to courses in Learning Agreement”.
- **Add a course:** click on “enter further courses...”. *If you add a course, please do not forget to add the correct amount of credits (ECTS vs local credit).*

## 5. ERASMUS+ SCHOLARSHIP

### 5.1 Erasmus+ Scholarship application

There are several possibilities for a scholarship for your Minor Study Abroad. *If have been selected for an **Erasmus partner***, you can apply for the [Erasmus+ Scholarship](#).

Erasmus+ Scholarship:

- Scholarship from the European Union
- You can apply when a study/internship takes place within the European Union
- The scholarship amount depends on destination
- Application is done through Mobility Online and disbursement (payments) through Team Study Abroad. Conditions can be found via this [link](#).

Once you are selected for an Erasmus partner university, the application for an Erasmus+ Scholarship will automatically be the next step after registering your Minor Study Abroad in ProgressWWW.

There are many other scholarship possibilities and you are encouraged to find and apply for other grants or [scholarships](#). You can find information about the different scholarships [here](#).

### 5.2 Receiving your Erasmus+ Scholarship

If you are approved for an Erasmus Scholarship, you must **complete all steps in Mobility Online on time** in order to receive your scholarship before departure for your study abroad.

If you do not complete all these steps before departure, you will not receive your Erasmus Scholarship.

- Upload signed Learning agreement with three signatures (you, your institute (sending institution), and partner university (receiving institution))
- Upload signed Grant agreement (Terms & Conditions for receiving the Erasmus+ scholarship)
- If necessary, take the Online Language Assessment (you will receive this by email)
- Finalize all the other steps in the “before departure” section, such as bank details, insurance details and foreign address

## 6 PRACTICAL MATTERS FOR YOUR STUDY ABROAD

### 6.1 Preparations Minor Study Abroad

You can check the Team Study Abroad [webpages](#) to read more about some of the preparation steps.

Please refer to the pre-departure check list on the last page and make sure you tick all the (applicable) boxes before you depart for your minor\*

*\*Don't forget you are now responsible for your (online) partner application, visa, medical insurances, (possible) vaccinations, housing arrangements and other practical matters. \**

### 6.2 OV-compensation

When going abroad for your minor, you can apply for OV-compensation. You can read more about the OV- compensation on the pages of DUO [here](#).

You can apply for OV-compensation by filling in part 1,2 and 3.5 of the 'Verklaring onderwijsinstelling' and returning the form to your Institute Coordinator. When filling in the form, please make sure that the dates on the form match the actual dates of your semester abroad and your dates in Mobility Online.

Please note that in order to apply for the OV-compensation you need to be registered in Studielink for the academic year and your tuition fees needs to be paid. If you are not registered in Studielink for the academic year, your Institute Coordinator cannot sign your form.



### 6.3 Keep your Mobility Online up to date

Details such as foreign address and phone number always should be correct. If these details change during your stay abroad, please update your Mobility Online details accordingly.

The same counts for the dates of your stay abroad. If you need to change information in Mobility Online, but are not able to do this yourself, please inform your Institute Coordinator.

### 6.4 Insurance



When studying abroad, it is essential to have the right insurance. You have to make sure you have at least valid insurance that covers healthcare, repatriation and third-party liability.

You should also familiarize yourself with the specifics of insurance in the country of your destination.

### 6.5 Safety Abroad

Stay up-to-date with the (safety) situation in your host country and city. If something happens in the country you are residing in, you should receive an email from Team Study Abroad with information about the situation and what you should and/or can do. Of course, you are also welcome to contact your international coordinator so that we know you are safe.

In order to stay up-to-date on the travel advice of your destination you can check the pages of the [Nederland Wereldwijd](#). We also recommended that you download their App [24/7 BZReis](#).

For general information about safety abroad you can visit the pages of [Team Study Abroad](#).



## 7. FREQUENTLY ASKED QUESTIONS

### 7.1 Orientation

**Q: Do I have to pay tuition fee for a Minor Study Abroad?**

A: If you choose to go to an Erasmus Partner (in most cases), the Minor Study Abroad is included in the tuition fee you pay to Fontys. For some Fontys Wide Partners you might need to pay extra money to cover the tuition fee abroad (this is mentioned in the partner specific information). Costs related to housing, flights, visas etc. need to be covered by the student. If you go to a non-partner university as a Free Mover, you always must pay tuition fees both at the host university and at Fontys.

**Q: How big is the chance to get into the partner university of my preference?**

A: Whether you will get into your 1st choice of partner universities really depends on how popular that exact partner is. When they receive a lot of applications, the competition is high. For FW partners, you can check the competitiveness [here](#).

**Q: What level of English is required for a Minor Study Abroad?**

A: It is not required that your English is perfect, as we expect your English to improve during the Minor Study Abroad. It is however recommended that your English level is at least **B2** so that you can follow and understand classes given in (academic) English.

### 7.2 Application

**Q: I missed the deadline for the Minor Study Abroad application, can I still apply?**

A: The deadlines for applying for a Minor Study Abroad are very strict. If you miss the deadline, we simply cannot accept your application. This is because we start the selection process immediately after the deadline. Once the deadline has passed, the online system will also be closed, and it is not possible to submit new applications.

**Q: In Mobility Online I cannot change the information “Home Institution: EINDHOV03”, but I study in Tilburg. What to do?**

A: EINDHOV03 is the Erasmus code for Fontys in general and the code is therefore applicable to all Fontys schools. EINDHOV03 is therefore the correct code for your application.

**Q: The partner university I want to apply for is not listed in Mobility Online. What do I do?**

A: In order for the correct partners to be listed in Mobility Online you must add the correct Institute in your application.

**Q: What happens if I do not get selected for the partner(s) I applied for?**

A: All students who applied for a Minor Study Abroad but who were not selected will get the chance to apply in the 2nd round. In this round, you get the chance to apply for all open places at Fontys wide partners. The exact dates and the open spaces for the round will be communicated directly to the non-selected students. This round is only for students who have applied in the first round and did not get any of their choices, this is **not** an opportunity for new applications!

### **7.3 Before departure**

**Q: When can I book my flight?**

A: We advise you to wait before booking your flights until you have been officially accepted by the **host** university.

**Q: I am going to a partner university outside of Europe: do I need to apply for a VISA?**

A: Yes, for most partners schools outside of Europe you need to have a valid VISA. Applying for a VISA is your own responsibility. However, most partner universities offer some support and advice for the application process.

**Q: Can Fontys help me find accommodation abroad?**

A: No, Fontys does not have accommodation offers for students abroad. It is the student's own responsibility to find suitable housing. Many partner universities offer accommodation (assistance).

**Q: For my application (e.g Erasmus scholarship) I need the contact details of the person responsible at Fontys/Sending institution. Who is this?**

A: Please fill in the name and e-mail address of your International coordinator. Contact details can be found [here](#).



## 8. PRE-DEPARTURE CHECKLIST

**Don't forget** that in the pre-departure phase you are responsible for your own (online) application, visa, (medical insurances) and housing arrangements.

### PLEASE CHECK THE FOLLOWING PRIOR TO YOUR DEPARTURE:

- Attended pre-departure session
- Completed application partner university
- Accepted by partner university
- Applied for scholarship
- Connected with fellow students
- Created and submitted Learning Agreement
- Received approval Learning Agreement
- Registered Minor Abroad in ProgressWWW
- Arranged housing
- Arranged passport
- Booked your travel
- Applied for VISA (if applicable)
- Arranged the necessary insurances
- Got vaccinated (if applicable)
- Applied for OV-compensation (if applicable)
- Completed ALL steps in the section "Before study at partner university" in Mobility Online
- Erasmus students: completed ALL steps in the section "Application Erasmus scholarship for study" in Mobility Online

**SAFE TRAVELLING!**