

## Explanation of the exchange score card

When applying for exchange, you will fill out your preferred partner universities. For all partner universities there is a maximum number of places for VU students. If there are more applications than the available number of places, VU International Office will select the highest ranked students. We rank students according to a certain method. For reasons of transparency in the selection process, we created this score card. This score card will be used to evaluate your application for one of your top 5 preferred universities. Please note that it is not possible to receive the details of your score after the selection process.

The score card consists of:

1. [Motivation and CV](#)
2. [Grade average](#)
3. [Credits at the time of application](#)
4. [Extra \(study\) programmes](#)
5. [Language proficiency](#)

### 1. Motivation and CV

All students have to fill out our motivation form as part of their application. The motivation form can be found on our website and on our Canvas page. If you do not use this form, we cannot take your application into consideration. For your motivation you can receive between 0 and 4 points.

#### Plagiarism and use of AI

The purpose of studying at VU Amsterdam is that you learn to acquire and process knowledge on your own. The writing process is important to organise your thoughts and reflect on why you want to go on exchange. In other words: we expect you to write your own texts on the motivation form. If we detect plagiarism on your motivation form, we will reject your application.

You are not allowed to use generative AI systems (such as ChatGPT) on your motivation form. This is in line with the [VU-wide policy regarding the use of AI systems](#). The use of AI on your motivation form will lead to a deduction of points.

#### Courses at partner universities

You should indicate which courses you would like to take at the host university. This is not your final list, but it is important to do your research and make sure there are enough suitable courses offered in your field of study. Because in the end, it is your own responsibility to be able to follow enough courses at the partner university. In case actual courses are not listed on the host university's website, then at least a general outline of your proposed or planned study field in a particular faculty or department is expected. Please take into account possible prerequisites for courses and potential restrictions for certain fields of study available under the exchange agreement (check [VU Study Abroad Map](#)). Also check if the courses are offered in a language that you speak fluently. If you do not mention courses, we cannot select you for that particular university. Doing your research now, will help save problems regarding courses further down the line.

Motivation	Score
General motivation on why to study abroad	0 to +2.0
Motivation for universities and choice of courses	0 to +2.0
Not mentioning courses	Application rejected

### CV questions

Another part of your motivation form is a CV-related question. When reviewing this part of your motivation form, we focus on the (intercultural) skills that you gained in your job or during your study programme. Work experience can also be voluntary work, or a position in a student-, study- or sport association. It is important that you explain two skills that you have learned and how they will help you during your exchange semester abroad. Take your time for answering this question and reflect on what you have learned.

Please note that you do not have to attach your CV.

CV	Score
Experience/activities which reflect (intercultural) skills	0 to +2.0

## 2. Grade average

The grade average is the weighted average of all numeric grades that you have received for passed courses of the study programme with which you applied for exchange. Alpha numeric grades (VD, NS etc.), as well as grades for courses that are not part of the main degree programme, will not be included. If you would like to see your grade average for yourself, please check the Study Monitor in your dashboard on VU.nl. Each grade corresponds to a different score:

Average weighted score on passed grades	Score
6.0	0.2
6.1	0.4
6.2	0.6
6.3	0.8
6.4	1.0
6.5	1.2
6.6	1.4
6.7	1.6
6.8	1.8
6.9	2.0
7.0	2.2
7.1	2.4
7.2	2.6
7.3	2.8
7.4	3.0
7.5	3.2
7.6	3.4
7.7	3.6
7.8	3.8
7.9	4.0
8.0	4.2

Average weighted score on passed grades	Score
8.1	4.4
8.2	4.6
8.3	4.8
8.4	5.0
8.5	5.2
8.6	5.4
8.7	5.6
8.8	5.8
8.9	6.0
9.0	6.2
9.1	6.4
9.2	6.6
9.3	6.8
9.4	7.0
9.5	7.2
9.6	7.4
9.7	7.6
9.8	7.8
9.9	8.0
10	8.2

### 3. Credits at the time of application

As a Bachelor's student you should have obtained at least 60 ECTS credits at the time of application. We will take into account the courses you passed in your first and second year. It is not necessary to have passed all courses of *the first year* at the time of application. Grades and credits will be checked after Monday 19 January 2024, enabling the registration of grades from the second period, if registered in time by your professor. We do not have any influence on this process. We can only take registered grades/credits into consideration.

As a master's student you should have obtained at least 12 ECTS credits at the time of application.

Please be aware that:

- All bachelor's students with less than 60 ECTS credits (at the time of application) will not be considered for exchange. You can try again in our next selection round.
- All bachelor's students should have obtained at least 90 ECTS credits by the time they go on exchange. Check if your faculty has any additional conditions.
- All master's students with less than 12 ECTS credits obtained in their first year will not be considered for exchange.

Credits at the time of application	
Less than 60 ECTS credits for bachelor's students Less than 12 ECTS credits for master's students	Application rejected

### 4. Extra (study) programmes

When you are participating in the VU Honours programme, or if you successfully participated as a buddy in the *VU International Office/ESN Buddy programme* or a mentor programme of your faculty (e.g. the SAM programme at the School of Business and Economics) you will receive max. 1 point extra. If you will start one of the programmes in the 2<sup>nd</sup> semester of this academic year, you will not get 1 point, since you did not start or complete the programme yet. Are you currently enrolled in two study programmes at VU, and did you obtain at least 12 ECTS? In that case you will receive 1 point extra.

Extra programme	Score
Honours programme	+1.0
Two study programmes at VU (for your second study programme, you need to have obtained at least 12 ECTS)	+1.0
Participation in the <i>VU International Office/ESN Buddy programme</i> or mentor programme of your faculty	Max. +1.0

## 5. Language proficiency

We expect you to have sufficient knowledge of the language in which you would like to take (the majority of the) courses. The general proficiency level of that language should be at least B1 (sometimes A2) of the Common European Framework of Reference for Languages (CEFR, check explanation of the levels [here](#)) by the time you start your courses.

You will have to upload proof of your language proficiency as part of your application in Mobility Online. Please carefully check on the [VU Study Abroad Map](#) what level of proficiency is required at the time of application per university and if applicable, what the level needs to be at time of arrival at your host university.

Please note that if the language proficiency is not sufficient for the requirements of the university of your choice, you can be rejected for your university of choice, even if there are enough places left. If we are in doubt if your knowledge of the language is sufficient, we will get in touch with you about your level of proficiency.

If you have any question or doubts, please contact us on [outgoing@vu.nl](mailto:outgoing@vu.nl).

**Good luck with your application!**