



# **Fact sheet International Exchange Programme**

**Academic year 2024-2025**

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# International Exchange Programme

## Factsheet for the academic year 2024-2025

### General information

<b>Address Head Office</b>	<b>Tio Business School</b> Ms. K. Vlijter – International Student Affairs Office Ms. S. Alexis – Coordinator International Education St. Jacobsstraat 400, 3511 BT Utrecht, The Netherlands ☎ +31 (0) 30 79 99 000 ✉ <a href="mailto:internationaloffice@tio.nl">internationaloffice@tio.nl</a>
<b>Erasmus Code</b>	NL UTRECHT 35 - EUC 242897 <a href="#">Click here for the Erasmus+ Student Charter and Regulations.</a> 

### Departmental contact information

<b>International Tio Campuses</b>	Tio Business School has 6 campuses (Utrecht, Amsterdam, Rotterdam, Eindhoven, Hengelo and Groningen). Study locations for exchange students are <b><a href="#">Amsterdam &amp; Utrecht</a></b> . <i>(*students will only be allocated in Amsterdam until further notice)</i>  Students can apply for a specific location, although this cannot be guaranteed. Respecting each preference, Tio will, in consultation with your university, allocate individuals to one of the locations.	
	<b><a href="#">Tio Campus Amsterdam</a></b> Tempelhofstraat 5 1043 EA Amsterdam The Netherlands  ☎ +31 (0)20 475 10 57 ✉ <a href="mailto:amsterdam@tio.nl">amsterdam@tio.nl</a>	<b><a href="#">Tio Campus Utrecht</a></b> Oudenoord 2 3513 ER Utrecht The Netherlands  ☎ +31 (0)30 666 88 36 ✉ <a href="mailto:utrecht@tio.nl">utrecht@tio.nl</a>

## Academic information

<b>Available study places</b>	Depends on the (bilateral) agreement with the partner university
<b>Language of instruction</b>	English (Minimum level B2 required, by proof in IELTS/TOEFL or CEFR)
<b>A full semester constitutes</b>	30 European Credits (The minimum number of credits that needs to be taken / selected is 15 EC)
<b>Courses &amp; modules</b>	Students can select a module with courses from the Exchange modules. These modules represent the studies of Tio. Please find the full list of choices and modules at: <a href="https://tio.nl/course-catalogue/">tio.nl/course-catalogue/</a> . <b>Please note:</b> Some courses are highly popular among students and fill up quickly. <b>All courses have a maximum number of students per campus, so applying promptly</b> is crucial. In the event that courses are fully booked, you will need to select another module or course.
<b>Learning agreement</b>	Prepared by sending institution and student.
<b>ECTS / credits</b>	All study points will be accredited according to the EC transfer system (ECTS).
<b>Visa</b>	Students requiring a visa (Non-EU students) should contact the international office for more information on procedures and exact costs. <u>Visa students are obligated to apply for the 'service/package fee,'</u> which includes housing offered by Tio, and follow the visa application procedure facilitated by Tio (see below)
<b>Period of stay</b>	Tio expects incoming exchange students to be present for the entire semester

## Academic Calendar

\*(Dates are indicative and might change during the year, without prior notice)

<b>Registration deadlines</b>	<p>Fall semester (September – December)</p> <ul style="list-style-type: none"> <li>• Non-EU/EEA citizens: 1st May</li> <li>• EU/EEA citizens: 1st June</li> </ul> <p>Spring semester (January – May)</p> <ul style="list-style-type: none"> <li>• Non-EU/EEA citizens: 1st October</li> <li>• EU/EEA citizens: 1st November</li> </ul> <p>All registrations must be completed through our online portal. Once your home university nominates you via email, we will send you the invitation email to begin your registration process.</p>
<b>1<sup>st</sup> Semester dates</b>	<p><b>Fall Semester</b></p> <p>Welcome Day: Thursday 29 August 2024*</p> <p>Lecture period: 2 September – 6 December 2024</p> <p>Exam period: 09 – 20 December 2024*</p> <p>Retake period: 27 January – 31 January 2025*</p>
<b>2<sup>nd</sup> Semester dates</b>	<p><b>Spring Semester</b></p> <p>Welcome Day: Thursday 2 Jan 2025*</p> <p>Lecture period: 6 Jan – 12 April 2025</p> <p>Exam period: 14 April – 25 April 2025*</p> <p>Retake period: May 2025*</p>

<b>Tio requirements</b>	<ul style="list-style-type: none"> <li>• A minimum level of B2 English is required in order to be admitted to study with Tio (equivalent to IELTS 6.0 / TOEFL 80 / CEFR B2). Sending institutions need to make sure that the level of English is sufficient.</li> <li>• Tio can only accept exchange students from partner universities, if nominated.</li> <li>• Non-EU students need to provide the required documents at least 2.5 months prior to the semester start in order for Tio to complete the visa application.</li> </ul>
<b>Tio procedure</b>	<ul style="list-style-type: none"> <li>• Fill out the online application form, which will be sent directly to the student once nominated by the home university.</li> <li>• Ensure that you upload the required documents during the application process before the specified deadline.</li> <li>• For any questions regarding the application, please contact the International Office (internationaloffice@tio.nl).</li> <li>• Upon acceptance at Tio, students will receive information about their allocation to either Amsterdam or Utrecht, as well as details about the start of the academic year.</li> <li>• Exchange students must take exams on the regular dates/times, just like all other Tio students. If the semester dates at Tio do not align with your home university timetable, please confirm the possibility of sitting for exams either at Tio or your home university</li> </ul>
<b>Useful links</b>	<p> <a href="http://www.tio.nl/en">www.tio.nl/en</a>  <a href="http://www.studyinholland.com">www.studyinholland.com</a>  <a href="http://www.ns.nl/en">www.ns.nl/en</a>(Dutch railway)  <a href="http://www.ind.nl/en">www.ind.nl/en</a>(for visa students)  <a href="http://www.government.nl/">www.government.nl/</a>  <a href="http://www.9292.nl">www.9292.nl</a> </p>

## Academic information

<b>Type of accommodation</b>	<ul style="list-style-type: none"> <li>• Make sure to start your preparations as soon as possible (+4 months in advance).</li> <li>• Tio does not have own housing / dormitories so we work with our preferred agents:</li> </ul> <p><b>Amsterdam</b> Tio's Housing Agent (preferred supplier): DUWO, <a href="http://www.duwo.nl">www.duwo.nl</a>. Tio has a limited set of rooms available for <b>NON-EU</b> students.</p> <p><b>Utrecht</b> There is no housing available in Utrecht.</p> <p>▶ Length of rental contract is fixed per semester (fixed start- and end date of the rental contract)</p>
<b>Prices</b>	<ul style="list-style-type: none"> <li>• Rent in Amsterdam approximately € 700.00 - € 900.00 per month, depending on the room.</li> </ul>

	<ul style="list-style-type: none"> <li>Rent in Utrecht approximately €600.00 - € 800.00 per month, depending on the room.</li> </ul> <p>Advance payment: First and last month (depending on the housing) and possibly an administration fee of € 175.00 / € 200.00.</p>
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## Cost of living

<b>Cost of living Amsterdam</b>	€ 900.00 - € 1200.00 (including rent) estimated with moderate expense lifestyle
<b>Cost of living Utrecht</b>	€ 800.00 - € 1000.00 (including rent) estimated with moderate expense lifestyle
<b>Additional student costs</b>	Please consider possible additional costs during your stay in the Netherlands, such as travel expenses, insurance (dental, health, and liability), purchasing a bike, or using public transportation. Additionally, be mindful of potential extra travel expenses for courses, and include these factors in your budget planning.
<b>Study materials</b>	<ul style="list-style-type: none"> <li>Exchange students will be provided with the necessary study materials for their exchange period at Tio, including books, syllabi, and online materials.</li> <li>Please ensure to bring a laptop with you, as much of the group work will be conducted digitally. Make sure your device has up-to-date software (Windows, iOS) and a reliable antivirus system</li> </ul> <p>► Please make sure to <b>bring a suit / Tenue de Ville</b> to Tio. You might need to attend masterclasses or do presentations in which a suit or TDV is required.</p>

## VISA Students / Non-EU student

<b>VISA</b>	<p>Non-EU students need a <b>Residence Permit</b> in order to study with Tio. Tio will apply for the residence permit.</p> <p>Tio is offering a <b>full service package for Non-EU students</b>. This package has one price and includes housing, residence permit, health insurance, service fee of housing and the final deposit. Everything you need to be fully prepared for your period abroad!</p> <p>Tio needs to comply with the rules and regulations of the Dutch Immigration Department, and therefore offers non-EU students the service package.</p> <p><b>Please note:</b> Students from Canada can also choose for the 'WHP' : Working Holiday Permit. This is a special arrangement between the Netherlands and Canada, allowing students to study here for a cheaper visa price. Besides that students than will be free to choose their own housing and insurance. The package fee is not obligatory with a WHP. Do note: students need to take care of everything (including the visa) themselves.</p>
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<b>Service package fee for Non-EU/Non-EEA students</b>	If you need a visa/residence permit to study at Tio, we will help and guide you through the process. In order to successfully fulfil all the requirements as set by the Dutch immigration department. The package prices are as follows:										
		<table border="1"> <thead> <tr> <th></th> <th><b>One semester (5 month)</b></th> <th><b>Two semesters (10 month)</b></th> </tr> </thead> <tbody> <tr> <td><b>Amsterdam</b></td> <td>€ 5,000.00</td> <td>€ 8,500.00</td> </tr> <tr> <td><b>Utrecht</b></td> <td>€ 5,000.00</td> <td>€ 8,500.00</td> </tr> </tbody> </table>		<b>One semester (5 month)</b>	<b>Two semesters (10 month)</b>	<b>Amsterdam</b>	€ 5,000.00	€ 8,500.00	<b>Utrecht</b>	€ 5,000.00	€ 8,500.00
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<b>Utrecht</b>	€ 5,000.00	€ 8,500.00									
When staying over during the summer (between two semesters or as an addition to the studies) the 'Summer addition' needs to be booked as well (2months, costs: € 1,700.00).											
<p>The package fee includes:</p> <ul style="list-style-type: none"> <li>• Housing (actual costs of housing, €650.00 - 800.00 per month)</li> <li>• Service fee housing (€ 250.00 - 450.00)</li> <li>• Insurance (€ 250.00)</li> <li>• Visa application</li> <li>• Residence permit (€ 210.00)</li> <li>• Deposit (remaining costs)</li> <li>• <b>Please note:</b> Any leftover deposit will be transferred back to you by the end of the semester.</li> </ul> <p><b>Why do we need you to pay a package fee?</b></p> <p>A student can only apply for a residence permit through Tio, due to Dutch visa regulations. The amount of money needs to be transferred to Tio before we can apply for the visa. You will receive an invoice for the total amount once we have received your application and you have been accepted to Tio.</p>											

## Insurance

<b>Non-EU/ EEA students</b>	<p>Tio will provide insurance for incoming students through AON, specifically with the AON Complete Student Insurance</p> <p><b>Website:</b> <a href="http://www.aonstudentinsurance.com/students/en/">www.aonstudentinsurance.com/students/en/</a></p>
<b>EU students</b>	<p>Tio advises all incoming students to apply for an additional Student Insurance while studying abroad. In case you want to apply for an extra insurance via AON please check the AON Start, Startplus or Complete packages.</p> <p><b>Please note:</b> It is the students own responsibility to make sure he/she is fully insured while studying in the Netherlands. Medical costs can be very high if not insured properly.</p> <p>Website: <a href="http://www.aonstudentinsurance.com/students/en/">www.aonstudentinsurance.com/students/en/</a></p> <p>Besides AON there are more insurances available, and you are always free to make your own choice in insurance / companies.</p>