



International Office Social Sciences

Course Registration Instructions

Content

These instructions will lead you through the course registration process step by step. Please read the information very carefully, because some procedures may seem obvious, while they are not.

Keep in mind that the procedures for exchange students differ from the regular ones. If you **don't** register for courses in time it can have unwanted consequences for your stay in Amsterdam.

In this email you will find instructions for:

1. **Course catalogue**
2. **Timetables**
3. **Course registration**

The information about the course planner/course registration deserves a lot of attention. Please keep part 3 of the instructions with you when you are registering for courses.

Course registration for the **Social Sciences** courses takes place from **Thursday 5 December 8:00** (CET/GMT+1) until **Tuesday 17 December 13:00** (CET/GMT+1). After that the course registration is final. Only in very exceptional cases students can change courses after that date.

Course registration for Humanities courses takes place from **Thursday 28 November 8:00** (CET/GMT+1) until **Sunday 1 December 13:00** (CET/GMT+1).

The course registration takes place on a **first come first serve basis**. The sooner you register the more chance you have of getting into your preferred courses. You can start setting up your courses for course registration in your Planner before the start of the course registration period (see the Course Planner).

Recommended studyload Semester 2:

Block 1:	8 weeks	12 ECTS	3 February - 27 March 2020
Block 2:	8 weeks	12 ECTS	30 March - 29 May 2020
Block 3:	4 weeks	6 ECTS	2 June – 26 June 2020

If you encounter any difficulties when registering for courses, please read these instructions carefully. If you don't find a solution you can contact us at international-office-csw@uva.nl or +3120 525 8300.

Part 1 - Course Catalogue

The UvA course catalogue is continuously updated. By now most information has been entered, though changes may still occur until right before the start of the course registration period.

Bachelor courses

1. To find English-taught bachelor courses in the course catalogue, check our programme in the course catalogue: **Exchange Programme Social and Behavioural Sciences**
2. Look for courses under *Schedule*. As an exchange student at the Faculty of Social and Behavioural Sciences, you can register for any course from every discipline in the Exchange Programme Social and Behavioural Sciences. NB For some courses a specific academic background is required. This is indicated in the course catalogue. If according to us a student doesn't have an appropriate background, it isn't possible to register for that specific course.
3. If you have any doubts about meeting the entry requirements, please contact international-office-csw@uva.nl as soon as possible.
4. It is possible to take one or two courses from another faculty, such as the **Faculty of Humanities**. You can find these courses by using the filter option *Programme* on the **main page** and enter **Exchange Programme College of Humanities**.
5. Select courses and check the descriptions carefully:
 - Language of instruction
 - Entry requirements
 - Time period (semester and block)

Two ways to search courses:

The screenshot shows the 'Course' search page. At the top, there are tabs for 'Course', 'Programme', 'Minor', and 'Lecturer'. Below the tabs is a search bar with a magnifying glass icon and a 'Search text' checkbox. A green arrow labeled '1' points to the 'course' tab. On the left side, there is a 'Filter on:' section with several categories: 'Start in period' (Sem. 1, Sem. 2), 'Level' (Advanced (22)), 'Credits' (1 - 6 (22)), 'Language of instruction' (English (22)), 'Other' (open UvA course (2), no open UvA course (20)), 'Programme' (Algemene sociale wetenschappen (ASW) (Bachelor's in) (2), Amsterdam Exchange Programme in Social Sciences (6), Amsterdam Exchange Programme- Social Sciences (6), Asian Studies (Minor) (1)), and 'Institutes' (College of Social Sciences (22)). Green arrows labeled '2' through '6' point to the 'Start in period', 'Level', 'Credits', 'Language of instruction', and 'Institutes' filters respectively. On the right side, there is a table titled '22 courses found' with columns for 'Vak', 'Sem. 1', 'Sem. 2', and 'EC'. The table lists 22 courses with their respective semester availability and credit values.

Vak	Sem. 1	Sem. 2	EC
> Age & Sexualities	█	█	6
> An introduction to global environmental politics and governance	█	█	6
> Anthropology in the Mediterranean	█	█	6
> Anthropology of Modern Asia	█	█	6
> Anthropology of Urban Africa	█	█	6
> Authoritarianism and repression in a global age	█	█	6
> Children and International Development	█	█	6
> Cities and Change (ASW)	█	█	6
> Cities as Stage	█	█	6
> Dutch Problems, Dutch Solutions (6EC)	█	█	6
> English Refresher Course (CSW)	█	█	6
> Intersectionalities: Class, Race, Gender & Sexualities	█	█	6
> Islamic political theory	█	█	6
> Migrant Motives and Migration Policies (ASW)	█	█	6
> Orientalism and occidentalism in international relations	█	█	6
> Policy analysis and evaluation: speaking truth to power?	█	█	6
> Political economy	█	█	6
> Political economy of European integration- economic crises and integration in perspective	█	█	6
> Social Trends, Social Problems and Social Policies (6EC)	█	█	6
> Space & Place	█	█	6

Search course in 'Courses'




1. Go to "course" in the menu of the homepage of the course catalogue.
2. On the left you find a column with options for filtering. Find courses that start in a certain semester/block.
3. Choose between first year, advanced (2nd and 3rd year bachelor) and master courses.
4. Choose courses with 6 or 12 EC.
5. Select the language of instruction.
6. Select the institute (College of Social Sciences) or programme of your interest.
7. All the available courses will appear on the right.

Search course in 'Programme'

Select Programme in the menu. Search for: "Exchange Programme Social and Behavioural Sciences."

Click on *More info* for details of the programme. The left side shows the different specialisations within the programme from which students may choose freely. Click on the arrow before restricted-choice electives to be able to see the dropdown menu with the different courses available in this specialisation. You can ignore the information: restricted-choice electives.

Social Trends, Social Problems and Social Policies (12EC)

Course catalogue number	7332I001AY 				
Credits	12 EC 				
Language of instruction	English 				
Entry requirements	Only open to non-Dutch students and Dutch students with insider knowledge (e.g., as a citizen or inhabitant) of another country than the Netherlands. Exchange students should refer to 'Recommended prior knowledge' below. 				
Time period(s)	<table border="1"> <thead> <tr> <th>Sem. 1</th> <th>Sem. 2</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> 	Sem. 1	Sem. 2		
Sem. 1	Sem. 2				
					
College/graduate	College of Social Sciences 				
Organised by	Department Sociologie 				
Lecturer(s)	> dr. D.J. (David) Bos 				
Contact	Education Desk Social Sciences Nieuwe Achtergracht 166 kamer B 7.00 +31 20 5253777 				
Register 					

Check course details

You need to make sure that you can take the course of your choice, which depends on many factors described in the course details

1. Click on the link of a course to find the basic details.
2. **Catalogue number:** useful during your registration or when searching for the exact timetable of this course.
3. **Credits:** courses are 6 or 12 EC (European Credits). Regular course load per semester is 24-30 EC.
4. **Language of the course:** make sure that it's not coincidentally *taught in Dutch* or a language you don't understand. Read the details of the course to double check if it is the only language used in the course.
5. **Entry requirements:** Some requirements can be quite specific. You can only register for

them if you have the appropriate background. The international Office has checked transcripts in order to give or deny students the possibility to register for those courses. If you cannot register for a course and you think you do have the appropriate background, please contact the international office.

6. **Time period:** Each semester is divided in three blocks – two of 8 weeks and one of 4 weeks. The block in which the course takes place is colored red. A normal workload is 1 or 2 courses per block. A heavy workload is 3 courses per block.
7. **College/graduate:** The level of the course is Bachelor/Master. Exchange students cannot register for Master courses.
8. **Organised by:** Department which organizes the course
9. **Lecturer:** You can find contact details by clicking on the name.
10. **Contact:** the International Office of Social Sciences is your main point of contact.
11. Click on **Register** to add the course to your Planner (list of preferred courses).

Once you get to the Exchange Programme Social and Behavioural Sciences in the course catalogue, and you click on the specialisation of your choice, you will get to the page in image 1 and need to click on the arrow.

Image 1:

Course Catalogue 2019 - 2020 ▾
Help ?

Course
Programme
Minor
Lecturer

Search full text

[All programmes](#)

◀ Back

- ▶ Exchange Programme Social and Behavioural Sciences
 - ▶ Programme
 - ▶ Shared programme
 - ▶ Specialisation Child Development and Education
 - ▼ Specialisation Communication Science
 - ▶ Specialisation Cultural Anthropology
 - ▶ Specialisation Institute for Interdisciplinary Studies
 - ▶ Specialisation Interdisciplinary Social Sciences
 - ▶ Specialisation Political Science
 - ▶ Specialisation Psychology

Exchange Programme Social and Behavioural Sciences

Specialisation Communication Science

	Sem. 1	Sem. 2	EC
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"> </div> <div style="color: red;"> ▶ Restricted-choice electives: No background in Communication Science required: </div> </div>			60
▶ Restricted-choice electives: Background in Communication Science required:			60

Once you click on the arrow, a window with courses will open as shown in image 2.

Image 2:

- < Back
- > Exchange Programme Social and Behavioural Sciences
- > Programme
- > Shared programme
- > Specialisation Child Development and Education
- > Specialisation Communication Science
- > Specialisation Cultural Anthropology
- > Specialisation Institute for Interdisciplinary Studies
- > Specialisation Interdisciplinary Social Sciences
- > Specialisation Political Science
- > Specialisation Psychology
- > Specialisation Social Geography and Urban Planning
- > Specialisation Sociology

Exchange Programme Social and Behavioural Sciences

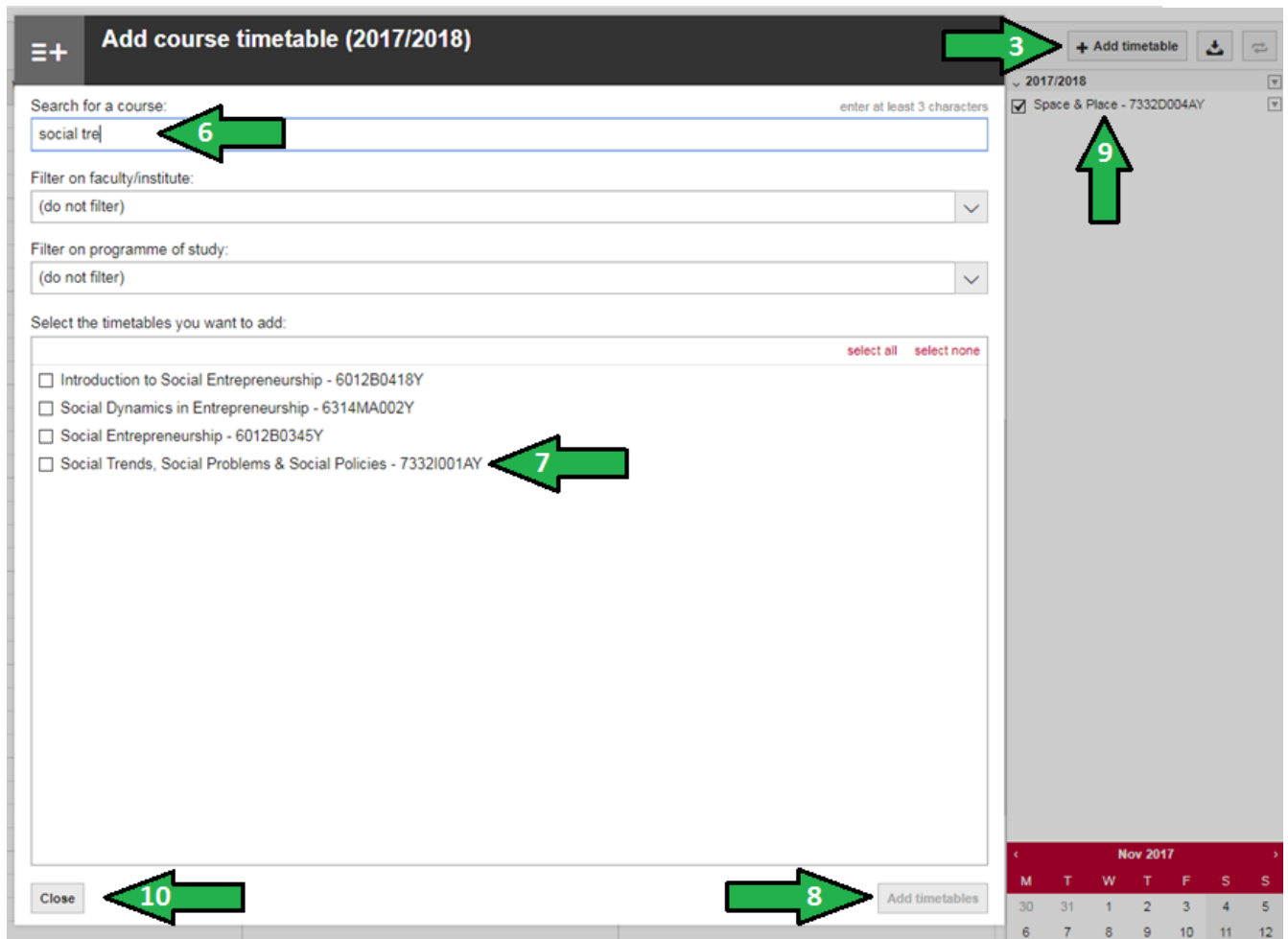
Specialisation Child Development and Education

	Sem. 1	Sem. 2	EC
> <i>Restricted-choice electives: No specific background required:</i>	■ ■ ■ ■	■ ■ ■ ■	60
> Introduction: Setting the stage for the study on violence	■ ■ ■ ■	■ ■ ■ ■	6
> The meaning of having children	■ ■ ■ ■	■ ■ ■ ■	6
> Violence 1: Interpersonal violence	■ ■ ■ ■	■ ■ ■ ■	6
> Mindfulness across the life span	■ ■ ■ ■	■ ■ ■ ■	6
> Violence 2: Group violence	■ ■ ■ ■	■ ■ ■ ■	6
> Violence 3: Structural violence	■ ■ ■ ■	■ ■ ■ ■	6
> Globalisation, education policy and change	■ ■ ■ ■	■ ■ ■ ■	6
> Lifelong learning: micro processes	■ ■ ■ ■	■ ■ ■ ■	6
> Lifelong learning: personal, organizational and societal perspectives	■ ■ ■ ■	■ ■ ■ ■	6
> Philosophy of educational research	■ ■ ■ ■	■ ■ ■ ■	6
> Developing Learning Cultures in Organizations	■ ■ ■ ■	■ ■ ■ ■	6

Part 2 - Time table

Check your timetable!

It's your **own** responsibility to sign up for classes with time tables that do not overlap. The time tables are published online the latest one day before the start of the course registration period. First add courses and then look up the course details.



The screenshot shows the 'Add course timetable (2017/2018)' interface. It features a search bar with the text 'social tre' and a filter section with three dropdown menus. Below the filters is a list of courses with checkboxes. A calendar for November 2017 is visible at the bottom right. Green arrows with numbers 3 through 10 point to specific UI elements: 3 points to the '+ Add timetable' button, 6 points to the search input, 7 points to the course list, 8 points to the 'Add timetables' button, 9 points to the selected course dropdown, and 10 points to the 'Close' button.

Step 1: Add Courses

The time table website www.rooster.uva.nl is accessible in two ways:

Indirectly through the UvA Course Catalogue. If you select courses, they will be added to your Planner. Click on [Open Timetable] and the time table website shows. This is the most efficient way to add courses to your time table.

Directly through www.rooster.uva.nl. Use Internet Explorer or Google Chrome. The website does not function in Mozilla Firefox.

1. Select the language: English, on the top right.
2. Click on *Log in*, so you can log in with your UvA net-ID and password.*
3. Click on *add timetable*.
4. Select the academic year 2019-2020.
5. Click on *Course*.
6. Type in the name or the course code in the search engine.
7. Select the right course.
8. Click on *add timetables*.
9. You will see the course appear in the right column.
10. You can add multiple courses at the same time. When finish adding courses click on *close*.

*For students who didn't receive their UvA net-ID and password yet, it is still possible to consult the timetable to see at what time, which course is offered.

Date	Time	Type	Description	Location(s)
Mon 19 Feb	13:00 - 17:00	Tutorial	Social Trends, Social Problems & Social Policies <i>Seminar 1A (6 ECT's & 12 ECT's students)</i>	REC JKB.52
	15:00 - 17:00	Lecture	Introductory Course International Development Studies <i>IC IDS</i>	REC JK1.05
Tue 20 Feb	17:00 - 19:00	Lecture	Education and International Development <i>ED</i>	REC C0.01
Wed 21 Feb	15:00 - 18:00	Seminar	Social movements: change from below <i>seminar</i>	REC C1.08
Thu 22 Feb	13:00 - 15:00	Tutorial	Education and International Development <i>ED - WG 1</i>	REC B2.07

Step 2: Look up course details

1. You can choose the way you want to view the courses. If you select **List** you have an overview of a period of time: week, month, block or semester. Make sure the calendar on the bottom right says 'Feb 20202' or any other month within the block of semester 2 of the academic year 2019-2020.
2. Select the **time period**: block 4, 5 and 6 in the second semester.
3. Click on the link under **Location(s)** to find the details of the location of the course.
4. Check the **Type** of course:
 - *Werkcollege/werkgroep* = a small seminar group with active participation

- *Hoorcollege* = lecture

- *Tentamen* = exam

5. Click on **Viewing options** to highlight overlapping activities. If timetables of two courses **overlap**, you should only register for one of these courses. It is important to scroll through *all* the weeks because courses may not take place on the same time and day during each week.
 6. Some courses consist of different seminar groups. In that case you need to take part in only one group. If there are seminars and lectures and only the seminars have different codes you should choose one group and go to the lectures as well.
 7. **Filter activities** to compare your time schedule more easily. You can filter the seminar groups by selecting or deselecting groups. Always add or remove all the courses with the same letter or number. For example: If you want to remove group C you need to deselect all groups C here. Then click *Close*. You will now be able to compare the time schedules of the courses without workgroup C shown.
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Part 3 - Course registration

General Information

- In order to register for courses your University of Amsterdam (UvA) account needs to be activated. To activate your UvA account, you need to have finalized your university enrollment. If you have not been able to activate your account before the 4th of December please notify the International Office Social Sciences.
- The course registration period for courses in the Exchange Programme Social and Behavioural Sciences (AEXP) runs from **Thursday 5 December 8:00** (CET/GMT+1) until **Tuesday 17 December 13:00** (CET/GMT+1). Please discuss your course selection (including alternative courses) with your home university in time preferable before the course registration starts on the 5th of December.
- Course registration is on a first come, first served basis. Available places in courses are limited and fill up quickly. Make sure you have a list of alternative courses approved by your home university in case you cannot be registered for courses of your first choice.
- Courses cannot be added or changed after the **17th of December 13:00** (CET/GMT+1). Your course registration for the whole semester (all blocks!) is final after this date.
- The fulltime course load is 30 EC (European Credits) per semester. Especially for students taking courses in block 1 and 2 only we recommend a course load not exceeding 24 EC, and not exceeding more than two courses worth 6 EC.
- Students who register for more than 36 EC (including waitlisted courses) exceed the semester load limit and will be removed from all courses.
- Make sure you are not on a waiting list for more than 1 course.
- Check your timetables for all blocks. It's your own responsibility to sign up for classes that do not clash. Please consult page 7 of this document for more information on how to check your timetable.
- Students can only register themselves for courses for which they have an appropriate academic background.
- Students can also choose one or two courses (12 EC maximum) from the Exchange Programme College of Humanities. Students can only register for courses in Humanities without background requirements. The registration period for those courses is **Thursday 28 November 8:00** (CET/GMT+1) until **Sunday 1 December 13:00** (CET/GMT+1).
- Graduate students in the Exchange Programme Social and Behavioural Sciences who wish to enroll in courses offered at Master's level will need special permission per course from the Admissions Committee of the Master's programme. Students cannot register themselves for these

courses. Please contact the International Office for more information.

- Students can access the course catalogue, time tables and SIS (the Student Information System which the UvA uses for course registration) through the website for exchange students in Social Sciences <http://student.uva.nl/ess>.

Course registration - 3 steps:

1. **Search courses**
2. **Select and plan courses**
3. **Registration overview and deregistration**
4. **Before the start of the semester**

The screenshot shows the University of Amsterdam course registration system. At the top right, there are links for 'Dutch', 'Help', and 'Log off'. A green arrow labeled '1' points to the 'Dutch' link. Below the navigation bar, there are tabs for 'Search', 'Planner', and 'Overview of Registrations'. The 'Search' tab is active, showing a 'Search courses' section with a step-by-step guide. Below the guide, there are filters for 'Academic year' (2017 - 2018), 'Semester' (S1), 'Faculty' (Humanities), 'Discipline' (---), and 'Programme type' (Bachelor). A search box contains the text 'Film' and a red 'SEARCH' button. A green arrow labeled '2' points to the 'SEARCH' button. Below the search box, there is a table of search results:

Course Name	Faculty	Semester	Code	Programme type	Action
Practicum Film	HMED	S1	119217102Y	Bachelor	Add course to [i]
Film Analysis	HMED	S1	119211002Y	Bachelor	Add course to [i]
Literature and Film	HTLK	-	129217006Y	Bachelor	Add course to [i]
Film and Philosophy	HMED	S1	119217616Y	Bachelor	Add course to [i]

A green arrow labeled '3' points to the 'Add course to' button for 'Film Analysis'. At the bottom of the page, there is a red box with the text 'DO NOT USE THIS LIST TO SEARCH FOR COURSES'.

Step 1: Search courses

Go to the course catalogue to search and find the specific courses for which you wish to register (see part 1). On the course information screen for each course is a **Register** button. You will be prompted to log in before you can add a course from the UvA course catalogue. After clicking the register button the course is added to your **Planner**. In order to finalise your course registration you need to complete the registration as can be found under step 3.

If you are logged in the course registration page opens in the **Search** section where you can search and select courses you found in the course catalogue.

1. If you choose English **all** course titles below appear in English, also those taught in Dutch!
2. It is important **not** to use this list to search for courses, because the language of the course title can be misleading. Always check the language of instruction of the courses!
3. Use the filter options to narrow your search. The course title and the option **add course** will appear. Once you have selected the course a checkmark will appear. The course is now added to your Planner.

Step 2: Select and plan courses

All courses you have selected are placed in your Planner. You have to select study activities in your Planner for which you wish to register. Please note: **Planning is not the same as registering!** After placing courses in your Planner, you still have to carry out the actual registration (step 3) by clicking on *Register*. **You can start using the planner 5 days before the start of the course registration period.**

- Exchange students are only allowed to enroll in courses from the Exchange Programme Social and Behavioural Sciences. All courses from the Faculty of Social and Behavioural Sciences open for exchange students start/contain/end with a **WEX** course code. Please be aware that if you enroll in a course from the Exchange Programme Social and Behavioural Sciences which starts/ends with another code, you will be deregistered from this course. The courses from the Institute of Interdisciplinary Studies do not have WEX-groups. For the courses of IIS you can enroll directly through their website: <https://iis.uva.nl/en/interdisciplinary-education/iis-courses/iis-courses.html>
- You are only able to register for courses for which you have an appropriate background. On basis of your transcript the International Office has granted or denied you permission to register for certain courses. If you cannot register for a course but you do think you are eligible, please contact the International Office.
- Some courses have multiple seminar groups. Behind the course title and course code it says WG with a specific number. This number corresponds with the seminar group. E.g. WG13 means you will be placed in work group 13. Please check your schedule carefully on time clashes before choosing a specific workgroup. Check

your course schedule for the whole semester to make sure there are no course clashes in block two or three.

- To view the timetable for the courses you have placed in your Planner, click on <Display timetable>. This will bring you to the time table website, where you can then add your own timetable and see a complete overview (see the next page for more information about the time table website).

NB Students might be deregistered for a course from the Humanities after the registration period due to the number of available places in courses and the priority Humanities students have within those courses. Students who register for a course at the Faculty of Economics and Business need to send the International Office an e-mail stating the course title and course code. They need to attach an updated transcript to this e-mail. The Faculty of Economics and Business will assess the course registration. In case of insufficient background in economics, students will be removed from the course.

Step 3: Registration overview and deregistration

Register for the selected study activities by clicking on the **Register** button. Verify the selected registrations and then click on **OK**. You will receive a confirmation email or a notification the course is fully booked and you are placed on a waiting list. It can take some time before you receive an email. Make sure you are not placed on a waiting list for more than **one** course because placement is uncertain.

In the **Overview of Registrations** you can check which courses you are registered for. You are allowed to register for a maximum of 36 EC. If you have registered for more than 36 EC you will be removed from **all** your courses.

Make sure that the courses do not have overlapping time tables.

You can deregister using the **Deregister** button at the bottom of the page on the **Overview of Registrations** tab.

The courses will remain in your *Planner* regardless of whether your (de)registration for those study activities was successful.

More information

If you have questions after reading these Course Registration Instructions carefully, please contact the International Office Social Sciences.

Step 4: Before the start of the semester

To avoid confusion, you will register yourself in a WEX group but will be placed by us in a WG group later on. It is stated in the system that WG are not for exchange students but this message can be ignored **after** the course registration period is over.

Please make sure you check your course schedule again before the start of the semester. After the course registration ends on the 17th of December, **no changes are accepted**. In case of any schedule changes which occur after the course registration period, the International Office will inform you about this by email.