

## Exchange Program at the Arison School of Business – 3<sup>rd</sup> year

Dear student,

Congratulations upon being admitted to an exchange program within the frame of the Arison School of Business.

Please read carefully the following instructions:

1. Students at the Arison School of Business, who are admitted to an exchange program during their 3<sup>rd</sup> year of studies, will graduate with a BA in Business Administration, with no specialization. In order to obtain a specialization, it is required to complete the specialization mandatory courses at the IDC.
2. You are requested to review the courses given at the host institution, and choose the courses you wish to register for during your semester abroad.
3. Once you have decided which courses you are planning on taking, you are requested to fill in the Learning Agreement (follow the link) add the courses' descriptions and/or syllabi (as appear on the host institution website) and send to your academic coordinator.
4. You are required to complete a seminar in the scope of 4 credits, either at the IDC or at the host institution.
5. After receipt of a formal approval from the Student Administration, you may register for the courses at the host institution. If, eventually, you register to different courses than the ones specified in the Learning Agreement, you are required to reapprove the Learning Agreement with your academic coordinator.
6. Once completed your semester abroad, it is your responsibility to have an original grade transcript sent to the IDC, so that the courses you have taken may be added to your academic report and transcript.

For further information please contact your academic coordinator.

I wish you an enjoyable and fruitful semester abroad,

Student Administration

## Exchange Program at the Arison School of Business - 4 rd year

Dear student,

Congratulations upon being admitted to an exchange program within the frame of the Arison School of Business.

Please read carefully the following instructions:

1. You are requested to review the courses given at the host institution, and choose the courses you wish to register for during your semester abroad.
2. You are required to take at least TWO Business Administration oriented courses.
3. Once you have decided which courses you are planning on taking, you are requested to fill in the Learning Agreement , add the courses' descriptions and/or syllabi (as they appear on the host institution website) and send to your academic coordinator.
4. After receipt of a formal approval from the Student Administration, you may register for the courses at the host institution. If, eventually, you register to different courses than the ones specified in the Learning Agreement, you are required to reapprove the Learning Agreement with your academic coordinator.
5. Once completed your semester abroad, it is your responsibility to have an original grade transcript sent to the IDC, so that the courses you have taken may be added to your academic report and transcript.
6. Finalization of the degree may only be done once the official transcript from the host institution has been received at IDC.
7. Students who have failed a course taken at the host institution will be required to stay an additional semester at IDC and complete another elective course. This means that they will not be allowed to finalize their degree and attend the graduation ceremony with their study track.

For further information please contact your academic coordinator.

I wish you an enjoyable and fruitful semester abroad,

Student Administration