

January 13, 2019

Exchange Program at the Lauder School of Government

Dear student,

Congratulations upon being admitted to an exchange program within the frame of the Lauder School of Government.

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. Meet with your academic coordinator, Debbie Joel, in order to check the courses and number of credits you must complete in your 3rd year.
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 or meet the exchange academic advisor, Dr. Michal Shavit-Fradkin mshavit@idc.ac.il for approval.
4. Please send the final Learning Agreement to your academic coordinator, Debbie Joel at djoel@idc.ac.il.
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. As a result you may be required to take courses upon your return, which may prolong your studies.
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,

Carine Katz

Head of Student Administration