

## PARTNER INSTITUTION APPLICATION INSTRUCTIONS

To be eligible for study abroad with a partner university (for a semester or summer term), students must meet the following requirements:

- Must be in the fourth or fifth semester of their Brussels School of Governance degree programme.
- Must be in good academic standing with a cumulative grade point average (GPA) of 2.7 or better (a 3.0 minimum is required for Kansai Gaidai in Japan) at the time of application.
- Must have completed at least one full year studying at Brussels School of Governance on the campus (this also applies to transfer students who might already have second or third-year standing upon entry at our School).
- Must submit their request to study abroad (via the Study Abroad Request Form) to our administration no later than the Friday of Week 11 of the fall term (for study abroad in the spring ) or of Week 11 of the spring term (for study abroad in the summer or fall).

Students should start thinking about studying abroad at the beginning of the academic year preceding the semester during which they would like to go abroad (in other words, if you would like to go abroad in the fall of 2018, you should start your research in the beginning of the fall 2017).

- The Internal Deadline for submitting the “Study Abroad Request Form” is the Friday of Week 11. No applications will be considered after this date.
- Partner university application deadlines for the summer or fall semesters are generally in February or March of the preceding semester; application deadlines for the spring semester are generally in October or November of the preceding semester. For ISEP, however, the deadlines are very early (1 September for a spring application and 15 February for a fall application).
- Remember that you will need to obtain a student visa prior to your departure (which may or may not be needed for summer terms abroad). This procedure can take 6–8 weeks, so applications must be submitted well prior to departure.

Review our list of partner institutions and consult their websites for a preliminary idea of which destinations and programmes are of interest, and especially which partner universities offer the courses that you must take (according to your VeCo curriculum worksheet) in order to graduate on time.

If you have questions regarding which programmes are available to our students or questions about the universities or the type of agreement our School has with them, please consult our Study Abroad Office at [vesalius.visiNng@vub.be](mailto:vesalius.visiNng@vub.be).

When studying at a partner university, both the grades (including an F grade) and credits earned at the host university are eligible for transfer to the Brussels School of Government transcript.

Interested students should plan their study abroad one full year in advance of the desired study abroad term. The following time-sensitive issues must be considered:

1. Time to obtain course syllabi from the host university: If a student is interested in studying abroad during the fall semester, for example, then he or she would need to consult the course offering at the host university for the fall term that precedes the one in which he or she wishes to study abroad (i.e. consult fall 2018 course offerings when looking for courses to take in the fall of 2017).
2. Time for academic adviser approval of the desired host university course syllabi. Some syllabi might have to be forwarded to professors with more expertise in certain domains and, thus, this process can be quite time-consuming.
3. Time to apply to the host university and receive the acceptance documents required for visa application – the visa application procedure can also be quite lengthy depending on the country of destination.
4. The deadline submitting the “Study Abroad Request Form” is the Friday of Week 11.

Interested students must consult with the Study Abroad Coordinator, and the Head of Academic Administration and with their academic adviser during the preparatory stages. Courses taken abroad may count toward the Brussels School of Government degree; but to ensure that credits and grades do transfer, students must complete and submit, in advance (deadline is the Friday of Week 11 of the term semester in which the request is made), a “Study Abroad Request” form. This form requires approval of the study abroad by the Study Abroad Coordinator and of the host university course syllabi by the student’s academic adviser.

The following steps must be completed by the study abroad candidate:

1. Click on the following link: Study Abroad Request Form. Fill out the electronic form and print out.
2. Obtain the signature of the Study Abroad Director to approve the study abroad semester/term, who will check to be sure you are academically eligible to study abroad.
3. Obtain syllabi from the host university for the desired courses.
4. Consult with the Head of Academic Administration to see if we has previously approved the desired courses. If so, then there will be automatic approval for those courses.
5. Consult the academic adviser, with syllabi in hand, for approval of the remaining courses for credit transfer. Please keep in mind that, if the courses for which you need approval are not in the domain in which your adviser specialises, you may need to obtain approval from another faculty member with more knowledge of the field.
6. Obtain the signature of the academic adviser regarding approval of the selected courses.
7. The student must then check all of the boxes that pertain to the student’s responsibilities and then sign the form.

8. See the Head of Academic Administration, who will give final approval and will determine how your study abroad courses will fit into your overall curriculum worksheet. Obtain the signature of the Head of Academic Administration.
9. Apply to the partner university you wish to attend—the student is responsible for completing and submitting the study abroad application to the partner university in accordance with the host university's deadlines.
10. Upon your return – follow up with the host university in order to have your transcript sent to the Head of Academic Administration – it is the student's responsibility to communicate with the host university to be sure that we receive an official transcript of the courses/grades taken abroad.

NB: If the student fails to submit the completed “Study Abroad Request” form on time (prior to the Friday of Week 11), we cannot guarantee that your request to study abroad will be approved.

NB: It is the responsibility of the student to ensure that all Brussels School of Governance and partner university fees are paid in full or we can reserve the right to prevent the student from receiving transfer credits.

NB: All students approved for study abroad with a partner university are expected to write a 250-word experience report (with attached photo if possible) and to submit the report to the Study Abroad Department by the end of the semester following the semester abroad.