

## **Regulations Governing the Student Exchange Program**

### **1. General**

Within the framework of their master's studies, students may spend a semester at one of the leading business schools abroad with which the Collier School of Management has an exchange agreement.

### **2. Regulations Governing Participation in the Program**

- Students are allowed one semester of studies abroad only. In exceptional cases, two semesters may be permitted, on condition that the student does not take more than 6 semester units of courses at the school abroad.
- Collier School of Management will recognize up to 6 semester units of courses taken abroad (after the courses and their syllabuses have been examined and approved).
- Even though some of the schools abroad may require more than 6 semester units of courses, students will not be credited for the extra courses they take.
- Students may take their last semester of studies abroad, on condition that they have at least 2 semester units to take to complete their course requirements.
- Project courses taken abroad will not be credited, nor will courses that the student has already taken at the Collier School of Management.
- Exchange students may take required and elective courses, as well as specialization courses. They need to obtain advance approval from the Exchange Program Manager that the courses they wish to take abroad will be recognized as part of their degree requirements.
- Language courses will not be recognized as part of the student's degree requirements.
- Students may study abroad during the fall, spring or summer semesters.
  - The fall semester abroad usually starts in August and ends in December.
  - The spring semester abroad usually starts in January and ends in May.
  - The dates of the summer semester abroad vary from school to school.
- The list of exchange schools, which change from year to year, appears on the Collier School of Management's website.
- Students who go abroad without taking the exams of their last semester of studies at the School of Management will be allowed to take these exams in a subsequent semester after returning from abroad, provided the courses are given in that semester.

### **3. Recognition of Courses Taken Abroad**

- Upon arrival at the host university abroad:
  - Students will send the syllabuses of the courses they wish to take abroad to the Exchange Program Manager at the Collier School of Management.
  - Students will fill out a study agreement form and send it to the Exchange Program Manager at the Collier School of Management.
  - Only after receiving formal approval will students be allowed to participate in a course.

- Upon returning to Israel:
  - Students will fill out form detailing the courses taken abroad that they wish to be recognized as part of their degree requirements and send it to the Exchange Program Manager at the Collier School of Management.
  - The host school abroad will send the original record of studies of the student by mail to the Collier School of Management.

#### 4. Comments

- Courses taken abroad will be recognized as part of the degree requirements only if they have been approved by the Exchange Program Manager at the Collier School of Management.
- Courses that have been approved as part of the academic degree requirements will be registered in the personal file of the student as an “exemption” without a grade. These courses will not be included in the calculation of the final degree grade but will be recognized in calculating the semester unites.
- Academic units for each course:
  - Students will report the number of hours they studied for each course (and provide the necessary confirmations).
  - The calculation will be carried out as follows: 18-26 hours – one unit; 27-35 hours – 1.5 units; 36-40 hours = 2 units.
  - The Exchange Program Manager at the Collier School of Management will make the conversion and will be the final arbiter on the issue.
- For each course, students will have to choose if they wish it to be considered a required or an elective course. In any case, they will have to note the equivalent at the Collier School of Management for each course and provide a syllabus or course description. For elective courses, students will be given a relatively broad leeway but the required courses have to be identical to those offered in Israel.
- Courses for which the grade abroad is A or B will be recognized, and one course only with a grade that translates to 60-69 (out of 100) on Collier School of Management's grading scale.
- Courses will be recognized only after the exchange summary report has been submitted.