Dear Student,

Please note, your participation is **subject to the following conditions**:

* Completion of at least 10 academic units of core courses with a minimum grade point average (GPA) of 80, **by the date of your intended departure**.
* Participation in the "Preparation Session" (Date to be determined) prior to your departure.
* Completion of a course in English at the Coller School of Management **by the date of your intended departure**.
* Submission of a TOEFL or IELTS **if required by the partner university**.

For your information:

* Exchange studies are no more than one semester in length.
* Students must complete at least 4 academic units (YAS) at the host university

(2 YAS for GMBA students and students attending summer programs).

* The Coller School of Management at Tel Aviv University will recognize a minimum of 4 YAS and a maximum of 6 YAS (2-6 YAS for GMBA students) for a semester. You may take more semester units, and some partner schools require this.
* On your Coller transcript, you will receive an exemption for the credits (not the grades) that you receive from your studies on exchange.
* As per above, the grades you receive are not included in your final average at Coller and the individual courses you take on exchange will not appear on your Coller transcripts.
* We will recognize courses for which your grade is no less than an 80, (with the exception of one course that translates to a minimum of 60 on the Coller School of Management's grading scale. If you are unsure of the value of a grade, please check with the Outgoing Exchange Coordinator.
* You cannot take core-courses or courses that you have already taken at Coller – they will not be recognized.
* **Before registering for courses** at your host institution, you must submit a course recognition form together with syllabi in order to get **preapproval** for courses that you want to use for general electives and for courses in your specialization.
* You are responsible for covering travel, insurance and living costs during your studies at the host university. Some programs require a registration fee (or reading material fees), which will also be your responsibility.
* You must be equipped with full medical insurance/travel insurance, which includes medical coverage in the event of accidents or injury. Such insurance must be arranged and paid for by you and suit your medical needs for the entire duration of your stay at the host institution, commencing from your departure from Israel until your subsequent return. **Tel Aviv University is not responsible and may not be able to assist you in case of an emergency or any medical event if you do not have the required insurance.**
* Tel Aviv University is responsible only for academic matters in terms of your relations with the host school and has no other obligations towards its exchange students, e.g., financial, medical, etc.

* Upon your return from the exchange program, the process of recognizing the courses you have taken will begin after submit your official transcripts and a [written exchange report](https://coller.tau.ac.il/international-experience/forms-mba-participation) summarizing your trip.
* Exceeding the credits required to complete your degree will result in extra tuition charges, subject to the regulations of the tuition unit at TAU. The student is responsible for clarifying the matter before leaving on exchange.
* Students on the exchange program can take an extra semester to complete their degree. However, completing your degree in more than 2 years will result in additional tuition fees. Sofaer Global MBA students must abide by the Sofaer guidelines.
* Please read the regulations governing the student exchange program ([Hebrew version](https://coller.tau.ac.il/international-experience/rules-mba-participation) and [English version for GMBA](https://coller.tau.ac.il/sites/coller-english.tau.ac.il/files/media_server/Recanati/management/student-exchange/Other/Regulations%20Governing%20the%20MBA%20Student%20Exchange%20Program.Updated%202020.pdf)).

**I hereby confirm my participation in the Coller Exchange Program at the university abroad at which I have been placed.**

**I confirm that I have read and agree to all the conditions detailed above.**

**I agree to transfer my information (full name, email, date of birth, grades, etc.) to the university abroad in favor of registration, visa issuing, insurance procedures and further related matters.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Full Name and ID** | **Host University** | **Signature** | **Date** |