Coller School of Management
Tel Aviv University

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 Coller School of Management has an exchange agreement.

2. Regulations Governing Participation in the Program

- Students are permitted to study abroad for one semester only. In exceptional cases, depending on considerations of the Coller School of Management and the hosting school, two semesters may be allowed on condition that the student does not take more than 6 semester units.

- The Coller School will recognize courses taken abroad, up to a maximum of 6 semester units and a minimum of 4 semester units (after examining the courses and the syllabuses). Students who take less than 4 semester units will not have their courses recognized (unless they have received advance authorization in writing).

- 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.

- Deviation from the semester unit quota required to complete the degree necessitates an additional tuition fee, in accordance with the regulations of Tel Aviv University's Tuition Division. Students are responsible for clarifying this issue before they depart for their semester of studies abroad (not relevant for Sofaer students).

- Before departure, students are required to fill out a form, with the help of the Coller School secretariat, detailing their program of studies and number of semester units remaining to complete their degree requirements.

- Students may take their last semester of studies abroad, on condition that they have at least 4 semester units to take to complete their degree requirements (or 2 semester units for Sofaer students).

- 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.

- M.Sc. students are required to take courses within the framework of their areas of specialization only, and only with the permission of the head of the specialization program. They have to make these arrangements with the Exchange Program Manager.

- Project courses taken abroad will not be credited, nor will courses that the student has already taken (or planning to take) at the Coller School of Management.

- 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 (spring is not available for Sofaer students):

    - The fall semester abroad usually starts in August and ends in December.
    - The spring semester abroad usually starts in January and ends in April.
    - 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 Coller School of Management's website.

- Please note that most schools do not accept applicants who have previously lived/studied in the country in which the schools are located. Nor do they accept applicants who are citizens of their country.

- Students who go abroad without taking the exams of their last semester of studies at the Coller 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 (not relevant for Sofaer students).

3. Recognition of Courses Taken Abroad

- Upon arrival at the host university abroad:

    - Students will send the syllabi of the courses they wish to take abroad to the Exchange Program Manager at the Coller School of Management.
    - Students will fill out the Course Recognition form and send it to the Exchange Program Manager at the Coller School of Management.
    - Only after receiving formal approval will students be allowed to participate in a course.

- Upon returning to Israel:

    - The student/host school abroad will send the original record of studies of the student by mail to the Coller School of Management.
    - The process of recognizing courses will take place after receipt of the exchange summary on those returning from abroad. The summary will be written in accordance with the requisite guidelines that appear on the Student Exchange Program website.

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 Coller 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 contact hours they studied for each course (and provide the necessary confirmations).
    - The calculation will be carried out as follows:

        - Less than 18 contact hours – 0.5 Coller unit;
        - 18-26 contact hours – one Coller unit;
        - 27-35 contact hours – 1.5 Coller units;
        - 36-40 contact hours = 2 Coller units.

    - The Exchange Program Manager at the Coller School of Management will make the conversion and will be the final arbiter on the issue.

- Students who complete less than 4 semester units (2 units for Sofaer students) within the framework of the program will not receive academic credit for their participation in the courses and will need to complete the missing semester units on returning to Israel and in accordance with the regulations of the Coller School and Tel Aviv University's Tuition Division (this note is not relevant for students who have obtained advance permission in writing to take less than 4 semester units of studies abroad).

- Courses for which the grade abroad is equivalent to an A or B (80 or above) will be recognized, and one course only with a grade that translates to 60-69 (out of 100) on Coller School of Management's grading scale. Students must have a total average of 80 or above for all courses they took during the exchange to receive credit,

- Courses will be recognized only after the exchange summary report has been submitted.

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