

# Exchange semester for outgoing students

You
Host university
HAFL International Office
BFH International Relations Office

## 1 Before you go

<input type="checkbox"/> Think about it	What is important for you? What do you want to achieve by studying abroad? Where? When? What language? What courses? Are your “module groups” ok (average or average in all groups?)
<input type="checkbox"/> Do your research	Check the partner list ( <a href="https://bfh.moveon4.de/publisher/1/fra#">https://bfh.moveon4.de/publisher/1/fra#</a> ), the application deadlines, the academic calendar (semester start in Spring?) What modules are interesting for you?
<input type="checkbox"/> Apply at HAFL	Appointment with Valentine Allemann, or email if appointment has already taken place.
<input type="checkbox"/> HAFL nominates you	The nomination takes place if you have a sufficient average grade in all your modules groups.
<input type="checkbox"/> Host university confirms nomination and sends application form	Process and form may vary
<input type="checkbox"/> Apply at host university	Process and form may vary
<input type="checkbox"/> Discuss your choice of modules (learning agreement)	LMW: appointment with Stefan Bürki AGR IL: appointment with Dominique Guenat Minors & Bio certificate: appointment with responsible person ALL: precise planning of yearly modules (“Jahresmodule”)
<input type="checkbox"/> Host university sends acceptance letter	This confirms that your stay is approved.
<input type="checkbox"/> Organize your absence	Do you want to sublet your flat? Contact your insurance company to inform them, who is going to check your pigeon hole at the HAFL? ...
<input type="checkbox"/> HAFL sends BFH registration form (MoveOn)	

<input type="checkbox"/> BFH International Office sends email with information about mobility grant	December / January for the spring semester July for the autumn semester KEEP THIS EMAIL TILL THE END OF YOUR STAY!
<input type="checkbox"/> Submit request for mobility grant in MoveOn	Erasmus/SEMP only. The learning agreement has to be signed by the host university, by yourself and by the HAFL
<input type="checkbox"/> Preparation of recognition agreement	The HAFL replaces the “normal modules” with exchange credits in IS-A.
<input type="checkbox"/> Confirm the recognition agreement	Mail to HAFL, if necessary with confirmation from the head of minor or of bio certificate
<input type="checkbox"/> Inform yourself about your host country	
<input type="checkbox"/> Go abroad, discover, enjoy	

## 2 During your stay

<input type="checkbox"/> Keep reading your HAFL emails	
<input type="checkbox"/> Inform HAFL if there are changes in your learning agreement	Head of study courses / of minor / HAFL international office
<input type="checkbox"/> Inform HAFL if you encounter difficulties	
<input type="checkbox"/> Towards the end of your stay, have your Certificate of attendance signed by host university and upload it in MoveOn	

## 3 After your stay

<input type="checkbox"/> Complete the final report	
<input type="checkbox"/> Forward the transcript of records to HAFL IO	
<input type="checkbox"/> HAFL IO enters the credits in IS-A	
<input type="checkbox"/> Check your IS-A transcript of records with the new credits from abroad	