

REGULATIONS GOVERNING STUDY ABROAD IN THE FRAMEWORK OF STUDENT EXCHANGE PROGRAMS

1. Aim of these regulations:

To set out the regulations that apply to students traveling abroad in the framework of student exchanges arising from agreements signed by Ben-Gurion University of the Negev ('the University') with academic institutions the world over ('host institution') and managed by the Office of International Academic Affairs of the University.

2. General:

2.1 The University enters into agreements with academic institutions in other countries with the aim, among others, of offering its students the possibility of studying abroad for a period of up to one full academic year.

In accordance with these agreements, studies in the host institution will count towards fulfillment of the requirements for a degree at the University. The conditions for such recognition will be as detailed below; they must also conform to the requirements of the various departments / schools / faculties of the University, which may change from time to time.

2.2 Undergraduates and master's degree candidates are advised to spend no more than one semester at the host institution.

2.3 This protocol does not apply to students traveling abroad in the framework of courses given by the University or of summertime continuing education courses organized by a department or faculty.

2.4 The student exchange programs are intended for students studying at the University as 'regular' students who have the requisite academic accomplishments, are in good academic standing, and have not been summoned to appear before a student disciplinary court for any infraction of regulations.

2.5 Main tracks which the students may choose in the host institutions:

2.5.1 Academic courses in English or in the language of instruction at the host institution (may be from one or several departments/faculties).

2.5.2 Academic specialization in a research laboratory.

2.6 Studies pursued in the framework of student exchanges will under no circumstance be counted as studies toward a degree at the host institution.

3. Announcement of student exchange programs and initiation of enrollment process:

3.1 From time to time the Office of International Academic Affairs will issue calls for students to apply for student exchange programs. These calls will specify the general criteria for participation in the programs, the procedure for application, answers to students' questions and more.

3.2 Students interested in a student exchange program will be assisted by the student exchange coordinator of the Office of International Academic Affairs; students are urged to come for a consultation before starting the procedure ([Link to specific web page](#))

3.3 Students interested in enrolling in a student exchange program should submit the required documents to the student exchange coordinator, including a registration form specifying the institutions to which the student wishes to apply, an up-to-date transcript of grades, a curriculum vitae, a motivation letter (up to one page long stating the motivation behind the application and relevant information in support of the submission), and academic authorizations for the requested courses (as detailed in Section 4). All documents are to be submitted in English.

3.4 The student must have a grade of at least 80 in Advanced 2 English course or an exemption from English courses as a result of the Psychometric or AMIR English proficiency test. Exceptions will be evaluated by the Department of English as a Foreign Language; alternatively, results of an external English test (TOEFL, IELTS, etc.) may be submitted.

3.5 The student must be proficient in the language of the country in question, or in English.

4. Academic authorizations:

4.1 Students interested in a student exchange program should check out the courses they wish to take, then submit them together with the syllabuses to the head of the departmental teaching committee or to

the representative of the latter, in accordance with the practice in the particular faculty.

As a rule the student should choose courses contributing to his academic progress towards the university degree, but not core courses. Academic authorization for traveling abroad and for the courses selected by the student (Learning Agreement) will be issued by the head of the departmental teaching committee or his/her representative. Courses will not be authorized retroactively. Students are advised to obtain academic authorization for a relatively large number of courses in order to provide flexibility in case of changes – for example if a certain course in the host institution is not opened, or in case of scheduling conflicts between courses.

4.2 The academic authorization will determine the credit framework for courses taken at the host institution.

4.3 If after issuance of authorization for the courses the host institution changes its teaching program, or for other unforeseen reasons, the details of the authorized study/course program may be modified provided academic authorization is obtained as detailed above. Courses not authorized by the teaching committee will not be recognized.

4.4 Courses taken at the host institution that overlap courses taken (or scheduled to be taken) by the student at the University will not be authorized in advance or recognized retroactively.

5. Fulfillment of academic obligations prior to traveling abroad for study at the host institution:

Undergraduates – fulfillment of academic obligations in accordance with

Master's degree candidates – in accordance with the decision of the department / faculty, in line with practice at the faculty in which the student is studying.

Doctoral students – in accordance with the decision of the department / faculty, in line with practice at the faculty in which the student is studying, and subject to the permission of the Kreitman School of Advanced Graduate Studies.

6. Registration for studies at the host institution:

- 6.1 Placement of the students in the host institutions will be done by the Office of International Academic Affairs only and will be authorized by a committee headed by the Vice-Rector for International Academic Affairs with the participation of the Dean of Students.
 - 6.2 The student's application will be transmitted to the host institution by the student exchange coordinator together with relevant documents required by the host institution, in conformity with the schedules and deadlines of the institutions.
 - 6.3 Acceptance for studies at the host institution will be at the discretion of the latter.
 - 6.4 The host institution will inform the Office of International Academic Affairs and/or the student of his/her acceptance or rejection, as customary at the host institution. The student will provide a copy of the notice (acceptance/rejection) to the student exchange coordinator.
 - 6.5 Students going abroad to study in the framework of a student exchange program will be enrolled at the University throughout their period of study at the host institution.
The faculty will enroll the student in the relevant semester as participant in a student exchange course with a certain number of personal credit points as authorized; the student will be charged for University tuition accordingly.
7. Period of study at the host institution:
- 7.1 The student will inform the student exchange coordinator by e-mail of his arrival at the host institution, attaching a copy of the course registration form certified by the latter.
 - 7.2 The student will send the student exchange coordinator periodic updates as required and will inform her immediately of any unexpected event (including disciplinary incidents).
 - 7.3 A student may not enroll or study in courses held at the University during his period of absence unless specially authorized to do so by the teaching committee.
 - 7.4 Students must abide by the University's disciplinary regulations during their study abroad, in addition to obeying the rules of the host institution, and it is expected that they will perform creditably there, academically as well as in regard to behavior.
8. Academic recognition for studies at the host institution:

The student's studies at the host institution and their achievements in the framework of the exchange program will be recognized upon their return to Israel and to the University. These studies will entitle the student to credits in proportion to actual study in the program, subject to departmental and/or faculty regulations.

Credits will be awarded for successful completion of the courses studied at the host institution (meaning obtaining at least a passing grade in that institution) upon presentation of the grade record, in accordance with rules of equivalence; credits will be recognized as a grade from the University or a passing grade, depending on the faculty's decision and in accordance with requirements for passing an equivalent course at the University.

9. Tuition:

9.1 Students participating in the exchange program must pay University tuition fees to cover studies at the host institution. Tuition will be charged in accordance with University regulations.

9.2 For students in their last year of study towards the degree (who have declared that they have completed the degree requirements), the tuition fee will be in accordance with the cumulative tuition due for the degree.

10. Expenses and responsibilities of the student:

10.1 The cost of the stay abroad, airfares, housing and all other aspects of traveling and staying at the host institution – including residence permits, travel insurance, health insurance and so on – will be borne exclusively by the student, subject to the conditions of the student exchange program in which he/she will be participating. The student will also bear the cost of various tests required by the host institution (TOEFL, for example) to determine his/her suitability for studies in that institution. It must be made absolutely clear that no student will be allowed to travel for student exchanges unless he/she has suitable health insurance. Students are also advised to consider acquiring personal injury insurance.

10.2 The student is responsible for ensuring that participation in the student exchange program will not impair his/her ability to meet the academic requirements of his/her study program at the University, including the requirements of each program taken toward the degree.

- 10.3 The student must ensure that he or she meets the special requirements of the student exchange program in which he or she is participating.
- 10.4 Students should be aware that participation in the student exchange program could cause the period of studies at the University to extend beyond the standard number of years for the degree and that they would then have to cope with both the academic and the economic consequences (tuition, living expenses and so on).
- 10.5 Any student who has been authorized to study in the host institution but is unable to do so for any reason must inform the student exchange coordinator in writing within 7 days of the decision and at the latest two months before the expected travel date. In exceptional cases if the student is unable to travel abroad, the student exchange coordinator must be informed immediately in writing.
- 10.6 Meeting the requirements regarding command of the language of instruction at the host institution is entirely the responsibility of the student.
- 10.7 Before enrollment at the host institution, the student must sign the attached Declaration form and present the signed form to the student exchange coordinator.

Appendix to the 'Regulations governing study abroad
in the framework of student exchange programs'

Declaration

I, the undersigned, _____, I.D. No.
_____, hereby declare and undertake the following:

1. I am studying towards a _____ degree in the _____ study program at the faculty/department/school of _____ at Ben-Gurion University of the Negev (henceforth '**the University**') and I have read and understood the 'Regulations governing studying abroad in the framework of student exchanges'. I wish to participate in the student exchange program (henceforth '**the trip**').
2. During the travel & stay abroad I undertake to behave appropriately in accordance with the laws of the host country and the regulations of the host institution.
3. I am aware that travel abroad for study in the framework of student exchanges and academic recognition for the course (if granted in accordance with the University's regulations) represent a right and not an obligation and that I will be traveling at my own expense (irrespective of eligibility or non eligibility for a grant) and entirely on my own responsibility. Accordingly I declare and certify that the University is not responsible for any bodily injury or property damage that I may incur, and that I waive in advance any claim or charge against the University for such injury or damage during the trip.
4. I am aware that the University will not be responsible under any circumstances for representing me before the local authorities in the host country and that the University will not bear the cost of such representation should I require it.
5. I am aware that the University will not take out insurance for me and I declare that I myself will acquire a health insurance policy that will cover me from the moment I board the plane in Israel until the moment of my return to Israel and also during the entire trip, and that this policy will cover at a minimum: evacuation to a hospital, medical flight within the continent and to Israel; payment of hospitalization costs, including fees for physicians, surgeries, intensive care, ambulatory care, tests, x-rays and medication during the hospital stay; medical expenses not connected with the stay in hospital that are deemed necessary by a qualified doctor, including payment to a qualified doctor, tests, x-rays and prescription medicines; dental treatment required as a consequence of accidents and emergency treatment.
6. I am aware that due to time spent abroad under the student exchange program, I am liable to face additional expenses for tuition and special

expenditures (see item 10.4 of the Regulations), and I waive any claim against the University on this score.

7. I confirm that I have been advised to regularly check the travel warnings issued from time to time by the Israel Foreign Ministry and the Counter Terrorism Branch regarding the host country and the region where the host institution is located.

Date _____ Signature _____

The Office of International Academic Affairs confirms having received the above declaration:

Date _____ Signature _____