

PROCEDURE STUDY MOBILITY - OUT 2025 - 2026

GENERAL INFORMATION

Duration of the mobility

Study mobility can be for one or two successive semesters. It is possible to study for a maximum of two semesters in the Bachelor program plus two semesters in the Master program.

Administrative conditions

In order to go abroad you must:

- ➔ Pass successfully all your exams/modules at the end of the semester preceding the departure
- ➔ Have paid your tuition fees (including for the semester abroad).
- ➔ Not to be on a leave of absence
- ➔ Respect the application procedure and meet the deadlines.

The best timing to leave

- Bachelor students : from the 2nd year
 - Master students : from the 2nd year
 - Master students with a Bachelor from HEAD : from the spring semester of your 1st year
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- ➔ Define the best time to leave with your head of department/option.
 - ➔ Anticipate the procedure during the semester preceding the mobility, i.e. on average 8 months before the departure.

ECTS Credits

The student must complete a minimum of 15 ECTS credits.

Information Session

To go abroad in the spring 2025, you are invited to attend the session on **October 21 at 6:00 PM, in James Fazy**, Building D. We'll explain the new mobility procedures and answer your questions.

Contacts

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Office hours

Tuesday from 11:00 AM to 1:00 PM, at room 1.09, 1st floor, Building E.

BEFORE DEPARTURE - STEPS TO TAKE WITH THE HEAD INTERNATIONAL OFFICE (RI)

The first stage takes place internally at HEAD, when we allocate you the school to which you can apply for a mobility exchange. To do this, you need to choose up to three partner schools where you would like to go, and submit your wishes to us via our MoveOn platform. If the number of applications exceeds the number of places available at the chosen school, a committee will allocate the places. As far as possible, the committee will aim to allocate one of your three wishes.

1. Choosing your three destination wishes

The list of partner schools is available on the “Relations international” page of the HEAD website.

- ➔ Take the time to explore the different schools and their programs.
- ➔ Ask for recommendations of destinations from your head of department, option leader and/or from the assistants and teachers.
- ➔ Get in touch with students who have gone to the school you are interested in.
- ➔ Make sure you have the required language level.
- ➔ Check the application deadlines of the partner schools you are interested in and find out about their academic calendar.
- ➔ Check that exchanges are possible for your program at this school and for the semester you have chosen (see factsheet or partner school website).

Please note: to increase your chances of securing a place at a partner school, we strongly recommend that you choose three destinations.

2. Exchange and portfolio validation form

- ➔ Download and fill in the “Motivation form” that you will find on the “International Relations” page of the HEAD website.
- ➔ Fill in the form with a paragraph explaining your reasons for going to each of the three destinations you have chosen.
- ➔ Make an appointment with your head of department/option and present your mobility project and show him/her your portfolio.
- ➔ Ask him/her to validate your project and portfolio by signing the above-mentioned form.

3. Submit your three destination wishes

You can submit your stay wishes by registering online from **December 1 to 8, 2024** with the following link:

[\(MoveOn link to come soon\)](#)

— HEAD Genève

The order of registration is not important. Schools will be allocated according to availability and, if necessary, an analysis of applications by the selection committee.

If you wish to register at a later date, please contact the International Relations Office to check which destinations are still available.

You will be asked to upload :

- Your passport or identity card
- Your most recent transcript
- Your Curriculum vitae
- Your motivation form, duly completed and signed by your department head (under "motivation letter")
- Your portfolio, validated by your department head.

NB:

- *In the attachments, we do not ask for a "study contract".*
- *Under the "Application/Registration" tab, please select the "Application" option.*

4. Selection Committee

When there are more applications than places available for one school, the selection committee examines all the requests to assign each student to the school where he or she can apply.

- Selection criteria:

- Artistic skills - based on portfolio
- Motivation and relevance of your mobility project - based on the motivation form
- Language skills in the partner school's language of instruction - based on the form completed in MoveOn.

5. Confirmation of the school to which you are applying

The International Relations Office will let you know which school you can apply to. You will be notified in mid-July, and the external application process will begin at the start of the autumn semester.

Please note: some schools have deadlines before the start of the academic year, so students will be contacted directly to anticipate procedures.

BEFORE DEPARTURE - STEPS TO TAKE WITH THE PARTNER SCHOOL

1. Preparation of your application

Your application file must include:

- ➔ Letter of motivation in the language of the chosen school or in English.
- ➔ Curriculum vitae in the language of the chosen school or in English, if requested.
- ➔ Recent portfolio of 7-10 works (or as requested by the school), validated by your head of department/option when signing the form (A).
- ➔ Photocopy of passport or identity card.
- ➔ Any other document requested by the chosen school.

2. Collective correction session at HEAD

Before your final selection by the RI office, you must participate in a collective correction session of your CV and your motivation letter (and if requested by the partner school, the signature of the registration form). The date will be communicated in mid-July.

3. Nomination by the International Relations of HEAD


After the collective correction session, if your documents are validated, the RI nominates you to the partner school. This is the official announcement that you will be sending your application to the chosen school.

4. Sending the application to the confirmed partner school

Once HEAD RI office has announced you to the partner school, you are individually responsible for sending your complete file to this school, according to their application deadline and according to their modalities (by email, online, etc.).

5. Response from the partner school

The response YES/NO from the partner school comes approximately within 4-5 weeks after you have personally sent your application.

 **You have received the RI validation (nomination) and a positive answer from the partner school**

Preparation of the stay

Travel, accommodation, insurance (etc.): you are individually responsible for preparing your stay. HEAD - Geneva is not involved in these procedures.

Mobility grants

The RI office is in charge of the administrative follow-up of the HES-SO mobility grants. The grant is fully paid before departure. In case of interruption of the mobility, the grant for the part of the stay not completed must be reimbursed.

Documents required to obtain the mobility grant

- ➔ Declaration of commitment: to be returned to the RI before your departure so that the grant can be paid.
- ➔ Learning agreement: to be returned to the RI within 3 weeks after your arrival in the partner school, in order to validate your study program.
- ➔ Certificate of attendance: to be filled out by the partner school before the end of your stay.
- ➔ Final report: to be filled out at the end of your stay.
- ➔ Statement of credits: to be submitted to the RI before the beginning of the next semester.

These documents can be found on the TEAMS platform dedicated to your mobilities and are to be submitted to us on this same platform in the "Completed documents" folder under a file with your NAME_First name.

Other forms of financial support can be requested, under certain conditions, from the Financial Aid Department at Uni-Dufour. Find out more: <https://vie-de-campus.unige.ch/se-financer/aides-financieres>

 **You have received a negative response from the partner school.**

Consult the RI office without delay!

- ➔ If the application deadlines of other schools allow it, it is possible to send your file to another school (after the RI approval).
- ➔ If the deadlines do not allow it, a new application is possible in the following semester, insofar as your study plan allows it; consult your head of department/option and contact the RI office!

6. Preparation session for departure

Once your mobility is validated, you will be invited by the RI office to a mandatory pre-departure preparation session.

DURING YOUR STAY

- ➔ Pay your tuition fees to HEAD, even for the exchange semester.
- ➔ Check your emails @etu.hesge.ch on a weekly basis.
- ➔ Contact us in case of problems, especially before deciding to interrupt your mobility.
- ➔ Contact us before the end of the semester if you wish to extend your mobility by one semester.
- ➔ Document your experience with pictures of the school, the workshops, the city, your experiences.

ON YOUR RETURN

Make sure you've submitted all the documents required for the grant, your final report and your statement of credits!

Participate in the return session organized by the RI office to give us your feedback on the partner school where you went.

Get involved in the promotion of mobility, share your experience during the annual information session.