

PROCEDURE STUDY MOBILITY 2023-2024

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
- Respect the application procedure and deadlines

The best timing to leave

Theoretically, it is possible to leave for a semester abroad whenever you want in the Bachelor program starting in the second semester. In reality, the best time to leave in the Bachelor cursus is often the second and third year. In the Master program, it is common to leave as early as the spring semester of the first year and during the second year.

- ➔ 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 6-8 months before the departure.

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

1. Choosing your destination

The list of partner schools is available on the international page of the HEAD - Geneva 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.

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- ➔ Check the application deadlines of the partner schools you are interested in and find out about their academic calendar.
- ➔ Plan a second choice because the number of places per school is limited.

2. Exchange application form (A) and portfolio

- ➔ Download and fill in the form that you will find on the HEAD - Geneva International Relations (RI) website.

Validation by the head of the department or option

- ➔ Make an appointment with your head of department/option.
- ➔ Present your mobility project and show him/her your portfolio.
- ➔ Ask him/her to validate your project by signing the above-mentioned exchange application form (A)

3. Day of submission of Form (A)

Submission of the form (A) to the RI office

Each semester, the International Relations office (RI) office communicates by email a date and a place to hand in your mobility project file.

You must come in person on the announced day with:

- ➔ Your form (A) validated/signed by your head of department/option.
- ➔ A second choice of partner school.
- ➔ The application deadline for the two chosen partner schools.

Your final choice of destination will be confirmed or not by the RI during this meeting. If your choice is confirmed, you will be invited to a group work session in order to validate your application documents: cover letter and CV. Following this meeting, the RI office will inform the chosen school that your application file will be sent within the partner school's deadline.

You are responsible for personally sending your application to the chosen school after the RI office has validated it, according to the partner school's procedures.

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.

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4. MoveOn registration

After submitting the form (A), register on MoveOn, HEAD - Geneva's mobility numeric platform, using the link sent by the RI office. This mobility platform allows the RI to do the administrative follow-up of your exchange: AGE, credits and scholarship.

5. Collective correction session

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).

6. Nomination by the IR

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.

BEFORE DEPARTURE - CONTACT THE PARTNER SCHOOL

1. 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.).

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.

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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.

 **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!

! 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

- ➔ 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

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 and/or become a HEADmate for students newly arrived at HEAD - Geneva.