

Instructions for Application to the Graduate Institute's Exchange Programme

– OUTGOING –

Application Deadline: **1 March**
for Fall/Winter **AND** Spring/Summer Terms

Exchange Students – Outgoing –

1. Choice of host institution

When applying, please make sure you have considered and evaluated implications such as:

- Do the programme/courses offered at the host institution fit into my plan of studies?
- Are there specific professors I would like to work with? Whose classes would I like to attend?
- Will I benefit from the academic conditions at the host institution?
- Depending on the location: Do I feel comfortable in another cultural environment?
- Do my language requirements meet the requirements of my host institution?
- Can I cover the expenses?
– If you need scholarships to finance your stay abroad, make sure you apply for the scholarships no later than when applying for the exchange programme. (Please be aware that the Graduate Institute does not offer exchange scholarships.)

2. Complete the following documents

- Graduate Institute's Application Form for Exchange Programmes – Outgoing, including statement of purpose, study/Research project, letter of appraisal, CV, proof of language proficiency (if applicable).
- Application form required by the partner institution where you plan to study. Depending on the partner institution you are applying to, you can either download it or pick up a copy from the Exchange Programmes Office at the Graduate Institute.
- Further documents as required by the partner institution. Please check the requirements for the partner institution to which you are applying or check with the Exchange Programmes Office at the Graduate Institute.

3. Submit your application to:

Mrs Concepta Canale
Exchange Programmes Office
Voie Creuse 16, 2nd floor
Phone: +41-(0)22 908 57 20
Fax: +41-(0)22 908 57 10
Email: exchanges@graduateinstitute.ch

The Graduate Institute will evaluate applications and forward approved applications to exchange partner universities. Please be aware that approval by the Graduate Institute does not guarantee acceptance by our exchange partners.

APPLICATION TO THE GRADUATE INSTITUTE'S EXCHANGE PROGRAMMES

Host Institution Applying for:

Fall / Winter Term:

Spring / Summer Term:

General Information

Name:	First Name:
Student ID:	
Date of Birth:	Gender: Female <input type="checkbox"/> Male <input type="checkbox"/>
Citizenship:	
Address:	
Postal Code:	City:
Phone:	Fax:
E-mail:	Additional E-mail:

In a Case of Emergency Please Contact:

Name:	First Name:
Relationship:	
Address:	
Postal Code:	City:
Country:	
Phone:	Fax:
E-mail :	
Additional E-mail:	

Academic Information

Current degree programme enrolled in:

For MA students:

How many credits have you obtained at the Graduate Institute before leaving on the exchange:

How many compulsory credits do you still require towards your master's degree:

For PhD students:

Has your preliminary thesis been accepted?

Masters Students – Study Project

Please forward this document to the exchange programmes secretariat by **July 15** at the latest.

MA Dissertation Subject:

Dissertation Supervisor:

Briefly state the reasons why you wish to study at the host institution you are applying for:

Courses you plan taking abroad:

Course Code	Course Title	Teacher	Number of credits ¹	Method of Assesment	Corresponding Graduate Institute course (for compulsory courses)	Equivalent Credits ECTS (for administration only)

Please list your courses in the order of priority in which you need to study them and enclose the course descriptions with this application form. The Director of the Master Studies must approve this learning agreement before departure. In case of changes to original study project, please indicate the deleted and/or added courses to the Graduate Institute Exchange Programmes Office no later than 30 days after registration with the host institution..

Place & date:

Signature of the Student:

Signature of the Academic

Adviser:Signature of the Master Programmes Director:

¹ If the host university is not part of the ECTS system, please indicate the other credits or other values.

PhD Students - Research Project

Thesis subject:

Thesis advisor:

Please explain the relevance of the exchange programme you are requesting in the advancement of your thesis research. You may name faculty members at the host institution whom you wish to consult with or with whom you are already in touch with (please provide confirmation). You may also note courses you wish to audit or specific resources such as libraries, archives that you intend to use.

Place & date:

Signature of the Student:

Signature of the Academic Adviser:

Signature of the PhD Programmes Director:

Checklist: Documents to Submit

- Form "Application to the Graduate Institute's Exchange Programmes"
- Statement of purpose (focus of studies at the Graduate Institute, intended studies or research project abroad, courses you are planning to take when abroad, expected benefits, etc.)
- 2 Letters of appraisal (Referees may send a free format reference letter or use the template below.)
- Current CV
- Language proficiency (as required by host institution)
- Application form of host institution

N.B. Transcripts will be provided by programme assistants directly to the Exchange Programmes Office.

Additional material/documents as required by host institution:

Make sure you check on the website/with the Exchange Programmes Office that you have all the necessary documents! If the host institution requests the same documentation as the Graduate Institute, you need to submit only one copy of each required document.

I hereby certify that the information provided above is complete, accurate and true. I am aware of the conditions for admission to the Graduate Institute's exchange programmes, in particular that the Graduate Institute does not provide funding or housing. I agree to abide by and be subject to the rules, regulations, and disciplinary code of the Graduate Institute.

Date & Place:

Signature :

Academic Approval

Academic Adviser:

To the Advisor:

Your approval is required as a part of this student's exchange application. By signing this form, you indicate your support for this student to participate in an exchange programme with the Graduate Institute.

Name:

First name(s):

Title:

Institution:

Place & date:

Signature:

Letter of Appraisal

Confidential when completed. Each letter must be submitted in a sealed envelope with the student's name on it as well as the name and signature of the author on the back of the envelope.

> **I. To applicant:** Complete items I. in block type and send to appraiser.

Applicant's last name: _____ First name(s): _____
 Degree sought: Master Doctorate (Ph.D.)

> **II. To appraiser:** Please complete this form in block type and send it in a sealed and signed envelope to the student or directly to the Graduate Institute at the address indicated below.

Name of appraiser: _____ First name(s): _____
 Title: _____ Institution: _____
 Place and date: _____ Signature: _____

> **III. In what capacity (teacher, adviser, etc.) have you known the applicant?**

As the applicant's: _____ For months/ years : _____

> **IV. How would you rank the candidate compared to other students at the same level, that you have taught over the last three years: Among the top 10%, 30% or 50%?**

10% 30% 50%

>

V. Evaluation of the applicant's	Outstanding	Very good	Good	Average	Inadequate opportunity to observe
a) Academic achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Background preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Originality, creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Research ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Judgement, critical faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

> **VI. On a separate sheet of paper, please evaluate the student's abilities and appropriateness for the exchange program. (It would be greatly appreciated if this evaluation was not handwritten.)**