



Study Abroad Policy

The Hertie School Study Abroad Policy is to ensure the recognition of academic performance and to define the conditions and obligations of the Student's participation in the exchange programme.

Application & Admission Process

The Study Abroad application process takes place once during the course of studies and is based on the students application documents (letter of motivation, CV, language sufficiency confirmation, GRE/GMAT), the students motivation and merit. The selection is done by the respective partner university.

- Every student may apply for two Study Abroad programmes.
- Deferral of study abroad opportunities is not possible.
- All students admitted for a Study Abroad period have to fulfill their financial obligation towards Hertie before they leave. If there are any open payments the Exchange will be cancelled.
- Before students go abroad, they must fulfill all first-year MPP/MIA study requirements at the Hertie School.
- All students committed to do an Exchange are obligated to sign the Study Abroad Agreement in acceptance of their study abroad spot.

Course recognition, credits

- The course choice needs to be approved by the Study Abroad Team prior to the exchange semester; confirmation by e-mail is sufficient.
- Approved courses completed at the host institution will be recognized and count towards the MPP/MIA degree. The Student must make sure that academic results are conveyed to the Hertie School.
- Students need to be aware of master thesis and other study requirements at the Hertie School and have to comply with these while abroad.
- Students are required to present their exchange semester transcript to the Graduate Programmes office after successful completion of their stay abroad.

Student status

During the exchange period the student status at the Hertie School will be “on leave” (*beurlaubt*); the Student will be enrolled as a full-time student at the host institution. The Student is obliged to notify all relevant authorities and institutions of his/her status.

Tuition fees, administrative fees, public transport ticket

- Tuition fees need to be paid to the Hertie School by the dates stipulated in the Study Agreement. No tuition fees will be charged at the host institution.
- The host institution may charge additional administrative fees. The Student is responsible for complying with the fee schedule of the host institution. Failure may cause grades and records to be withheld by the host institution.

Travel, health, insurance and safety

- The Student is responsible for making sure to comply with all relevant medical care provisions before and during the exchange programme (including but not limited to vaccinations, medical check-ups, etc.), and for securing adequate health insurance coverage for the duration of the exchange semester.
- The Student certifies that s/he will inform the Student Affairs and the Study Abroad Teams as well as the relevant bodies at the partner institution of any medical conditions that may affect his/her participation in the study abroad programme or in any way influence the time abroad.
- The Student is responsible for making all necessary travel arrangements (including securing all necessary travel documents) as well as for securing accommodation and the relevant funds for living expenses and transportation.
- Participation in the exchange programme is not a mandatory part of the degree. The Hertie School may advise the Student on safety issues but the final decision to study abroad lies with the Student. The Student assumes full responsibility of loss, damage or personal injury that may occur during the exchange semester.

Conduct, information and communication

- The Student agrees to duly abide by the rules and regulations of the host institution as well as the laws and standards of acceptable conduct in the host country. If the Student encounters any legal problems with foreign nationals, the Student shall be personally and financially liable. The Hertie School cannot be held responsible. If the Student is expelled from the programme, the Student is responsible for all expenses incurred.

- The Student agrees to act as a representative of the Hertie School while abroad. Therefore, the Student is responsible for promoting a positive image of the Hertie School to the general public and to refrain from anything that could disrupt the academic relations the Hertie School maintains with the host institution.
- During the exchange semester the Hertie School will continue to provide all relevant information via e-mail. The Student undertakes to regularly check his/her e-mails for messages and announcements by the Hertie School. The Student will be accountable for any disadvantages caused to him/her due to negligence in checking his/her e-mails.

US – Loans & Study Abroad

Students who receive federal student aid can only study at partner schools which are not located in the USA.

In order to continue receiving federal student aid while on an exchange or dual-degree, students must attend a partner school which is not in the United States AND which is accredited for Federal Student Aid.

If the study abroad partner does not meet these two criteria, the student will not receive funding through federal student loans for the time abroad.

Currently, there are six partner schools outside of the US which are eligible for Federal Student Aid:

- London School of Economics (Dual-Degree), London/UK
- University of Toronto (Exchange), Toronto/Canada
- American University Cairo (Exchange), Cairo/Egypt
- Bocconi University (Dual-Degree and Exchange), Milano/Italy
- Graduate Institute of International and Development Studies (The), Geneva/Switzerland
- University of British Columbia, Vancouver/Canada

Withdrawing from the exchange programme, termination of the agreement

- Upon signing a Study Abroad Agreement the Student commits him-/herself to participating in the Study Abroad Programme.
- Hertie School reserves the right to cancel the exchange semester if the Student fails to comply with any of the requirements and conditions set out in the Study Agreement, the rules of the Hertie School or the applicable rules and regulations of the host institution.
- If the Student decides to withdraw from the exchange programme before the start of the semester, he/she must notify the Study Abroad department at the Hertie School as well as the responsible department at the host university in writing immediately. If the Student fails to communicate the change at least eight weeks before the start of the semester, he/she will not be able to enroll in any classes at the Hertie School during the planned

exchange semester. Exceptions can be made for reasons or misfortunes beyond his or her control, e.g., academic disqualification, financial aid disqualification, medical emergencies, or any other unforeseen circumstances, etc. until the first week of classes at the Hertie School.

- If the Student withdraws from the exchange programme after having signed an Agreement, he/she will not be allowed to re-apply for any other Study Abroad Programme (dual degree and exchange) during his/her studies at the Hertie School. Exceptions can be made for reasons or misfortunes beyond the student's control, e.g., academic disqualification, financial aid disqualification, medical emergencies, or any other unforeseen circumstances