

# International Business Programs

## College of Business

Exchange Semester at a UWF Partner Institution

Guidelines and Frequently Asked Questions

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## Introduction

The information in these guidelines is intended for UWF students who are planning to take courses in Business programs at UWF partner institutions with whom the College has exchange agreements.

The UWF web site has general information about opportunities for student exchanges in general. Go to the following link to access that information: [General information at the UWF web site](#).

## Exchange semester FAQ

### Frequently Asked Questions on the exchange semester overseas

1. What are the minimum requirements to participate in an exchange program?
2. Who are the UWF Business partner institutions?
3. What are the steps to follow to participate in an exchange?
4. What are the steps to get my COB program of study approved?
5. How do I apply to COB International Business Travel Stipend?
6. Are there additional sources of funding for exchange students?

## Minimum requirements

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The COB International Exchange Programs promotes the participation in a COB semester with any of the COB Exchange Partner Institutions. For that purpose, it has established a set of guidelines to ensure the success of our students during their exchange experience.

The minimum requirements for students to be eligible for an exchange with a COB partner are the following:

- (a) Students must have junior status (successfully completed 60 credit hours).
- (b) Students must have a 2.5 minimum GPA.
- (c) Students must have all the COB prerequisites approved. These prerequisites are mandated by the state of Florida. From our current 2012-13 UWF Catalog:

The list of prerequisites follows:

- ACG 2021 Principles of Financial Accounting
- ACG 2071 Principles of Managerial Accounting
- CGS 2570 Personal Computer Applications
- ECO 2013 Principles of Economics Macro
- ECO 2023 Principles of Economics Micro
- MAC 2233 Calculus with Business Applications
- STA 2023 Elements of Statistics

- (d) Students must have successfully completed (minimum grade of 'C') a minimum of 12 hours of 3-4000 level business courses.

## Who are the UWF Business partner institutions?

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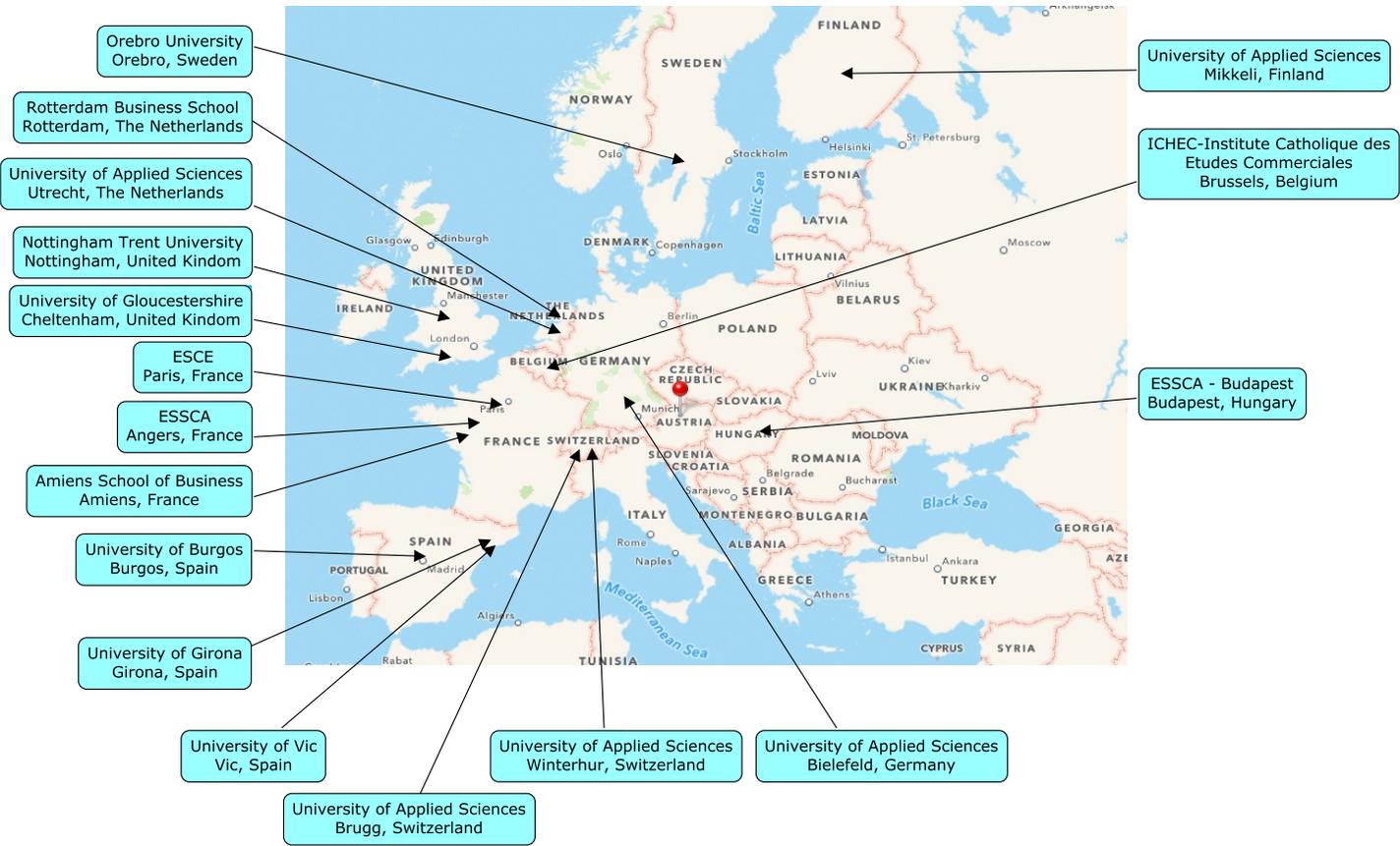
Students willing to participate in an exchange program can select from the following COB Exchange Partner Institutions (see map in next page).

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	Country	City	UWF Business Partner University
1	Belgium	Brussels	Institut Catholique des Hautes Etudes Commerciales (ICHEC) <a href="http://www.ichec.be">http://www.ichec.be</a>
2	France	Amiens	Amiens School of Business (ESC Amiens-Picardie) <a href="http://www.supco-amiens.fr">http://www.supco-amiens.fr</a>
3	France	Angers	École Supérieure des Sciences Commerciales (ESSCA) <a href="http://www.essca.fr">http://www.essca.fr</a>
	Hungary	Budapest	École Supérieure des Sciences Commerciales (ESSCA) <a href="http://www.essca.fr">http://www.essca.fr</a>
4	France	Paris	École Supérieure du Commerce Extérieur (ESCE) <a href="http://www.esce.fr">http://www.esce.fr</a>
5	France	Strasbourg	EM Strasbourg Business School <a href="https://www-english.em-strasbourg.eu">https://www-english.em-strasbourg.eu</a>
6	Finland	Mikkeli	Mikkeli University of Applied Sciences <a href="http://www.mamk.fi/etusivu.asp">http://www.mamk.fi/etusivu.asp</a>
7	Germany	Bielefeld	Fachhochschule Bielefeld - University of Applied Sciences (FH Bielefeld) <a href="http://www.fh-bielefeld.de/en">http://www.fh-bielefeld.de/en</a>
8	The Netherlands	Rotterdam	Rotterdam Business School (Hogeschool Rotterdam) <a href="http://www.hogeschoolrotterdam.nl/international-students">http://www.hogeschoolrotterdam.nl/international-students</a>
9	The Netherlands	Utrecht	Hogeschool Utrecht: University of Applied Sciences <a href="http://international.hu.nl">http://international.hu.nl</a>
10	Spain	Vic	University of Vic <a href="http://www.uvic.cat/en">http://www.uvic.cat/en</a>
11	Spain	Burgos	Universidad de Burgos <a href="http://www.ubu.es/en/english-information">http://www.ubu.es/en/english-information</a>
12	Spain	Girona	Universidad de Girona <a href="http://www.udg.edu/tabid/17562/language//default.aspx">http://www.udg.edu/tabid/17562/language//default.aspx</a>
13	Sweden	Örebro	Örebro University <a href="http://www.oru.se/english">http://www.oru.se/english</a>
14	Switzerland	Brugg	University of Applied Sciences Northwestern Switzerland <a href="http://www.fhnw.ch/homepage">http://www.fhnw.ch/homepage</a>
15	Switzerland	Winterthur	Zurich University of Applied Sciences Winterthur (ZHAW School of Management) <a href="http://www.sml.zhaw.ch/en/management.html">http://www.sml.zhaw.ch/en/management.html</a>
16	United Kingdom	Cheltenham	University of Gloucestershire <a href="http://glos.ac.uk">http://glos.ac.uk</a>
17	United Kingdom	Nottingham	Nottingham Trent University <a href="http://www.ntu.ac.uk">http://www.ntu.ac.uk</a>

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**College of Business  
Exchange programs in Europe  
Summer 2015**



## What are the steps to follow to participate in an exchange program

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Here are the steps that a typical COB student must follow to participate in an exchange program. This guide assumes that a student is not informed about the different possibilities to participate in an exchange program. Thus, the first step is to get informed.

1. Get informed about student exchange programs. A look at [general information at the UWF web site](#), is a good starting point.
2. Select country and institution to attend using the [list of partners institutions](#). This step may require a visit with your academic advisor or with Director of COB International Programs.
3. Select courses. This involves three steps as described in the [section with the descriptions of steps to get the program approved](#).
4. Get the International Student Exchange Advising Agreement signed by Department Heads and the Director of COB International Programs.
5. Get a passport. If you have a passport, be sure it has not expired.
6. Get a visa if necessary.
7. Check with the Office of Diversity and International Education and Programs (ODIEP) for additional documentation.

## What are the steps to get my COB program of study approved

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The following presents the steps that a typical College of Business student will follow to get approval of a program of study overseas. The involve:

1. A meeting with the **Academic Advisor of the home Department.**
2. A meeting with the **Director of International Programs.**
3. **Final approval** of program by a joint review of the Director of International Programs and the Chair of the home Department.

A detailed description of the previous steps follows. Step 2 above may involve two meetings with the students, but that is not necessary if the student has already preselected country, university, and a preliminary set of courses.

### 1. **Meet with Academic Advisor of home department.**

Normally, a student first meets with an Academic Advisor from any of the three departments in the College (Accounting and Finance, Management and MIS, or Marketing and Economics). Verification of completion of eligibility requirements takes place at this stage.

### 2. **Meet with Director of International Programs.**

- (a) The student meets with the Director of International Programs, Dr. Arguea in the Marketing and Economics department. In this first meeting. The student is informed about the different options and is referred to this document with links to all the institution with whom the college has an exchange agreement.
- (b) If the student has a clear idea of which Country he/she wants to go to take classes, then the next step is to determine the courses that potentially can be taken overseas in the selected institution. Otherwise, the student is sent to review the different programs in his/her own time and that is followed with another appointment with Dr. Arguea. Normally, students know at least the country they will like to go for their studies.

### 3. **Select Country, University and courses.** With information from the institution where the student wants to study, he/she will then take a look at the description of the courses, make a selection and will schedule an appointment with Dr. Arguea. This is the second meeting.

The selection of courses is based upon:

- (a) The level of the course (only junior/senior level).

- (b) The content of the course; must be relevant to the program and current. This determination is made between the Chair of the home Department and the Director of International Programs.

**4. Get approval from home department.**

- (a) Dr. Arguea will check the selection of courses and make a decision as to whether the level of the selected courses is appropriate (Junior or Senior level). Usually, Dr. Arguea will suggest additional courses as a contingency for cases where some of the selected courses end up not being offered upon the student's arrival to the host institution. The student is sent then to the home department for approval. This is the third meeting for the student, and the last if the program is approved by the Chair of the home department.
- (b) Upon verification from the Director of the program in which the student is enrolled (his/her home department) regarding credit hours toward his/her program, the student receives the final approval from the Director of International Programs (Dr. Arguea). The form is sent to both the Registrar's office and the Academic Advisor.

**5. Contact information**

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COB Advising Center	COB Exchange Programs
Beth Billy, Ed.D. Director, Advising Center Building 76A, Room 227 474-3193 <a href="mailto:bbilly@uwf.edu">mailto:bbilly@uwf.edu</a>	Dr. Nestor Arguea Director, International Business Programs Building 53, Room 134 474-3071 <a href="mailto:narguea@uwf.edu">mailto:narguea@uwf.edu</a>

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## How do I apply to the COB International Business Travel Stipend?

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The College of Business offers a travel stipend to offset some of the additional expense incurred by students with majors in any area of business participating in an approved Business Semester abroad. Students must fill out an application form available at the COB Dean's office or through the COB web site.

To be eligible for the stipend the student participating in the exchange program must have a **2.75 minimum GPA.**

## Additional sources of funding?

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Follow this link for information on [additional scholarships available at UWF](#).