



## 2009 SPRING EXCHANGE PROGRAM POLICIES<sup>1</sup>

### **A) Eligibility Criteria**

Exchange Program opportunities are available to Daytime Duke MBA students who are in their second year. Students must have successfully completed all core course requirements and have maintained a **GPA of 3.0** or above before applying online.

### **B) Registration Process for Spring 2009 Terms**

#### **D) Registration Process**

- **09/17/08 (9 AM) - 09/21/08 (9 PM):**
  - Apply online; i.e., pick your 3 top choices.
  - Have your passport ready as passport information will be requested during the online application process.
- **09/22/08-09/24/08:**
  - An Excel-based lottery will randomly determine the results that will be communicated to you by Mr. Bertrand Guillotin, Director of the International Center, by 09/24/08.
- **09/26/08 (by Noon):**
  - Submit the following **REQUIRED** to Mrs. Candice Aldrich, Program Assistant of the International Center:
    - A non-refundable application fee of **\$300**.
      - Your check should be made payable to Duke University.
      - Any student whose check is returned for insufficient funds will be charged a \$30 processing fee.
    - A **copy of your passport photo page** indicating your passport's expiration date.

**Note:** Students who select UADE/EDDE have the choice of paying the program fee (\$500), along with the application fee, to the International Center (check made payable to Duke University) or to the partner school upon arrival (\$550).

**ANY STUDENT WHO DID NOT APPLY ONLINE AND SUBMIT THE REQUIRED ITEMS BY NOON ON 09/26/08 WILL BE WAIT-LISTED.**

---

<sup>1</sup> As of 09/03/08

- The registration process is only officially completed when all of the above steps have been successfully taken and deadlines have been met.
- Couples: if two students would like to apply as a couple so that they can be placed in the same exchange program, they can do so. However, they will only receive one random number. They will have to submit two separate checks, for \$300 each, to pay for the application fees (and program fees in the case of UADE/EDDE).
- If a student is waitlisted on all choices (locked out), his/her check(s) will not be deposited until either a spot has been found or the student withdraws.

## II) Waitlist policies

- During the lottery, a waitlist will be created for any exchange program that is over-subscribed.
  - If a student withdraws from the exchange program where a waitlist exists, the International Center will inform the first person on the waitlist that a space has become available. The student is responsible for contacting the International Center within 24 hours to indicate whether he or she will take the open space.
- Students who are locked out entirely (waitlisted on all three choices) will have priority on the waitlist of their first choice.

## III) Withdrawal Process

- Between 09/24/08 - 09/26/08: E-mail Bertrand Guillotin at [bertrand@duke.edu](mailto:bertrand@duke.edu)
- Between 09/26/08 – 09/30/08 (by Noon): E-mail Bertrand Guillotin at [bertrand@duke.edu](mailto:bertrand@duke.edu) should you have personal or professional reasons to withdraw
  - At this point, you can be refunded your application fee (and program fee in the case of UADE/EDDE) if you e-mail Bertrand Guillotin at [bertrand@duke.edu](mailto:bertrand@duke.edu) by 09/30/08 at noon.
- After 09/30/08 (Noon): No application fees will be refunded (UADE/EDDE fees can be refunded as this is a program fee). Students will have to personally notify the following offices via e-mail:
  - 1) The Exchange Coordinator of the partner school
  - 2) The Fuqua Registrar - [registrar-info@fuqua.duke.edu](mailto:registrar-info@fuqua.duke.edu)
  - 3) Bertrand Guillotin - [bertrand@duke.edu](mailto:bertrand@duke.edu)

## IV) Synchronization with ACES (after 09/30 at noon)

- The International Center will notify the Exchange partner school of all students assigned.
- The list of students registered for Exchange will be sent to the Fuqua Registrar.
- The Registrar will place “Exchange Program” on ACES Web for the Term or Semester that you have committed to as you will not be registering for Fuqua courses that Term or Semester.

### **C) Passports**

If you don't have a passport, get one without delay since you will need it to register. By the same token, if have recently changed your last name due to marriage, etc., get a new passport.

### **D) Visas**

Student visas or study permits may be required for some countries and may depend on students' citizenship. The host school will send specific information on how to obtain and letters to support students' visa application prior to their program abroad. However, **students must be extremely proactive in this process** and check consulate and embassy websites often for the latest student visa requirements. Visa information can be conflicting between consulates and can change without notice. In short, students are solely responsible for their visa process. All required visas must be secured as early as possible. Obtaining a visa can take up to 6-8 weeks, especially in the case of Spain.

**Note to F-1 visa holders:** F-1 visa holders/International students are encouraged to take advantage of the unique opportunity to explore another region of the world and to go on exchange. It is recommended that international students consult with Duke's International Office and discuss their study abroad plans to ensure that they will remain in compliance and be allowed back in the US.

### **E) Insurance**

All students **must** check with their specific medical insurance company to ensure 1) they will be covered while away from Fuqua and 2) they understand the claim process when receiving care overseas. Most students should be covered by the Duke SMIP (Student Medical Insurance Plan). However, they still must inquire about the above. In addition, all Duke MBA students are insured through Duke by ISOS for medical and security evacuation as well as repatriation. They should carry the ISOS card with them at all times when they are overseas. For more information please visit the following address: <http://www.treasury.duke.edu/corprisk/travel/isos.html>

### **F) Financial Aid**

Students considering an exchange opportunity can expect all travelling and living expenses as well as any application and/or program fee to be covered by Financial Aid, should they need such assistance. The Financial Aid contact person for exchange financing is Mr. Lamar Richardson.

### **G) Health and Recreation Fee Waivers**

Students who participate on a semester exchange can have the Health Fee and Recreation Fee waived while they are abroad if they are gone for the full semester. The International Center is responsible for notifying the Bursar's Office in this regard. Students going abroad for one term only must pay all required fees. Fees cannot be pro-rated for a single term.

### **H) Conduct**

Students participating on exchange are representatives and ambassadors not only of the Fuqua School of Business and Duke University, but also are representatives of the United States and are expected to conduct themselves in a manner that reflects favorably on all. The Fuqua Honor Code remains operative during the period students are on exchange. Any violations will be dealt with using Fuqua's judicial procedures and in addition to those of the host school. In addition, please visit the World Citizen Guide found on the I-Center's website at: <http://www.fuqua.duke.edu/internationalcenter/exchangeprogram/outgoing/>

## **I) Academic Credits**

Upon students have successfully completed the course work abroad (passing all courses) students can expect to receive up to 15 hours of credit for one semester and up to 9 hours of credit for one term. Students are required to take a full course load as defined by the host school and approved by Fuqua. This will vary depending on the school and can range from 3 courses a term to 6 courses a semester.

### **Notes on Summer modules:**

1) The Exchange program at PUC Chile is a Summer Module (Southern Hemisphere) offering three courses during four weeks. Six credits are awarded for this Exchange.

2) The ESSEC Summer module (The Global Manager in Europe) lasts only three weeks. Therefore, no academic credit is awarded for this Exchange. This module is available to both rising SYs, who are not doing an internship, and recent graduates.

## **J) Grades & Transcripts**

**Important:** upon arrival, each Duke MBA student must have the Exchange Coordinator fill out the Exchange Enrollment Form and fax it back to the Fuqua Registrar for them to validate course loads and graduation requirements.

The academic credits earned abroad will be transferred as hours only; actual grades will not transfer. The names of the courses taken at the host school will appear on the Duke transcript but the grade received will not. Students should receive a certificate/transcript from the host school. Fuqua's Registrar is responsible for handling the transfer of credit from abroad. However, you must fax back the Exchange Enrollment Form to ensure that proper credits are transferred.

## **K) Evaluation & Debrief**

Students will be expected to debrief in writing (via e-mail) or in person with the International Center within 3 weeks of the completion of their program. The feedback will be helpful as we continue to improve our services and programs to future students.