

## Departmental Policy Document

### Graduate Students International Exchanges

#### SUMMARY:

This Document contains:

- General principles guiding the Departmental practice in regards to the Graduate Students International Exchanges
- A Summary of the information on each of the Exchanges
- A Calendar of Actions to be undertaken by different stakeholders in the Department

#### GENERAL PRINCIPLES:

- The Department considers the International Exchanges of Graduate Students as highly beneficial, both for the professional training of our outgoing students and, thanks to the incoming students, for the intellectual life of our Departmental community.
- The Department will strive to maintain and possibly develop the existing exchanges, while making sure that they contribute to the intellectual debate in our graduate classes and to the high level of language instruction in our undergraduate classes.

#### SUMMARY OF THE INFORMATION ABOUT THE EXISTING EXCHANGES:

Exchange/Study Abroad program	Aix-Marseille exchange	Geneva exchange	Bryn Mawr study abroad
Date of most recent agreement/extension	December 1, 2014	January 18, 2016	No official contract/ agreement
Expiration of most recent agreement/extension	December 1, 2019	January 18, 2017 – extended one year, to 2018, based on current work on new contract	Availability subject to available scholarship from Institut d’Avignon
Contact at partner institution	Silvie Mathe – <a href="mailto:Sylvie.mathe@univ-amu.fr">Sylvie.mathe@univ-amu.fr</a> -or- Cecile Cottenet – <a href="mailto:cecile.cottenet@univ-amu.fr">cecile.cottenet@univ-amu.fr</a>	Frederic Tinguely – <a href="mailto:Frederic.tinguely@unige.ch">Frederic.tinguely@unige.ch</a>	Brigitte Mahuzier – <a href="mailto:bmahuzie@brynmawr.edu">bmahuzie@brynmawr.edu</a> -or- Rudy Le Mentheour – <a href="mailto:rlementheo@brynmawr.edu">rlementheo@brynmawr.edu</a>
Administrative contact at UW-Madison	Graduate Coordinator	Graduate Coordinator	Graduate Coordinator
Application deadline outbound	December 1	December 1	December 1
Application deadline inbound	February 15	February 15	n/a
Length of program/contract outbound	September 1 – August 31	September 1 – June 15, Visa valid September 1- September 1	June-July (for instance: June 8 – July 22, 2017)
Length of program/contract inbound	UW-Madison academic year, August - May	UW-Madison academic year, August - May	n/a
Department funds for outbound	\$1,500 travel	\$1,500 travel, \$600 difference from in/out of state tuition each semester	\$1,500 travel

Partner funding for outbound	Approx. 1400 Euros/ month stipend Registration and tuition fees waived	Approx. 1900 CHF/month fellowship	Full tuition scholarship of \$6,200
Department funding for inbound	50% appt (\$1916/month), Tuition and fees waived by university	36% appt (support can vary each year), tuition and fees waived by university; \$1500 for air travel on case by case basis	n/a
Qualifications of outbound	Graduate student, leave of absence if not dissertator, preferably in French	Dissertator, preferably in French	Graduate student, preferably in French
Financial obligations for outbound	Room, board, travel, CISI insurance (\$34/month), health benefits in France	Students are eligible to stay in University Housing for between 350-750 CHF per month; private housing is also available (prices vary, average cost 1000 CHF). Students must acquire a permit to live in Geneva which costs about 200 CHF. Equivalent insurance coverage in Switzerland (81 CHF/month). CISI insurance (\$34/month).	Airfare to and from Paris; return train fare from Avignon to Paris; lunch, (and all meals for those in studios & independent housing); snacks and beverages; books (\$40-\$80); telephone and postage; <b>independent</b> travel on weekends, etc. In the past years, students have reported spending roughly between \$1000 – \$1500 on food, books, telephone, and postage. Room and board (between \$950 to \$1900). CISI insurance (\$34/month).
Financial obligations for inbound	French House room & board (\$5440/month), meals, books, SHIP insurance or equivalent	Lodging, meals, books, SHIP insurance or equivalent	n/a
Teaching obligations for outbound	Teach 2 or 3 English courses, work in the university library and language lab. Does not exceed 12 hrs/wk.	n/a	n/a
Teaching obligations for inbound	Teach 1 section per semester; duties at the French House (teaching 301, etc.). No appointments outside the original appointment letter are allowed for J-1 scholars.	Teach 1 section per semester. No appointments outside the original appointment letter are allowed for J-1 scholars.	n/a
Enrollment obligations for outbound	May attend courses	Student registers in advisor's 990 course at UW and enrolls in courses at Geneva.	Bryn Mawr is a six-week summer program in Avignon, France. It is an intensive program studying aspects of French language, literature, civilization, and culture.
Enrollment obligations for inbound	Student required to take French 820.	Student registers as special student. Not required to take courses at UW except for French 820 and orientation week	n/a

Academic expectations for outbound	Student expected to take advantage of the libraries and archival resources, graduate seminars and consultations with local experts. If Dissertator, evidence of progress with dissertation expected.	Student expected to take advantage of the libraries and archival resources, graduate seminars and consultations with local experts. Evidence of progress with dissertation expected.	See Enrollment obligations
Academic expectations for inbound	Encouraged to enroll in other courses other than 820 or independent study work	Highly encouraged to enroll in other courses other than 820 or independent study work	n/a
Academic Advisor for inbound	Assigned Academic Advisor	Assigned Academic Advisor	n/a

### CALENDAR OF ACTIONS:

DATE	WHAT?	WHO?
November 1	Call for Nominations Outbound (reminding the role and duties of our students in the exchange program)	Graduate Coordinator
October 1	Contact with partners abroad (reminding the deadline for receiving the application Inbound)	Graduate Coordinator
December 1	Internal Deadline for Applications Outbound	n/a
February 1 (Aix, Geneva) March 1 (Bryn Mawr, the student applies directly)	External Deadline for Applications Outbound	
February 15	Internal Deadline for Applications Inbound	n/a
December 15	Selection of Candidates Outbound	Admissions Committee
December 15	Check with Chair before announcing the nominations	Chair of the Admissions Committee
March 1	Review of the Applications of the Candidates Inbound	Chair of the Admissions Committee and Chair of the Chairs Committee

### NOTES:

#### Criteria for selection outbound:

- good academic progress
- sound project showing the benefits of the exchange
- language competency in French
- previous trips for exchange programs through FRIT