

ENGLISH DEPARTMENT - Study Abroad Process

Step-by-Step Guide

➤ **Before applying, the student needs to:**

1 	Research study abroad options and potential host universities, checking information provided by the International Office: https://www.unifr.ch/international/en/ NOTE: Module 1, 2, and 3 <i>must</i> be completed before a student is eligible to study abroad.
2 	Identify the gaps in their UNIFR study plan that they seek to fill while abroad. While the study counsellors are able to offer support, the primary responsibility for identifying suitable courses and verifying they are appropriate to the study plan lies with the student.

➤ **Once a host university has been selected, the student needs to:**

3 	Identify classes at the host institution that are available to international students and that could match our UNIFR study plan in terms of level of study and their ECTS equivalence. For steps 2 and 3, the study counsellor is the point of contact for a basic first assessment.
4 	Present proposed courses to the professor in the relevant field with as much concise information as possible in order to secure preliminary approval. <i>Linguistics - Prof. Didier Maillat, Philology - Prof. Elisabeth Dutton, English Literature I: Early Modern - Prof. Kilian Schindler, English Literature II: Modern - Prof. Julia Straub, American Literature - Prof. Michael Boyden</i>
5 	Once approved, the student can fill in their learning agreement. Once all entries have been made and all approvals are in place, the student will contact the HoD for a signature.

➤ **During the stay abroad, the student may need to:**

6 	The student must contact the relevant professor at UniFR as soon as possible to discuss changes to course selection and update their learning agreement accordingly.
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➤ **Upon their return, the student needs to:**

7 	Submit a transcript along with their learning agreement to the respective professor(s) for confirmation of the final mark earned and conversion of credits and mark as necessary.
8 	Submit written work (e.g. seminar papers) where necessary to validate completion.

After the student has completed these steps, the student administrator will record the final results in the system.