

Practical Guide for Outgoing Students at HTSI



Congratulations on choosing the Student Exchange option!

¡Felicidades por elegir la opción *Student Exchange*!

Felicitats per escollir l'opció *Student Exchange*!

Dear students,

The International Team is pleased to accompany those students who have chosen to have the opportunity to study a semester in one of HTSI partner universities!

You probably have a lot of questions and also may be curious regarding how this whole process works; that is why we collected in this practical guide the information that you will need through this experience!

In this guide you have information about all the steps of the process: before, during and after the mobility, what documentation you will have to prepare, which grants will be available for your type of mobility and the timing of it all.

Before starting, we would like to introduce ourselves:

Ms. Laura Abelenda – laura.abelenda@htsi.url.edu

She will assist you through the student application process and Learning Agreement (EU) or International Student Exchange form (non- EU)

Ms. Anna Campañá – anna.campana@htsi.url.edu

She will advise you which university is the best fit for you and also will approve the subjects that you will do at the university of your choice.

Mr. Fritz Habermann – fritz.habermann@htsi.url.edu

He will inform and help you with the different grants available for the semester.

We sincerely hope you have an amazing semester at the University of your choice!

Laura Abelenda, Anna Campañá and Fritz Habermann

The International Team

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Semester 7: Student Exchange

One of the main objectives of the **School of Tourism and Hospitality Management Sant Ignasi** is to promote the internationalization of the centre, contribute to the training of their students in developing skills in academic environments and promoting mobility and professional experience in diverse cultural contexts.

An international academic exchange means:

- To spend a period abroad in a partner university.
- To gather further knowledge by validating courses and credits.
- To strengthen foreign languages.
- To learn to be more flexible and adapt to new situations.
- To understand other cultures.

There are three types of student exchange, depending on the University where you are interested in going:

1. National Universities

HTSI participates in the *Sistema de Intercambio entre Centros Universitarios de España (SICUE)*. This means that a student who is interested in doing an academic mobility but does not want to go abroad, has the opportunity to course a semester at the [Universidad de Deusto](#), in the Basque Country.

2. European Universities

The bilateral-agreements that HTSI has with the European Universities are regulated through the [Erasmus+ Program 2014-2021](#), HTSI has a total 15 partner universities located in Europe.

3. Non-European Universities

HTSI has specific agreements with Universities outside Europe, currently there are 8 international universities where you will be able to do your Exchange Student.

Nevertheless, the agreements between each University and HTSI establish that all students must do a minimum course load of 30 ECTS (the subjects in the host University can be compulsory, electives and / or optional subjects).

In order to be able to carry out a semester abroad, you must meet the criteria established by HTSI and also meet the requirements of the receiving University. Once selected, the student must follow the regulations of the Host University, including the corresponding rules to the evaluation criteria, qualifications and sanctions.

Partner Universities for the Academic Course 2020-2021

All the information regarding the Universities can be found in the [Virtual Campus](#), but these are the Universities with a current agreement with HTSI:

	University	City	Country
America	Johnson & Wales University	Providence	United States
	Universidad Antonio Ruiz de Montoya	Lima	Peru
	Universidad Argentina de la Empresa	Buenos Aires	Argentina
	Universidad Católica del Uruguay	Montevideo	Uruguay
	University of San Francisco	San Francisco	United States
Asia	Udayana University - GoBali	Bali	Indonesia
	Taylor's University	Selangor	Malasya
	The Hong Kong Polytechnic University	Hong Kong	China
Europe	Breda University of Applied Sciences	Breda	The Netherlands
	International University of Applied Sciences Bad-Honeff	Bad-Honeff	Germany
	Institut Paul Bocuse	Ecully	France
	JAMK University of Applied Sciences	Jyväskylä	Finland
	Kodolányi János University of Applied Sciences	Budapest	Hungary
	La Rochelle Tourism & Hospitality School Excelia Group	La Rochelle	France
	Leeds Beckett University	Leeds	United Kingdom
	Modul University Vienna	Vienna	Austria
	Oxford School of Hospitality Management	Oxford	United Kingdom
	Technological University of Dublin	Dublin	Ireland
	Universidad de Deusto	Bilbao	Spain
	Università della Calabria	Rende	Italy
	University College Birmingham	Birmingham	United Kingdom
	University of Stavanger	Stavanger	Norway
	University of West London	London	United Kingdom
ZUYD University of Applied Sciences	Maastricht	The Netherlands	

Selection process and criteria for the Exchange Student

Selection process

The selection process is fair, transparent and documented in order to ensure equal opportunities for all the students. The requirements that all students must fulfil are the following ones:

- Have a good academic transcript
- Have a good level of English, French or Italian (depending on the level of instruction at the Host University) *
- Be approved by the Academic Coordinator in terms of maturity and professionalism
- Complete successfully the subject *Internship* (30 ECTS)

* Each University has its requirements, in some cases you will have to present an official certificate (Cambridge, IELTS, TOEFL, DELF, etc)

Selection criteria

The selection criteria, in case that there are more students than slots available, are the following ones:

1. Academic transcript's grade
2. Language level of instruction
3. The suitability of the candidate for the University, according to the Academic Coordinator's criteria
4. Participation in the information sessions done during the semester (for more information click [here](#))

Process of nomination and application to a Partner University

Step 1: Check the Virtual Campus

The International Team highly recommends to check the [Partner Universities – Exchange Student](#) document in order to have an idea of the options available. Check the subjects they offer, the budget, the accommodation details, if you would need a visa, etc. This document is being constantly updated with new information!

Important: Check this information also with your parents / legal guardians!

Step 2: Attend the compulsory presentations

All the students that are interested in doing the Student Exchange must attend the several presentations that HTSI offers through November:

- Semester 7 presentation
- Student Exchange presentation
- Grants Presentation

These presentations have the aim inform about the conditions of the program, the application process, student exchange's requirements, Universities and slots available, grants, important deadlines, etc. All this information will be on the Virtual Campus.

Important: In case of not being able to attend one of the presentations, you must contact anna.campana@htsi.url.edu and excuse your absence

Step 3: Choose your top 3 Universities

Once you have the information, you must fill in the following [form](#) stating that you want to course the Student Exchange and the 3 universities of your choice.

Deadline for the Application Form – Semester 7

November 28th

Once the form is submitted, the Academic Coordination will schedule an interview with you.

Step 4: Optional Interview with the Academic Coordinator

Students can have an optional interview with Ms. Anna Campañá in order to see which university is the best fit for the student.

Step 5: Wait for the evaluation of the candidate

Once all the interviews have been conducted, the International Office will meet with the Academic Area to apply the selection criteria mentioned above.

Step 6: Receive the document with the awarded places

The International Office will send a list to the students with the corresponding awarded slot at the Host University.

Step 7: Meet with the Academic Coordinator

During this meeting the Academic Coordinator will explain all the process and will share important information regarding the University. Moreover, the student will sign the [Student Exchange Acceptance Statement](#).

Important: Those students that cannot make it, he/she must send the [Student Exchange Acceptance Statement](#) by e-mail to anna.campana@htsi.url.edu

Step 8: Be nominated to the Host University

The International Office will nominate the candidate to the Host University. Once nominated, the student will not be able to switch universities.

Important: HTSI will nominate the student once the Host University nomination period is open, bear in mind that this may vary depending on the Host University.

Step 9: Apply to the Host University

Once nominated, the Host University will contact the student directly indicating the steps to be followed for the application process and will also send relevant information about the semester abroad. The **student is responsible** for completing the application process for the Student Exchange, HTSI only nominates each student.

If during the application process the student needs any Certification or Academic Transcript, they will have to request it to laura.abelenda@htsi.url.edu.

Step 10: Receive Host University's final decision

After evaluating the student's application, the Host University will contact the student with the Letter of Admission (remember that all students must send it to laura.abelenda@htsi.url.edu). In the case of being accepted, the Host University will also send more information about the semester, subjects, accommodation, visa, etc.

Important: In the case that the student is not accepted at the Host University, the Academic Coordinator will have another interview with him/her in order to see which Host Universities are still available and, in the case that there are no more slots available, the student will have to change the track.

Step 11: Confirm the subjects and prepare the documentation

Before confirming to the Host University the subjects that you are going to course during the semester abroad, it is **mandatory** to send an e-mail to anna.campana@htsi.url.edu in order to have the subjects validated. In this e-mail the student must indicate:

- Name of the subject
- Number of ECTS
- Academic Guide or short description of each subject.

All students must course 30 ECTS during the semester 7 and it is important not to choose subjects that you have already done or subjects that you will do on semester 8.

Moreover, we highly recommend to start preparing all the documentation as soon as the student receives the Admission Letter. Remember that it is the student's responsibility to:

- Manage the necessary **legal documents** (ID card, Passport, Visa, etc)
- Find **accommodation and travel arrangements**
- Contract **traveller's / health insurance**
- Register at the [Registro de Viajeros](#)

Step 12: Forward the documentation to the International Office

All students must forward the following documents before being able to start the mobility:

- **Learning Agreement – Before the Mobility:** This document must be signed by the student, HTSI and the Home University before June 28th (click [here](#) for more information)
- **Copy of the Health Insurance**
 - o For the Student Exchange in Europe, it is mandatory for students to have the European Health Insurance Card before departure plus an additional insurance to cover: assistance to find and deliver lost luggage, travel assistance, replacing forgotten items and liability.
 - o For the Student Exchange outside Europe, the student will have to contract a Health Insurance that will cover his/her stay abroad.

- **Copy of the Travel Insurance:** HTSI recommends the OnCampus Insurance (click [here](#) for more information).
- **Copy of the registration** at the [Registro de Viajeros](#)

Step 13: Request the Grants available

Either if the student is doing the Student Exchange in Europe or outside Europe, there are grants available! Click [here](#) for more information.

Step 14: Start of the semester!

HTSI International Team will be in contact with the students in order to assist them during this journey. We sincerely hope that all students have a marvellous experience at the Host University!

Deadlines to keep in mind

TASKS	DATES
Attendance to Semester 7 presentation	6 th November
Attendance to Student Exchange plenary session	13 th November
Attendance to Grants Presentation	19 th November
Submission of the Application form for Semester 7	28 th November
Publication of awarded slots	12 th December
Individual Interviews	13 th – 24 th January
Learning Agreement – Before the Mobility signed	June 26 th

Checklist

We are aware that this is quite a big step for many of you and may become a little bit overwhelming, but do not worry! In order to make sure that you have everything, use this checklist to keep track of everything you have to do!

FIRST OF ALL...

- Read this practical guide - all of it! If you need more information, do not hesitate to contact us!

YOU MUST...

- Come to the Exchange Student's Presentation and Grants Presentation
- Check the Virtual Campus for the information regarding the Universities
- Share the information with your parents / legal tutors – check the budget!
- Make sure that you fulfil all the requirements for your University of choice: GPA, Language certificate, tuition (if applies)
- Complete the Semester 7 Form – choose three Universities in order of preference

ONCE YOU HAVE BEEN ASSIGNED TO A UNIVERSITY ...

- Go to the meeting where your University will be explained and sign the Student Exchange Acceptance Statement.
- Follow step by step the University of choice's application procedure
- Check that you have a valid ID / Passport – prepare your Visa (if applicable)
- If your University has student halls – you must be very aware of the dates that you can apply to them. Do it as soon as they notify you!
- If your University do not have student halls – start apartment hunting once you have been admitted – some places have a big demand regarding housing!
- Validate your subjects of choice with the Academic Coordinator

VERY IMPORTANT! BEFORE LEAVING YOU MUST...

- Have the Learning Agreement signed by the three parties
- Have your Health Insurance / Travel Insurance up to date
- Be registered on the *Registro de Viajeros*
- Apply for the Grants available - be aware of the deadlines!

REMEMBER TO PACK THE ...

- Passport & ID Card (it is always good to have both of them)
- Health Insurance / Travel Insurance

Learning Agreement Erasmus+ and Learning Agreement for non-European Student Exchange

There are two different Learning Agreements depending whether you are doing your Student Exchange in Europe or outside Europe (click [here](#) to go directly to *Learning Agreement outside Europe*).

European Universities – Learning Agreement Erasmus+

All students who are doing their Student Exchange through the Erasmus+ program must fill out the Learning Agreement, which can be downloaded by clicking [here](#). For more information regarding the Learning Agreement, check the [European Commission website](#). There are three parts: **Before**, **During** and **After the Mobility** – below you have an explanation regarding how to fill in each part.

Important: HTSI will only accept those Learning Agreements that are fully fulfilled. Any Learning Agreement that has information missing or incorrect will not be accepted and the student will have to amend it and send the correct one again. For further information, check the [Guidelines on how to use the Learning Agreement for Studies](#).

1. Learning Agreement – Before the Mobility

All students must present the Learning Agreement – Before the Mobility before their arrival at the Host University. It must be signed by the three parties: student, sending institution and receiving institution.

Remember to write your name and academic year!



Erasmus+

Learning Agreement Student Mobility for Studies

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
							EQF Level 6
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

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The Field of Study is marked by the [ISCED](#). Usually the ISCED code is **1015 – Travel, Tourism and Leisure**.*

* The students who are going to *Breda University of Applied Sciences (BUAS)*, will have to introduce the Field of Education depending on the itinerary chosen:

- 2 students will have the code 1015 – *Travel, Tourism and Leisure*
- 2 students will have the code 1013 – *Hotel, Restaurant and Catering*

Before the mobility

This is the planned period: only month and year!

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] to [month/year]

Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
				Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

The information (code and subject) will be provided by the Host University

It will be the same for all the subjects

The information (ECTS) will be provided by the Host University

Remember to write the total of ECTS!

Important: Mark the level of English before the mobility

The level of language competence⁹ in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

Recognition at the Sending Institution

Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	OP7RESPT	Responsible Tourism	Autumn	15
	OP7BUSPLC	Business Plan in Tourism and Hospitality	Autumn	5
	OP7CARTS	Wine Experience	Autumn	5
	OP7CARTS	Gastronomy Experience	Autumn	5
				Total: 30 ECTS

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹⁰ at the Sending Institution	Laura Abelenda Pomar	laura.abelenda@htsi.url.edu	International Officer		
Responsible person at the Receiving Institution ¹¹					

Signed and stamped by both Universities

2. Learning Agreement – During the Mobility

If a student from the Erasmus+ programme has to change subjects, this must be reflected in the Learning Agreement – During the Mobility and it must be signed and stamped by both universities for confirmation of approval.

Important: All the changes must be approved first by Ms. Anna Campañá

The only subjects that must be in this part are the one/s deleted and the one/s added, remember to indicate it in the Learning Agreement.



Erasmus+

Remember to write your name and academic year!

**Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...**

The information (code, subject and ECTS) will be provided by the Host University

During the Mobility

Table A2 is for the subjects taken at the Host University

Exceptional changes to Table A <small>(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)</small>						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution <small>(as indicated in the course catalogue)</small>	Deleted component <small>[tick if applicable]</small>	Added component <small>[tick if applicable]</small>	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) <small>(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)</small>					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution <small>(as indicated in the course catalogue)</small>	Deleted component <small>[tick if applicable]</small>	Added component <small>[tick if applicable]</small>	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

It is mandatory to put the reason for the change

¹² Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

Reasons for deleting a component	Reason for adding a component
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

3. Learning Agreement – After the Mobility

The Learning Agreement – After the Mobility will show the subjects with their corresponding grade. It will be signed and stamped by the Host University and each student will have to request it while they are still at the Host University. The student does not have to fill in anything in this section, it will be done by the International Officer.

Non-European Universities – Learning Agreement for non-European Student Exchange

All students who are doing their Student Exchange at a non-European must fill out the Learning Agreement for non-European Student Exchange, which can be downloaded by clicking [here](#). There are three parts: **Before**, **During** and **After the Mobility** – below you have an explanation regarding how to fill in each part.

Important: HTSI will only accept those Learning Agreements that are dully fulfilled. Any Learning Agreement that has information missing or incorrect will not be accepted and the student will have to amend it and send the correct one.

1. Learning Agreement non-EU – Before the Mobility

All students must present the Learning Agreement non- EU – Before the Mobility before their arrival at the Host University. It must be signed by the three parties: student, sending institution and receiving institution.



Remember to write your name and surname in every page

Learning Agreement form

LEARNING AGREEMENT: INTERNATIONAL ACADEMIC MOBILITY / NON EU UNIVERSITY BEFORE THE MOBILITY:

ACADEMIC YEAR: 2019 / 2020	STUDY PERIOD: from DD/MM/YYYY to DD/MM/YYYY
FIELD OF STUDY: TOURISM & HOSPITALITY MANAGEMENT	
NAME OF STUDENT: Name and surname	
STUDENT'S E-MAIL ADDRESS: HTSI's address	
SENDING INSTITUTION: School of Tourism & Hospitality Management Sant Ignasi	COUNTRY: Spain

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT			
RECEIVING INSTITUTION: Official name of the University			
COUNTRY: University's country			
Component code	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (Autumn/Spring)	Number of ECTS credits
		Autumn	
TOTAL ECTS credits			

The information (code, subject and ECTS) will be provided by the Host University

RECOGNITION AT THE SENDING INSTITUTION			
Component code	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (Autumn/Spring)	Number of ECTS credits
OP7RESPT	Responsible Tourism	Autumn	15
OP7BUSPLC	Business Plan in Tourism and Hospitality	Autumn	5
OP7CARTS	Wine Experience	Autumn	5
OP7CARTS	Gastronomy Experience	Autumn	5
TOTAL ECTS credits			30

Student's signature Remember to sign **Date:** DD/MM/YYYY

SENDING INSTITUTION

We confirm that the learning agreement is accepted.

Departmental coordinator's signature _____ Institutional coordinator's signature _____

_____ Signed and stamped by HTSI _____

Date: _____ Date: _____

RECEIVING INSTITUTION

We confirm that the learning agreement is accepted.

Departmental coordinator's signature _____

_____ Signed and stamped by the Host University _____

Date: _____ STAMP: _____

2. Learning Agreement non-EU – During the Mobility

If a student wants to change subjects, this must be reflected in the Learning Agreement non-EU – During the Mobility and it must be signed and stamped by both universities for confirmation of approval.

Important: All the changes must be approved first by Anna Campañá

Remember to write your name and surname in every page

Learning Agreement form

DURING THE MOBILITY: CHANGES TO ORIGINAL LEARNING AGREEMENT
(to be filled in ONLY if appropriate)

Course unit code and page no. of the course catalogue	Course unit (as indicated in the course catalogue)	Deleted course unit	Added Course unit	Number of ECTS credits
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

If necessary, continue this list on a separate sheet

The information (code, subject and ECTS) will be provided by the Host University

Indicate which subject is deleted and which is added

Plan your budget

It is crucial to prepare your budget in order to know how much money you are going to need. We have prepared the following table to help you do it, but the items inside may vary depending on the destination you are going and also depending on your preferences:

Student Exchange Budget	
HTSI enrolment fee	
Flights	
Accommodation	
Meals	
Visa (if applicable)	
Transportation to the destination	
Transportation during the stay	
Emergencies	
Health Insurance	
Travel Insurance	
Language test (if applicable)	
Other travels and leisure	
Other Expenses	
Total	

Certificate of Language

Depending on the University of your choice, you will be required to present an official certificate stating your English, French or Italian level. Most of the Universities demands to submit the TOEFL or the IELTS, although some universities also accept the Cambridge Exam.

If you have to do the exam, we recommend you do it before the end of April (and even in some universities before) in order to be able to submit it during the application process. Some Universities require it to complete the process, you do not want to miss the deadline!

- [TOEFL](#)
- [IELTS](#)
- [CAMBRIDGE](#)

Those students who decided to do an International Internship during the semester 6, may be able to do this exam abroad, both the IELTS and the TOEFL have sites to be examined all over the world.

Flights and accommodation

We recommend to purchase your **flight** as soon as the Host University has informed you of the definitive dates of the semester.

Regarding the **accommodation**, we want to remind that the student is responsible for coordinating his/her own housing. This is not always an easy process, be prepared to be flexible. The student must follow the guidelines and suggestions presented by the host school. Nevertheless, depending on the University of choice, student halls will be offered to the students.

Insurance

Before starting the mobility, the student must arrange an insurance that covers their stay abroad (the URL recommends the insurance OnCampus):

- **Mobility within Europe:** it is mandatory to obtain the European Health Card before departure, plus an additional insurance that covers: assistance in finding and sending lost luggage, travel assistance, shipping of forgotten objects difficult to replace, civil liability, etc
- **Mobility outside Europe:** both a private medical and travel insurance is required that covers: assistance in finding and sending lost luggage, travel assistance, shipping of forgotten objects difficult to replace, civil liability, etc

Grants

Read carefully the process to apply for the scholarships and take into account the application deadlines (between May and June). On the Virtual Campus you have all information – click [here](#) for more information.

During the mobility

It may be possible that once you start your classes you realise that a subject that you have picked is the same as one that you have already done in your home University. Subjects can only be changed during the first 15 days of class. In order to do so, you must contact anna.campana@htsi.url.edu in order to have the new subjects validated and send the [Learning Agreement – During the Mobility](#) to laura.abelenda@htsi.url.edu.

After the Mobility

Before leaving the Host University, you need to make sure that you have the following documents:

1. Certificate of Attendance

If you have the Erasmus + Grant, you will need to contact the International Office of your Host University in order to have the Certificate of Attendance dully fulfilled. The URL Rectorate will ask you to send this document.

2. Academic Transcript

The Academic Transcript (Transcript of Records) is usually sent to HTSI, but we highly recommend you to contact the International Office of your Host University to know if they will send it directly to HTSI or you need to collect it before you leave.

3. Learning Agreement – After the Mobility

Do not worry about this document, the Host University will send it directly to HTSI.

Frequent Ask Questions

Can I change University once I have been nominated?

No, you cannot change the University of your choice for another. Bear in mind that other students may have been interested in going there but they were not able to.

I want to change a subject, do I need any approval?

Yes, it is mandatory for the student to contact the Academic Coordinator (Ms. Anna Campañá) to have her approval and to fill in the Learning Agreement – During the Mobility.