

Selection process Outgoing EXCHANGE 2019/20

International Week - Presentations about studying abroad	DEU 05.11.18 // 12.15 - 13.00 // E1.09 ENG 06.11.18 // 12.15 - 13.00 // E1.09 DEU 08.11.18 // 12.15 - 13.00 // A2.09 ENG 09.11.18 // 12.15 - 13.00 // A2.09
Poster exhibition & photo competition	05.-09.11.2018 / E -economics library
"Meet and Greet" Event - meet former "outgoing" students and current "incoming" exchange students	07.11.2018 / E -economics library 12.00 - 13.00
Students inform themselves about partner institutions	
Application deadline	WS 11.01.19 SS 07.06.19
International Office reviews applications and selects students according to criteria of study programme at HTW and of the host institution (grades, language skills)	See Moodle "Study abroad factsheet 2019/20" for info about selection criteria
Students are informed if they have qualified for an exchange semester	WS 18.02.19 SS 19.08.19
Selected candidates attend a placement interview with the International Office	WS 20.02.19 - 06.03.19 SS 20.08.19 - 29.08.19
International Office informs student about nomination	WS 07.03.19 SS 30.08.19
Student confirms nomination	WS 11.03.19 SS 02.09.19
International Office nominates the student to the host institution	WS / SS acc. to host institution
Student contacts academic coordinator to make a "provisional" learning agreement	
Student submits application documents to host institution	acc. to deadline of host institution
Letter of acceptance from host institution	acc. to host institution
Student submits form "Declaration of obligations" (EU only)	before departure
Exchange semester (Final Learning Agreement must be confirmed within 2 weeks of arrival)	WS / SS acc. to host institution
Feedback report, Certificate of attendance, final report	WS / SS within the last week of exchange semester
Feedback interview	WS / SS acc. to HTW Chur