

International mobility for students: Rules and procedure

This document is related to USJ student mobility abroad (outgoing mobility) and international student mobility to USJ (incoming mobility).

The forms are available on the website www.usj.edu.lb/sri

General Framework

Considered nowadays as a key phenomenon on international scale, student mobility is a distinctive feature of university's visibility, a proof of the adoption of recognized international standards, and hence a recognition of the high quality of its teaching programs.

Types of international mobility:

- **Study exchange:** the student follows one or two semesters in mobility, at the end of which he/she receives a single and global transcript that allows him/her to validate a number of ECTS credits at the host institution that are also recognized in the institution of origin. He/she does not obtain any degree from the host university.
- **Double degree:** in accordance with the terms and conditions set out in the double-degree agreement signed by the partner institutions, the student goes on a mobility stay, at the end of which he/she receives a transcript that allows him to validate credits that are part of his/her career path in his/her home university. In addition, the student obtains two degrees (from USJ and the partner university)
- **Internship:** the student carries out a research stay, or a field internship supervised by an institution (of USJ or other) which must assign him/her an advisor. In some cases, the internship is an integral part of a curriculum. It must meet well-defined learning outcomes and corresponds to a certain number of ECTS credits.

I - Study exchange Rules

- General rules
 - The student in mobility stays enrolled in his home university and pays the tuition fees. He/she is exempted of the tuition fees in the host university (unless otherwise is stated).
 - The student in mobility pays all expenses related to his/her stay: accommodation, travel, visa or residence permit fees, insurance costs, etc.
- Specific rules for incoming mobility:
 - The student must have a good academic record certified by his/her university of origin to be admitted to USJ.
 - Bachelor students are not allowed to enroll for Master's courses, according to the University Regulations.
 - Students must select most of their courses in a single Faculty or Institute that will be their host institution.
 - International students in mobility at USJ benefit from the free first Arab session at CREA if it is part of their course selection validated by their home institution.
- Specific rules for Outgoing Mobility:
 - Eligibility conditions for outgoing mobility:
 - The student cannot benefit from an outgoing mobility stay before having validated at least half of the same Program at the USJ (90 ECTS credits in BS and 60 ECTS credits in master) unless specific provision, specific to each institution, or with the written justification of the head of the institution. To graduate from USJ, the student must have earned at least half of the ECTS credits in the corresponding cycle.
 - The student must have a good academic record
 - The student must prove an honorable disciplinary record (excluding violence, fraud and plagiarism).
 - Second mobility:
 - A student has the right to make only one mobility per Program.
 - If, at a higher level, he/she wishes to apply for a second exchange, this request must be accompanied by an academic justification delivered by the head of his institution.
 - If during his/her first stay in international mobility, the student has been the subject of a disciplinary council at the host institution, or if he/she has failed his/her semester in mobility, he/she cannot be eligible for a second mobility.
 - To encourage outbound mobility, the International Relations Department covers the cost of the air ticket.

Preparation

a. Incoming mobility

The mobility file (Application form for incoming mobility - available on the website www.usj.edu.lb/sri - and attached documents: letter of motivation, transcripts and photocopy of the passport) is sent to the International Relations Office (SRI), within the deadlines announced online.

The SRI performs an initial verification of the file (complete file, coherent choice of teaching units, etc.) before transmitting it to the concerned institution.

If the file is accepted, the head of the institution signs the form after studying the file and sends it back to the SRI for signature and finalization with the university of origin. In case of rejection, the International Relations Service communicates the decision to the partner university.

The SRI prepares a certificate of nominative admission and a practical fact sheet related to the mobility stay (date of the welcome meeting, information on accommodation, residence permit,

academic calendar, insurance, registration, Arabic language courses, etc.) which is sent to the home institution and to the student before his/her arrival.

b. Outgoing mobility

Prior to their official selection, USJ students contact SRI for information on outgoing mobility. The outgoing mobility application form (available on www.usj.edu.lb/sri), including a provisional study contract, is signed by the head of the home institution before being sent to the international relations before the specified deadline.

The SRI checks the file (compliance with the eligibility conditions), countersigns the mobility form before sending the names of the students selected for an exchange to the host university (this is the institutional nomination phase).

Once the agreement of the host university has been obtained, the student is put in direct contact with the host university to finalize the required procedures.

The SRI delivers to the student an outgoing mobility certificate and a copy of the interuniversity agreement for the purpose of visa formalities.

The SRI prepares nominative declarations (019F3) for these students, makes a reservation of their plane tickets and prepares the "To pay" (010F) document and sends it to the Financial Service.

SRI holds an orientation meeting prior to the departure of the selected international mobility students.

Progress

a. Incoming mobility

Students are registered in the courses they have chosen at the secretariat of their host institution. They must have the approval of their home university in case the initial plan of studies is modified.

The SRI is responsible for communicating to the Financial Service, 2 weeks after the start of the year, the list of students taking the Arabic courses of the CREA in total or partial scholarship.

The SRI organizes a welcome meeting for incoming students before the start of the semester and - at least - a tourist visit during the semester.

The SRI signs the attendance certificates required by the home institution and assists the students in the residence permit procedures with the General Security.

The international student in mobility at USJ is entitled to an access card and a Wi-Fi username.

b. Outgoing mobility

On site, the student complies with the registration procedures and internal regulations of the host institution.

He/she must send to the SRI (by e-mail) a proof of attendance duly signed by the host university, and this within 2 weeks after the start of the year.

End of mobility

a. Incoming mobility

A written report is prepared by the student at the end of the mobility stay and sent to the SRI. The student transcripts are edited by the SRI, signed by the Vice-Rector for Academic Affairs and sent by e-mail and by post to the institution of origin.

b. Outgoing mobility

At the end of the stay, the student has the host institution sign the "end-of-stay certificate" sent to him/her by the SRI.

His/her transcripts are sent to USJ by mail.

II – Double degree Rules

- The mobility student stays enrolled in his home university and pays the tuition fees. The double degree agreement specifies whether additional financial measures are to be considered or applied.
- The registration is done exclusively in the Program of the double degree agreement.
- The mobility student pays all expenses related to his/her stay: accommodation, travel, visa or residence permit fees, insurance costs, etc.
- Conditions of eligibility:
 - The student must meet the eligibility criteria applicable in his/her institution of origin and those imposed by the partner institution
 - The student must justify an honorable disciplinary record.

Preparation

- Incoming double graduation

The Incoming mobility form (available on the website www.usj.edu.lb/sri) is sent to the International Relations Department within the specified deadline (accompanied by the required documents).

The SRI is responsible for transmitting it to the concerned institution.

The head of the institution signs the form after revision and sends it back to the SRI for counter-signature and finalization with the university of origin.

The SRI prepares a certificate of nominative admission and a practical fact sheet related to the mobility stay (date of the welcome meeting, information on accommodation, residence permit, academic calendar, insurance, registration, Arabic language courses, etc.) that he sends to the student before his/her arrival.

- Outgoing Double graduation

The outgoing mobility application form (available on www.usj.edu.lb/sri), signed by the head of the institution, is sent by the institution of origin to USJ International Relations Department within the specified deadline.

The SRI sends to the host university the names of the students selected for an exchange within the framework of the double graduation (this is the institutional nomination phase).

The student is put in direct contact with the partner institution to finalize the required procedures.

The SRI delivers to the student an outgoing mobility certificate and a copy of the interuniversity agreement for the purposes of visa formalities.

SRI holds an orientation meeting prior to the departure of selected international mobility students.

Progress

Students are regularly enrolled in the courses they have chosen from their host institution in accordance with the rules laid down by the academic authorities of the two partner institutions in the context of the double graduation agreement.

End of mobility

At the end of the stay, the student obtains a transcript that is validated by the two partner institutions in order to obtain a double diploma degree.

III – Internship Rules

- When the trainee is a student, he remains enrolled in his home university and pays the tuition fees.
- An internship agreement provides all the provisions relating to the trainee's stay in the host institution.
- The international trainee pays all expenses related to his/her stay: accommodation, travel, visa or residence permit fees, insurance costs, etc.
- Conditions of eligibility:
 - The trainee must meet the eligibility criteria applicable in both partner institutions.
 - The trainee must have a good academic record and/or a letter of recommendation from the head of his home institution.
 - The trainee must have an honorable disciplinary record.

Preparation

- Incoming internship

The Incoming mobility form (available on the website www.usj.edu.lb/sri) is sent to the International Relations Department, accompanied by an internship agreement.

If necessary, the SRI prepares a certificate of nominative admission and a practical fact sheet relating to the stay in mobility (reception, information on the accommodation, the visa, the residence permit, the university calendar, the insurance, the registration, Arabic language courses, etc.) that he sends to the trainee before his arrival.

- Outgoing internship

The outgoing mobility application form (available on the website www.usj.edu.lb/sri), signed by the head of the institution, is sent by the institution of origin to the International Relations Department, accompanied by an internship agreement.

If necessary, the SRI may provide the trainee with any USJ related documents for visa purposes.

Progress of internship at USJ

International students admitted to USJ must be enrolled on the IT System (SI) with the secretariat of their host institution in accordance with the provisions of the internship agreement. An educational tutor will have to be assigned to him/her.

The trainee is entitled to an access card and a Wi-Fi identifier.

End of internship

At the end of the stay, the trainee obtains a certificate of internship from his host institution.