

NON-PARTNER INSTITUTION APPLICATION INSTRUCTIONS

The following steps must be completed by the study abroad candidate:

1. Obtain an External Course Approval Request Form from the Receptionist.
2. Fill out the form and list the courses to be taken at the host university.
3. Obtain syllabi from the host university for the desired courses.
4. Consult with the Head of Academic Administration to see if the Brussels School of Governance has previously approved the desired partner university courses. If so, then there will be automatic approval for those courses.
5. Consult the academic adviser, with syllabi in hand, for approval of the remaining courses for credit transfer. Please keep in mind that, if the courses for which you need approval are not in the domain in which your adviser specialises, you may need to obtain approval from another faculty member with more knowledge of the field.
6. Obtain the signature of the academic adviser regarding approval of university and of the selected courses.
7. The student must then check all of the boxes that pertain to the student's responsibilities and then sign the form.
8. See the Head of Academic Administration, who will give final approval and will determine how your study abroad courses will fit into your overall curriculum worksheet. Obtain the signature of the Head of Academic Administration.
9. Apply to the partner university you wish to attend - the student is responsible for completing and submitting the study abroad application to the partner university in accordance with the host university's deadlines.
10. Upon your return - follow up with the host university in order to have your transcript sent to the Head of Academic Administration of the Brussels School of Governance - it is the student's responsibility to communicate with the host university to be sure that the Brussels School of Governance receives an official transcript of the courses/grades taken abroad.

NB: It is the responsibility of the student to ensure that all the Brussels School of Governance and partner university fees are paid in full or the Brussels School of Governance can reserve the right to prevent the student from receiving transfer credits.