



Outgoing Exchange Pre-Departure Event –
מפגש הכנה ליוצאים

28.5.2024

RU Pre-departure Session 2024/25

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Welcome!



This presentation is for students taking part in the student exchange program for the fall semester of 2024/2025



Presentation Overview

What we will cover today



Before Activity

*Travel Risk Assessment, Insurance, Visa
Finance
Academic Requirements*



During Activity

*Cultural and Academic Adjustment, Personal Safety,
Emergencies, Sustainability while abroad*



After Activity

Final Tasks and Reintegration



Q&A



Before Activity





Insurance

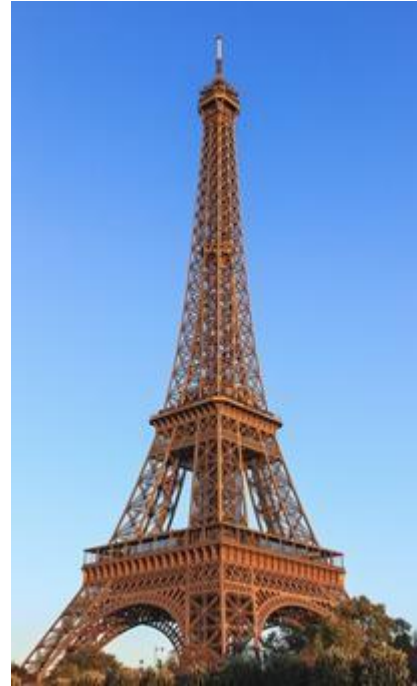


01 |

You will need to purchase an insurance policy from an insurance company (Passport Card, הפניקס, AIG etc.)

02 |

Or you might need to purchase a specific insurance policy from your host university. (Please contact your host university and ask if this is needed.)



Before Activity

During Activity




After Activity



Understand Visa requirements



Remember: The RU team is not permitted or qualified to offer advice regarding visa applications, and we can't apply for you.

	Once the student has received their official Acceptance Letter sent through email or post by the Partner University, the student is required to schedule an appointment at the Embassy of their exchange destination (located in Israel).
	Which details should be included in the acceptance letter sent by the host university? The student's personal details as appears in their passport, the dates of the semester abroad and an official signature of the host university.
	It is most likely that a student holding a valid European passport, accepted at an EU country or a student holding an American passport accepted at a university in the USA will not need a student visa, however it is the student's responsibility to verify this point directly with the relevant Embassy.

Before Activity

During Activity

After Activity



Personal Documents



We highly recommend taking photocopies of the following documents with you, and keeping scanned copies in your email account so you can access them in an emergency.

	Documents
	Passport: ensure this is valid for at least 6 months AFTER your return
	Proof of Exchange / Placement
	Visa: ensure you have all visa documents required for entry to your host country
	Passport photographs: always helpful to have some passport photographs just in case!

	Important Contacts
	Contact for lost/stolen bank cards
	Embassy details
	In-country emergency services

Before Activity

During Activity

After Activity



Finance: Budgeting



Cost of Living	Accommodation and bills
	Food
	Everyday travel to and from host institution/organisation
Upfront Costs	Books, academic supplies, bedding, towels, homeware, clothes...
	Return travel to destination
	Accommodation deposit and advance rent (in some cases)
	Visas (may need a proof of funds)



Before Activity

During Activity

After Activity



Finance: ERASMUS+ and Grants



Remember: The ERASMUS+ process starts only **after** the student has arrived at the partner university!

After you have arrived at the partner university only then will the ERASMUS+ team assist you in opening a local bank account in order to receive your monthly stipend.

You will receive a fixed monthly allowance of approximately 850 euros into your local bank account (to be used at your disposal). In addition, you will receive a one-time payment of 360 euros (travel grant).

TopUp – Students who fall into one of the below four categories are eligible for an additional top up grant of 250 euros per month.

- Students with disabilities or chronic diseases (medical confirmation)
- Students with children (who will travel with them)
- Students from a non-academic household (both parents do not have an academic degree)
- Students who need to work to support themselves during their studies

Before Activity

During Activity

After Activity





Finance: ERASMUS+ and Grants



Step 1	During orientation you should enquire with the Office of International Affairs about the ERASMUS+ process.
Step 2	You will be required to complete and sign a grant agreement (in the frame of ERASMUS+), and a Learning Agreement provided by the partner university.
Step 3	Please bear in mind when filling out documents that you are not considered an ERASMUS+ student. Rather an exchange student visiting in the frame of a Bilateral Agreement.
Step 4	You must send one copy of each boarding pass to the ERASMUS+ team at the partner university.
Step 5	Before returning to Israel, you will need to fill out a report (EU Questionnaire).



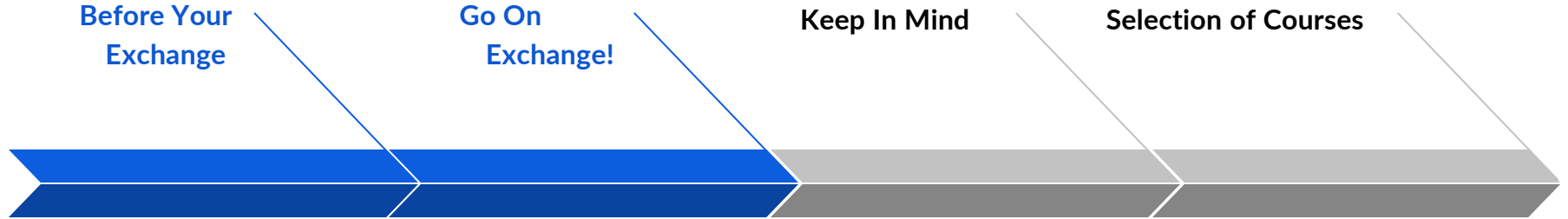
Before Activity

During Activity

After Activity



Academic Requirements



Learning Agreement

You need to complete a learning agreement, where you list the courses you plan on taking. This list is **PROVISIONAL** and subject to change towards the final course registration process takes place at the host university.

Researching Courses

You should start researching courses well in advance (according to previous years list of courses provided by the Host University), to ensure there are enough at the right level/in the right language/with suitable content.
Don't wait until you arrive!

Course Credits

Ensure you take the full credit load at your host institution

Take courses relevant to your subject area(s)

Course Approval & Selection

During your degree – All academic matters, selection of courses and credit transfer are handled by your **Academic Coordinator at Reichman**,

Extra/Bonus Semester – Two Courses from original field of study. Additional courses can be from additional fields of study offered by the host university.

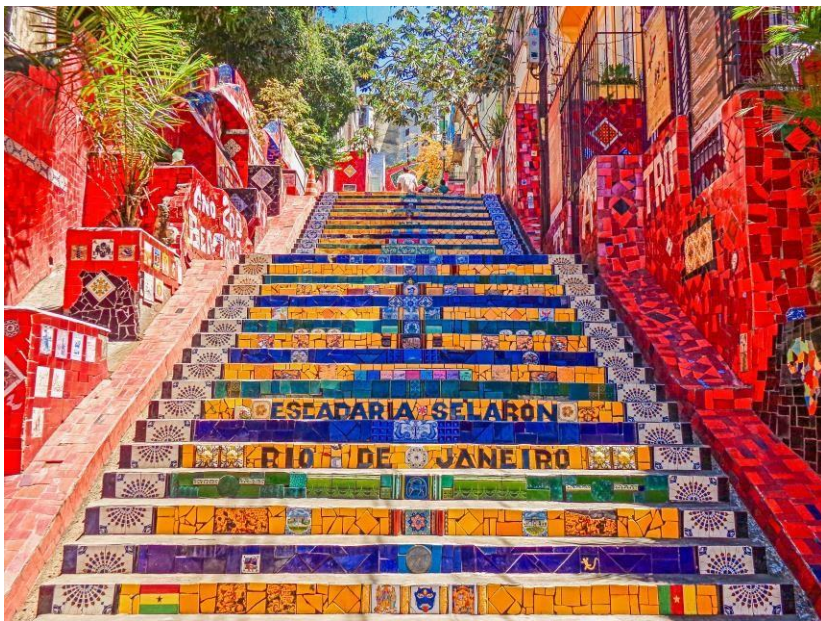
Before Activity

During Activity

After Activity



Academic Requirements



Check with your School= Academic Coordinator (רכזת מסלול)

- What types of courses can you take?
- How many credits do you have to take?
- How will the credits be converted back to your degree at RU?
- Check the requirements with your Academic Coordinator(s) !

Before Activity

During Activity

After Activity



Academic Requirements



Remember: To proceed with your exchange, you must **pass all your courses**.



If you have failed an exam:

- Notify your Academic Coordinator as soon as possible.
- Students must pay attention if the host university offers retakes of exams. These retakes might overlap with Semester B at RU.
- Transfer of Credits - If the course you have failed is supposed to be a transfer of credit it is the student's responsibility to retake the course.

A student in need of special accommodations during exams, should contact the Head of RU Exam Department, Ms. Zehavit Loostiger, ahead of time to request a letter in English stating the special accommodations they are entitled to at RU.

Before Activity




During Activity

After Activity



Transcript of Records/Grades



	<p>Towards the end of the exchange semester, it is the student's responsibility to verify with the host university's international office what process is needed to receive the official transcript of grades from their exchange semester.</p>
	<p>For a student to receive recognition for the credits studied abroad, the student needs to make sure that his/her RU Academic Coordinator receives the official transcript of grades from their semester abroad.</p>
	<p>In many cases the host university will send the student their transcript by email copying the Office of Student Exchange.</p>

Before Activity

During Activity

After Activity



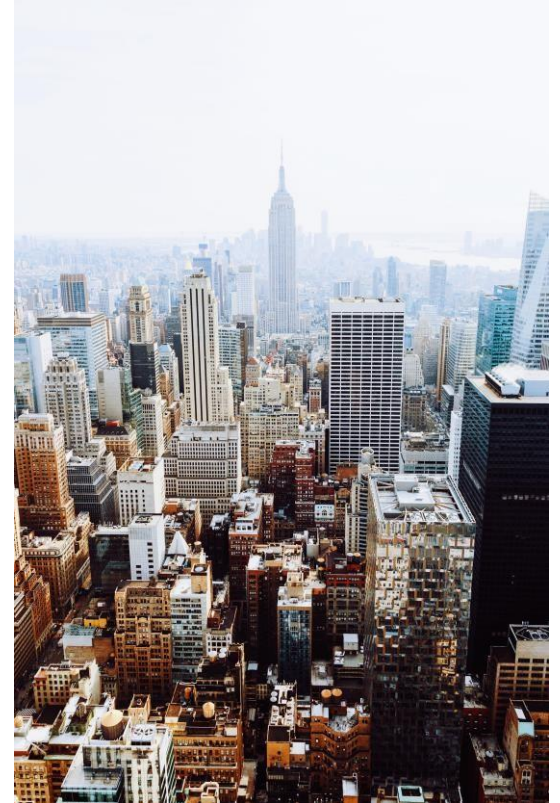
Travel Arrangements and Housing



Travel arrangements begin only after receiving an official acceptance letter from the Host University

- On-Campus Housing – Some universities offer on campus housing ("dorms") or Off-Campus Housing in the form of external apartment buildings. Usually, the host university will send online registration instructions and deadline to submit the form. The student must pay attention to make sure that they sign up on time!
- Off-Campus housing – The host university will provide incoming exchange students ahead of time, with all the necessary information to finding suitable accommodations off campus.
- Some universities will provide students with accommodation information after the student has received their formal letter of acceptance and others during the application process.

It is the student's responsibility to carefully study the partner university housing options to make sure their individual needs are met. The student must take into consideration that the accommodations are different from one university to another, and that each university offers different options.



Before Activity

During Activity

After Activity



During your
Activity



Cultural Adjustment



Remember that, even if you've travelled extensively before, you can be affected by culture shock. Little things you might not have thought of can have more of an impact than you expected.

It's normal for the little differences to get you down, especially after the initial 'honeymoon' period.

Many students find they have highs and lows during their time abroad, some things you might find, take some adjustment:

- Climate
- Food – how, when and what you eat
- Bureaucracy
- Accommodation – different norms, e.g. shared rooms, curfews
- Punctuality
- Lifestyle
- Level of support
- Laws

Before Activity

During Activity

After Activity



Studying Abroad: Academic Adjustment



Top tip: Try to find out what the situation is like at your host institution before you go, to avoid any surprises and to make settling in a bit easier.



Remember that the academic culture in your host institution can vary significantly from that at RU.

- Much more (or much fewer) contact hours and assignments
- Fewer (or no) online class resources or notes
- Different rules on special circumstances / adjustments
- Different exam styles (e.g. oral exams)
- Different attitude to class and exam scheduling
- Limited office hours
- lecturers' approach towards student's inquiries might be different from what you are used to at RU.

Before Activity

During Activity

After Activity



Safety and Security



- Your safety and security are your personal responsibility.
- Please do not leave your computer or other personal electronic devices unattended.
- Refrain from any sort of substance abuse.
- In the event of an emergency follow the host university's guidelines.
- Take full advantage of this unique opportunity in a responsible manner.
- Use common sense.

Before Activity

During Activity

After Activity



Safety and Security



- Follow the Ministry of Foreign Affairs recommendation prior to date of departure at:
https://www.gov.il/he/Departments/General/travel_warning_info
- Additional reading (in Hebrew) regarding cross-cultural sensitivity (mainly US):
<https://www.themarket.com/wallstreet/2021-10-22/ty-article-magazine/.premium/0000017f-e5c2-df5f-a17f-ffdeb8420000>



Before Activity

During Activity

After Activity



Emergencies



If you find yourself in an emergency situation, take the following steps:

- Follow all advice given locally (by police / government / host institution/ organisation, etc.)
- Make contact with your host institution/organisation and family
- Use your judgement – call local emergency services where appropriate
- Know how to contact the Israeli embassy

We monitor the worldwide news closely, and in some cases we may:

- Ask you to check in with us to confirm you are safe
- Evacuate you – temporarily or otherwise – from your destination

We hope it doesn't happen, but you may find yourself in an emergency situation whilst abroad.



Before Activity

During Activity

After Activity



On your return



Tasks



Check you have completed all outstanding tasks for your activity. These can include:

- Complete paperwork to update your student record.
- Complete feedback survey –vital to help the University improve its service for future students.
- Transcript - Find out in which form you will receive it from your host institution so that you don't get stuck later in the year.



Before Activity

During Activity

After Activity



Have an
amazing time!

Contact us

Website: [Student Exchange and Global Engagement | Reichman University \(IDC Herzliya\) \(runi.ac.il\)](#)

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