



# MANUAL FOR EXCHANGE PROGRAMS

Academic Year  
2019-2020



## MANUAL FOR EXCHANGE PROGRAMS ACADEMIC YEAR 2019-2020

You decided to apply for exchange program. What should you do? The first and the most important advice are to discuss your wish to study as exchange with your parents or other close relatives. You should receive their approval before applying for the program. Many partner Universities ask for evidence of financial statement and bank certificates from applicants from 5,000 USD for 1 semester.

In general exchange expenses may vary from (without tuition fee to KIMEP) are from \$2,000 (Central Asia) - \$7000 (USA) as minimum, including:

- Accommodation: 100– 700 USD per month (depending on country, dormitory or rental apartment and etc.)
- Living expenses, including meal, local transport – 200 – 700 USD per month
- Insurance – 150-200 USD for a semester
- Travel to/from exchange destination – 50 - 1500 USD

### BENEFITS

- Study in one of leading world universities;
- Experience different cultures and life styles and see the world;
- Develop leadership, management, communication skills;
- Take challenge of independent life;
- Become more self-confident, open-minded and "citizen of the world"
- Find a basis for successful career in future;
- Get friends and useful connections from different countries.



# REQUIREMENTS

**Student Exchange Programs** are designed for KIMEP University students. Students who want to participate in an exchange program should fulfill the following eligibility requirements:

- Be a student of KIMEP University
- Have GPA of 3.0 and above
- Have a solid command of English (B2 and above)
- Have successfully earned from 30 to 100 credits of an undergraduate program and complete at least 12 credits of a graduate and PHD programs at KIMEP prior to the application to the exchange program. KIMEP Fast Track Master students may participate from the first semester.

# PRINCIPLES OF EXCHANGE

- Only 2 times (total 2 semesters maximum) a student may take part in an exchange program. Summer schools are normally not exchange program (exception is agreements with partners where summer programs are included in exchange period, e.g. EM Strasbourg Business School).
- Tuition waiver at the host university (with exception of some American partners, e.g. SUNY Plattsburgh and East Tennessee University). Students pay regular tuition fee to KIMEP University.
- All costs including visa, transportation, meals, living expenses and etc. are students' responsibility.
- Requirements for the course prerequisite should be met.
- Course approval procedure should be passed and Learning Agreements should be signed before departure.
- Courses with "Pass" grade and above earned at the host university will be transferred.
- Students - recipients of KIMEP University financial aid must transfer minimum 12 credits.
- Students wishing to transfer more credits should follow the same course transfer procedure.
- Before departure abroad students should be registered for KIMEP "Exchange program" and pay tuition to KIMEP.

## Exchange application periods:

Semester	Application Starts	Deadline dates
Summer exchange	January 15	February 15
Fall	January 15	February 15
Spring	August 1	September 1



# 1. BEFORE APPLICATION

L:\International Mobility\ Before application

**Exchange Policy**

**Feedbacks of Exchange Alumni**

**Universities Descriptions**

**Approved courses**

Please talk to exchange program alumni and find out details about the Host University, country, application, visa, costs, trips, courses, etc.

## 2. CRITERIA AND THE APPLICATION PROCESS

**Selection Committee** evaluating your application will assess the **following**:

- GPA  $\geq$  3
- Motivation Letter
- Extra-curricular activities and achievements are a strong plus
- Students with lack of exchange experience are preferable

You can see detailed description and scoring of Criteria by downloading file General Selection Procedure and Criteria for Outgoing Exchange Students at <https://my.kimep.kz/Study/Additional/Process.aspx>

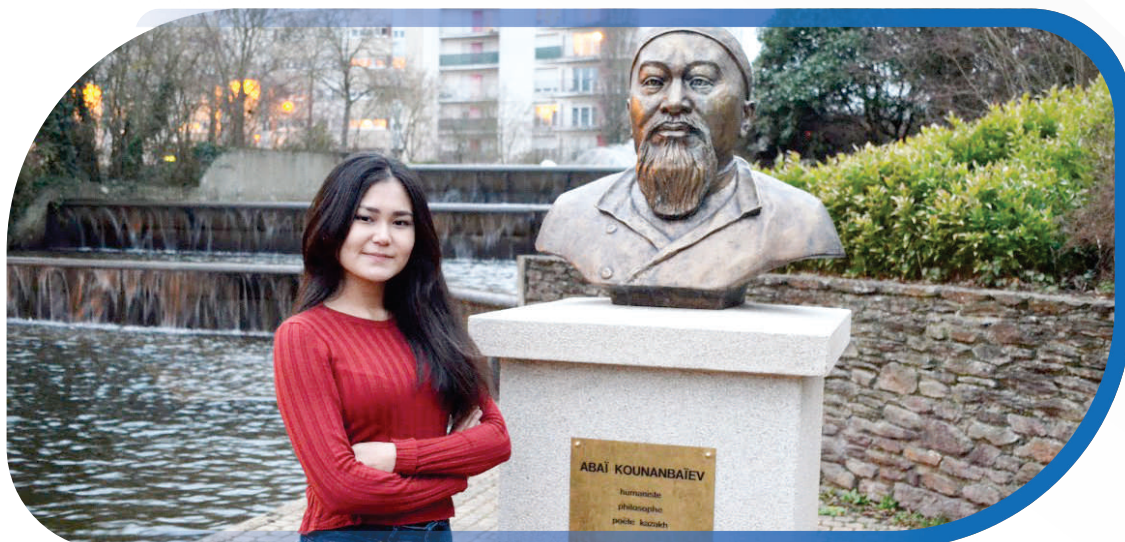
## 3. PREPARE IN ADVANCE THE FOLLOWING DOCUMENTS:

- Motivation essay (A4 format, Times New Roman font, size 12, 1 page text)
- Proofs of extracurricular activities during studying at KIMEP (certificates, letters) made as one single file (not more than 3 MB). High school certificates are not count
- Copy of a valid passport

\*All documents should be in PDF format.

### Tips for Motivation letter

There is no template to write the motivation letter. However, for the purpose of evaluation, we recommend to emphasize on the following points: (1) purpose; (2) the host university; (3) period (Fall, Spring, year, summer); (4) knowledge of the language of the host country or intention to study it; (5) major/specialty and how beneficial is the program (courses) for your personal/professional development; (6) source of financing of your stay (personal/scholarship, etc); (7) Extracurricular activity and the ways you will promote KIMEP abroad



## 4. ONLINE APPLICATION TO KIMEP

Study > Additional Study Options > Outgoing Exchange Program > Apply online now

Link: <http://my.kimep.kz/Study/Additional/Apply.aspx>



## 5. APPLICATION TO A PARTNER INSTITUTION

Having been nominated as an exchange student your next step would be:

- Collect and send application documents to the host university via surface mail or e-mail (as required);
- Follow all necessary procedures of your host university.

**As soon as** you get invitation letter collect all documents and apply for visa.

### 6.1 BEFORE DEPARTURE:

- Get advice from Academic Program Advisor on your courses
- Proceed online Course Approval Form. The list of Approved Courses taken by your counterparts earlier is available on L-drive\ International mobility\ Before Application.
- KIMEP Learning Agreement is a summary of your desired courses (download it from Student Portal). It should be signed by KIMEP Academic Program Advisor, partner institution and you.
- You should register for "Exchange Program" at KIMEP University for 9 or 12 credit program. Registration is possible if you pre-paid for credits and have no any debts. Medical office or the Language Center could block registrations due to their requirements. Please clear up the issue with them.

*International office organizes pre-departure orientation session. Attendance is obligatory for exchange students to receive all necessary information before departure.*

## ACADEMIC ADVISING ON EXCHANGE PROGRAM

Exchange student should consult Academic Program Advisor of the College about transferring courses and passing grades and credits.

### **Bang College of Business (BCB):**

Undergraduate Programs Manager, Email: [bcb-upm@kimep.kz](mailto:bcb-upm@kimep.kz)

Graduate Programs Manager, Email: [bcb\\_graduate@kimep.kz](mailto:bcb_graduate@kimep.kz)

### **College of Social Sciences (CSS):**

Undergraduate Programs Manager, Email: [und\\_coor@kimep.kz](mailto:und_coor@kimep.kz)

Graduate Programs Manager, Email: [aigulb@kimep.kz](mailto:aigulb@kimep.kz)

### **School of Law:**

Undergraduate and Graduate Programs Manager, Email: [lawcoord@kimep.kz](mailto:lawcoord@kimep.kz)

### **Language Center (LC):**

Undergraduate and Graduate Programs Manager, Email: [vmariya@kimep.kz](mailto:vmariya@kimep.kz)

***International office does not consult about academic issues.***

## 6.2 DURING YOUR EXCHANGE

After your Learning Agreement is signed by the host university, send scanned version to [outgoing@kimep.kz](mailto:outgoing@kimep.kz) and keep original. If there are any changes, you should fill-in Changes to the Learning Agreement and have it signed by all parties again.

Be careful with grading method of courses you take abroad, it may be different to KIMEP University.

You should take an active part in events abroad and present KIMEP University at Welcome Parties, International Days, Fairs, and etc.

You should keep contact with your Coordinator of outgoing mobility at KIMEP and immediately respond the requests.

***Study hard but try to travel and explore the country.***



## 6.3 AFTER RETURN:



In order to transfer your courses, you should meet with Academic Program Advisor. He/she will arrange credit transfer together with the Registrar. You need to earn passing grades to transfer credits from the host university, e.g. any grade above F for bachelor students (except Winter and Summer schools) and grade C and above for master students.

***If you plan to transfer a major course in Finance or Accounting your minimum grade should be C!***

# RECOGNITION OF STUDY ABROAD PERIOD AND PAYMENT POLICY

## § I. Course transfer procedure prior to studying at a partner institution and refund policy.

1. Exchange students must register for the exchange program at KIMEP. The same scholarship and tuition waiver requirements apply when studying abroad.
2. Exchange student without financial aid must register for 9 credits at KIMEP prior to departure, register at a partner university as a full-time student and transfer minimum 9 credits towards his/her academic program.
3. Exchange student with a financial aid register for 12 credits at KIMEP prior to departure, register at a partner university as a full-time student and transfer minimum 12 credits to KIMEP towards his/her academic program.
4. In case the number of credits transferred is less than the 9 or 12 credits, the payment for the remaining pre-paid credits is not refundable. There is no refund for failed courses. If a student fails courses at the partner institution, s/he will not be entitled to a refund of the tuition fee paid to KIMEP for these courses. In case the exchange student wishes to transfer back more than 9 or 12 credits, s/he must pay for the additional credits. The maximum number of transferred credits in a semester is 18.
5. In case the credit system at the partner institution abroad is similar to that at KIMEP, the number of credits transferred for a course is the same as at KIMEP for an equivalent course.
6. In case the credit system is different at the partner university, the number of transferred credits is considered by relevant college.
7. Those courses included in the list of Approved Courses on the L-Drive and on Student portal do not need repeat approval.
8. The exchange student submits the Course Approval Form on-line for the approval by relevant college (available on the Student Portal; completed for each selected course separately) along with the syllabi for the courses of the partner institution:

**Additional Study Options > Outgoing Exchange Program > Online Course Approval Form Exchange Program > Country > University > Create New approval request Link: <https://my.kimep.kz/diam/approval>**

The screenshot displays a web form for course approval. It is divided into two main sections: 'IMC University of Applied Sciences Krems' and 'KIMEP University'.  
The 'IMC University of Applied Sciences Krems' section includes:  
- A 'Period' dropdown menu.  
- A 'Module #1' section with a 'Code' field (containing 'Optional') and a 'Credits' field (containing 'Required').  
- A 'Title' field (containing 'Required').  
- A 'Syllabus (PDF onny)' section with a 'Choose File' button and the text 'No file chosen'.  
- A light blue informational box at the bottom stating: 'A few small modules at the partner university might compose one course at KIMEP. In this case press the button to add more modules.' with an 'Add one more modules' button.  
The 'KIMEP University' section includes:  
- A 'Module #1' section with a 'Department' dropdown menu.  
- A 'Program' dropdown menu.  
- A 'Course' dropdown menu.  
- A light blue informational box at the bottom stating: 'If a course at the partner university has a heavy load and corresponds to two courses at KIMEP press button to add one more course.' with an 'Add one more modules' button.  
At the bottom center of the form is a blue 'Create Request' button.

- 9 The approval result will be delivered to the exchange student by email within 10 working days.
- 10 The Learning Agreement with the approved courses must be signed by the student, Academic Program Advisor of KIMEP and partner institution in 2 copies and submitted to the exchange program coordinators of the host and home universities.
- 11 In case syllabi for the courses at the partner institution are unavailable at the time of approval, the courses can be approved conditionally based on their description. However, in this case there is no guarantee that the courses will be transferrable to desired courses at KIMEP. Therefore, the exchange student obtains approval for courses upon arrival to the host university, uploading syllabi to the on-line Course Approval Form and repeating the procedure of approval.
- 12 If the partner institution operates on a different academic calendar, (e.g. semester starts later in October/March or so): a) the exchange student may enroll in classes at KIMEP while waiting for a letter of acceptance and visa. If the student is later accepted and granted the visa s/he must cancel the registration for the classes started at KIMEP by submitting a list of courses for cancellation to the Academic Program Advisor; b) The exchange student cannot receive a grade of 'incomplete' for the classes cancelled at KIMEP; c) Full tuition for the classes cancelled at KIMEP will be applied to the fees due for the exchange program.
- 13 Master students who have less than 9 credits left to complete the requirements of the academic program can participate in the exchange program. They will pay only for the remaining credits to fulfill the requirements of the academic program at KIMEP, however they must register as a full time students at the partner university and transfer all credits earned.

## **§ II. Add/drop period at a partner institution**

- 1 As at KIMEP, most partner institutions have an 'add/drop period.' The exchange student may find out that the schedule for the courses has been changed, the academic load is too heavy, or the content of certain courses is not what was expected, is taught not in English, etc. In this case, the exchange student may cancel the registration or withdraw from courses, as well as add new courses.
- 2 During the add/drop period at the partner institution the exchange student must obtain approval for the new courses by the same course approval procedure not later than 1 week after the change. The Learning Agreement for the changed courses must be signed by the student, KIMEP and partner institution in 2 copies and submitted to the exchange program coordinators of the host and home universities.

## **§ III. Course transfer procedure after studying at a partner institution**

- 1 The Academic Program Advisor will receive the exchange student's transcript from the partner institution.
- 2 Only courses "passed" at the partner institution and for which approval and payment were received will be eligible for transfer.
- 3 An unofficial transcript cannot be accepted for course transfer. It can be valid only in case if an exchange student has to waive a prerequisite for the course s/he plans to take during following semester at KIMEP.
- 4 All courses taken abroad must be transferred within semester following the exchange period. In case of studying abroad during more than 1 semester it could be done after each semester abroad.



### **The Learning Agreement is important and has a number of functions, including:**

- Maintaining a student's full-time enrollment at KIMEP University while abroad
- Allowing financial aid to be disbursed while abroad
- Allowing the Colleges and Department of International Academic Mobility to assist you
- Assisting in the credit transfer process after the mobility program.

**International grant programs** support students to implement their exchange program to partner universities abroad for 1, 2 semesters. KIMEP University nominates candidates for exchange program and the partner institution administrates stipends and awards itself. Participants are provided with grants (stipends) which partially cover living expenses during their stay at a partner university and airfare. Participants will be held responsible for all other expenses.



### **“Erasmus+” Program of the European Union on International Credit Mobility (ICM).**

Students apply for exchange program to KIMEP University. In order to apply eligible students should be full time students, have GPA 3.7 and above. Sometimes host universities put their own requirements of eligibility. Preference is given to students who have not scholarships or fin aid at KIMEP, vulnerable groups of students (orphan, disabled, multichildren family), and students who have never received the external grants.



### **“Ernst Mach” Scholarships**

for students nominated to partner Universities in Austria. Students apply for “Ernst Mach” scholarship via platform [scholarships.at](http://scholarships.at).



### **Go Korea Scholarship (GKS)**

of the Government of the Republic of Korea for exchange students with the best academic performance. Scholarship partially covers living expenses, settlement allowance, round-trip airfare and medical insurance. Exchange students apply directly to a partner university.



### **Mevlana**

Turkish Government Scholarship Program to partners in Turkey - partially covering of living expenses and airfare. Finalists are awarded with scholarship directly by partners.

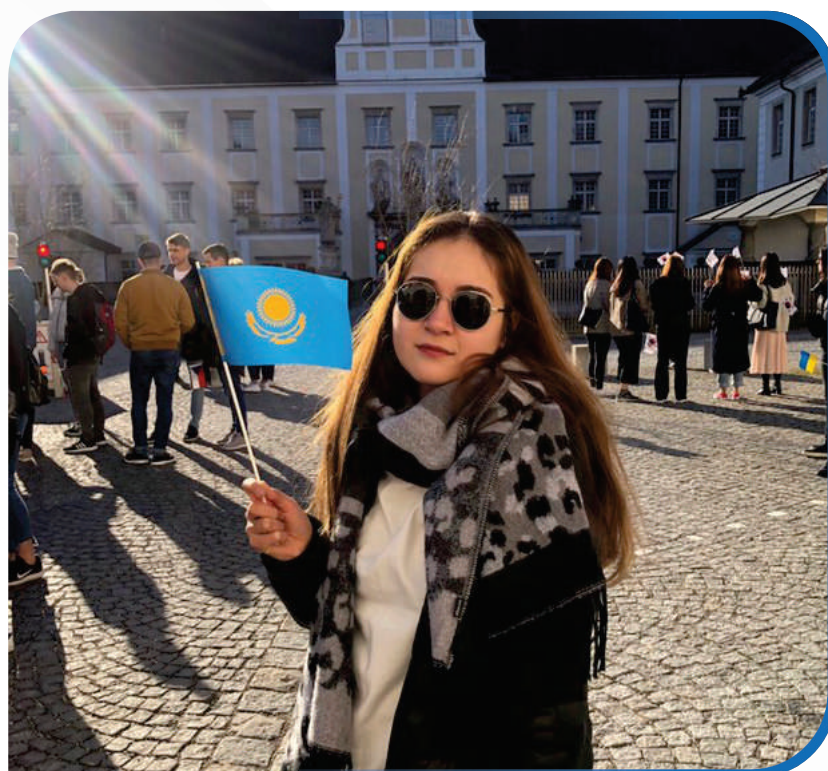
## SOME INFORMATION ABOUT VISAS:

Purchase medical insurance from the host country in advance, partner institution coordinator can provide the information to you. You need to have travelling insurance as well.

When applying for a visa you will be asked to submit your flight booking and insurance. Some embassies issue visa exactly by the dates of booking (such as Austrian, Hungarian embassies). To be on the safe side, make flight booking which you will show in embassy for few days earlier (departure flight date) and later (leaving flight date) than your actual dates.

Pay attention on number of entrance allowed by your visa. For example, while your stay in Europe you would like to visit non-Schengen countries, number of entrance of your Schengen visa should be more than 1, other- wise you will not be allowed to return to the country of study.

If you decide to apply for visa, insurance and flight tickets with help of tourist agency, go only to trust-worthy, reliable one. There are Embassies/Consular Services of the following countries where KIMEP students can apply for visa or residence permit (more than 90 days of staying). Plan your trips during exchange semester in advance before you leave Kazakhstan, check if your visa meets all requirements for those trips.



### In Almaty:

- China
- India
- Singapore
- Lithuania
- Bulgaria
- Italy
- Turkey
- Germany
- Korea
- UK
- Hungary
- Poland
- USA

### In Nur-Sultan (Astana):

- Austria
- Czech Republic
- Estonia
- Latvia
- Germany
- Italy
- Greece
- France
- Korea
- Netherlands
- Switzerland
- USA
- Spain
- Malaysia

### In Moscow, Russia:

- Croatia
- Norway
- Denmark
- Iceland
- Slovenia
- Sweden

### In Ankara or Istanbul, Turkey

- Croatia
- UK
- Sweden

Check file 'Visa Guide' at L:\International Mobility\Visa, Logistics



## HOW TO PLAN TRIPS:

- Find out, when you have breaks or national holidays and plan your trips on this period.
- In some countries it is cheaper to buy tickets in advance.
- Read tourist guides about countries, cities, which you are going to visit, as there should be useful information, especially about safety, the weather and other specifics. For example, tourists often become victims of pickpockets in such cities as Paris, Barcelona, Rome etc. In South Korea black taxis are considered to be prestigious and 2-3 times more expensive than normal taxis.
- Follow safety rules; do not involve yourself to any suspicious organizations/ groups.

For more detailed information about the host country, university, accommodation issues you can go to the Facebook-page of Kazakh students in this country. You can ask the host university all questions, which you are interested in, you can ask for help when representing Kazakhstan on International Fairs, Welcome Days etc.

## USEFUL TIPS:

- 1 It is important to write an excellent and inspiring Motivation essay. There is no obligatory format for content, but it should draw an Evaluator's attention.
- 2 Visit Exchange Fairs, Information sessions about Exchange programs, "Erasmus +" sessions, check your KIMEP mail in order to be fully updated about international possibilities for KIMEP students.
- 3 Carefully read all student feedbacks, University descriptions and list of Approved courses to make right choice.
- 4 We recommend you to take elective courses, personal development or General education courses during your exchange. It will allow you to combine study and cultural experience successfully. Taking major course is a risk, as requirements of the host university could be more complicated.
- 5 South Korea and the USA universities have similar credit systems as KIMEP University, but European universities have ECTS. Normally 2 ECTS = 1 credit of KIMEP University.
- 6 We strongly recommend you to consider an opportunity to study abroad (exchange program, summer school, dual degree) in advance! In case if you miss an application deadline you will have the opportunity to apply next time.
- 7 On-line application for exchange program allows students to be flexible and apply to 3 universities. Students have to confirm or refuse from participation in the exchange program within 2 weeks following the nomination. In order not to miss the deadline we would advise you to apply for exchange program even if you do not have syllabus, but only description of the courses at the partner universities. You will have time to find syllabus for the course pre-approval before your departure. Please be careful with the number of credits to transfer back to your program.

If you do not confirm your participation in Exchange program you will be automatically withdrawn from the nomination and an alternative candidate will be nominated.

## LIST OF KIMEP'S PARTNER UNIVERSITIES ON EXCHANGE PROGRAM\*

#	University	Bachelor	Master	Field of study
1	Aarhus University, Aarhus School of Business, Denmark	√	—	Business
2	Ajou University, Korea	√	√	Business, Economics
3	Akdeniz University, Turkey	√	√	Business, Economics, IR
4	Albert-Ludwigs-University, Germany	—	√	Business, Economics
5	American University of Central Asia, Kyrgyzstan	√	—	All majors
6	Beykent University, Turkey	√	√	Business, BACTA, MACTA
7	BI Norwegian Business School, Norway	√	√	Business
8	Bilkent University, Turkey	√	√	All majors
9	Busan Univeristy of Foreign Studies, Korea	√	√	IR
10	Catholic University of Lille, IESEG School of Management, France	√	√	Mainly Business
11	Chonnam University, Korea	√	√	All majors
12	Chung-Ang University, Korea	√	—	Business
13	Collegium Civitas, Poland	√	√	IR, Marketing, Media, Journalism
14	Cukurova University, Turkey	√	√	Business, Social Sciences, Law
15	Dalian Nationalities University, China	√	√	Language, IR
16	Dankook University, Korea	√	√	All majors
17	Dongguk University, Korea	√	√	Business
18	East China University of Political Science and Law, Shanghai, China	√	√	Political Science, Law
19	ESC Rennes School of Business, France	√	√	Business
20	EWHA Woman's University, Korea	√	√	Business
21	Gachon University, South Korea	√	—	Business, Social Sciences, Law
22	Graduate Institute of International and Development Studies (IHEAD), Switzerland	—	√	Public Administration, Law, Economics
23	HAN University, Arnhem Business School, Netherlands	√	√	Business (Management, Entrepreneurship)
24	Hankuk University of Foreign Studies, Korea	√	√	IR, Business
25	Hanyang University, Korea	√	√	All majors
26	Hong Kong Baptist University, Hong Kong, China	√	—	All majors
27	Humboldt University, Germany	√	√	Business, IR, Economics, Information systems
28	IMC University of Applied Sciences Krams, Austria	√	√	Business (Management)

#	University	Bachelor	Master	Field of study
29	Institute of Management Technology - Ghaziabad, India - Dubai campus	√	√	Business
30	Istanbul Commerce University, Turkey	√	√	Business administration, Law, Social Sciences
31	Kangwon National University, Korea	√	√	Business
32	Konkuk University, Korea	√	—	Business
33	Kookmin University, Korea	√	√	Business
34	Kyung Hee University, Korea	√	√	All majors
35	Kyungpook National University, Korea	√	√	Business administration, Law, Social Sciences
36	Kyungsung University, South Korea			Law and Political Science
37	Latvia University of Agriculture, Latvia	√	√	Management
38	Lingnan University, Hong Kong, China	√	—	All majors
39	Middle East Technical University, Turkey	√	√	Business, Social Science, Foreign Language Education
40	Oxford Brookes University, UK	√	—	Business
41	Private University of Applied Science, Goettingen, Germany	√	√	German languages, business
42	Pusan National University, Korea	√	√	All majors
43	School of management Normandie, France	√	√	Management
44	Seoul National University, Korea	√	—	Business
45	Shihezi University, China	√	√	Business, Social Science
46	Singapore Management University, Singapore	√	—	Business
47	Sogang University, Korea	√	√	Business, Social Science
48	Sookmyung Women's University, Korea	√	—	Business
49	Soonchunhyang University, Korea	√	√	Business
50	State University of New York (SUNY) College at Plattsburgh, USA	√	—	Business, Social Science
51	Stockholm School of Economics in Riga, Latvia	√	√	Economics, Business
52	Sungkyunkwan University, Korea	√	√	Business, Social Science, Law
53	The Institut Barcelona d'Estudis Internacionals (IBEI), Spain	—	√	IR
54	Tilburg University, Netherlands	√	√	Business, Social Science, Law
55	Tomas Bata University in Zlin, Czech Republic	√	√	Business, Communications
56	Toulouse Business School, France	√	√	Business

#	University	Bachelor	Master	Field of study
57	University of Agder, Norway	√	√	Business, Social Science, Law
58	University of Amsterdam, Netherlands	√	√	Business, Economics
59	University of Applied Sciences Schmalkaden, Germany	√	√	Business
60	University of Applied Sciences Upper Austria, School of management, Austria	√	√	Business (Management)
61	University of Central Arkansas, USA	√	√	Business, Social Sciences, BISB, BAFL, BATS
62	University of Deusto, Spain	√	—	IR
63	University of Duisburg-Essen, Mercator school of management, Germany	√	√	Business, Social Science
64	University of Ferrara, Italy	√	√	Law
65	University of Ljubljana, Slovenia	√	√	Business, Economics
66	University of Lodz, Poland	√	√	Business, Social Science, Law
67	Univeristy of Selangor, Malaysia	√	√	Business, Social Science
68	University of Seoul, Korea	√	√	Business, IR, Law
69	University of Strasbourg, EM business school, France	√	√	Business
70	University of the Balearic Islands, Palma, Spain	√	√	Masters: Languages, Economics. Undergraduate: Business Administration and Economics.
71	University of the Basque Country, Spain	√	√	Business, IR, Media
72	Vidzeme University of Applied Sciences, Latvia	√	√	Business, Social Science, Law
73	Woosong University, SolBridge International School of Business, South Korea	√	√	Business, social sciences
74	Xinjiang Normal University, China	√	√	Business, PA, Economics, Law
75	Xinjiang University of Finance and Economics, China	√	√	Business, Social Science, Law
76	Zagreb School of Economics and Management, Croatia	√	—	Business
77	Zhejiang International Studies University, China	√	√	Social Science

**AVAILABLE PLACES FOR EXCHANGE PROGRAM ARE ANNOUNCED IN EACH CALL FOR APPLICATION.**



### **International office**

E-mail: [outgoing@kimep.kz](mailto:outgoing@kimep.kz)

+7 (727) 237 48 00, (ext. #1085)

### **Student Information Center "Globus"**

E-mail: [globus@kimep.kz](mailto:globus@kimep.kz)

+7 (727) 237 48 00, (ext. #1093)

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