

Guide – Applying for and Spending a Semester Abroad

This guide is based on my own experience of applying for and completing a semester abroad at *Mohammed VI Polytechnic University* (UM6P), and more specifically at the *Faculty of Governance, Economics and Social Sciences*, in Rabat, Morocco.. This document aims to help other students to understand the process, important steps, and timing. Please note that procedures can vary depending on the host university and faculty.

General Notes

Feedback and communication with partner universities abroad can vary significantly. For instance, UM6P responded quickly, while others, such as AUC in Cairo, may have longer response times.

Visa requirements depend on your nationality. Make sure to check visa requirements early in the process or perhaps make your university choice dependent on your visa requirements, if necessary.

Before Mobility (the preparation phase before going abroad)

1. Attend information sessions in Marburg:
 - At CNMS with Dr. Tramontini for universities in the MENA region (November)
 - Or at FB02/*School of Business and Economics* for other European or global exchange opportunities
2. Submit your application (by the end of January):
 - CNMS application form (incl. up to three preferred universities)
 - Curriculum Vitae (CV)
 - Letter of motivation
 - Bachelor's degree certificate
3. Apply for scholarships or financial support:
 - It is strongly recommended to apply for multiple scholarships or other types of funding early on, as deadlines differ. You can later withdraw other applications once you are accepted.
 - Examples include, but not limited to:
 - Erasmus (for Europe)
 - PROMOS/DAAD (worldwide)
 - Auslandsbafög
 - Be mindful of deadlines! PROMOS ends May 1st, and Auslandsbafög can take up to six months to process.
 - Make sure to obtain necessary documents early (e.g. professor's recommendation letter, language certificates).
4. Nomination and acceptance:
 - End of March – Dr. Tramontini nominated me to UM6P in Rabat, Morocco.
 - End of April – Welcome email from UM6P including:
 - Information about upcoming Letter of Acceptance (June).
 - Link to UM6P's course overview for Bachelor and Master programs.

- Link to platform for formal UM6P application (upload transcripts, passport, photo, and proof of health/travel insurance).
- Note: Don't be surprised, some documents (like passport scan or health insurance) may need to be submitted multiple times on different platforms.

5. Learning Agreement (mid-May):

- Contact the faculty's Exchange Coordinator at FB02 (Mr. Lawrence Brown) to start course selection and credit recognition.
- Select multiple courses and alternatives in case a course is unavailable or not recognized. I listed 8-10 options even though I was only going to take four classes.
- This step can be quite time-consuming, but providing detailed course information helps the coordinator assess credit transferability faster.

6. Official acceptance (mid-June):

- Receive official acceptance letter from host university.
- Get student email credentials (communication moves there by July/August).
- Receive information about on-campus housing and related deadlines.

7. Scholarship confirmation and further preparations:

- End of June – PROMOS scholarship confirmation and signing of the contract.
- Mid-August – Begin final preparations: attend online Q&A meeting with UM6P's International Office, select courses, receive credentials for university's platforms and applications (intranet, ...), and reserve on-campus housing.

During Mobility

You might need to change your Learning Agreement after arrival. This is possible only during the first week at UM6P (the "Add and Drop" week). Personally, I changed two courses that turned out to be too challenging.

- My final course selection included:
 - International Political Economy (ECO520)
 - Poverty and Social Policy Reform in the Global South (ECO607)
 - Introduction to Public Policy Analysis (ECO503)
 - Foreign Policy Analysis (INT201)
- Overall, I was happy with the classes, and the teaching at master's level economics is really good.
- Classes on master's level are quite small (10-20 students).
- ... and most importantly – **go outside, make new friends and travel the country!**

After Mobility

- Total semester times at UM6P: 28.08. -21.12.
 - Introduction period: 28.08.-31.08.
 - Academic period: 01.09.-21.
- After finishing your Mobility, you have to write a study report about your semester abroad. Be aware of submission deadlines.