Student Exchange Program – Spring & Fall 2023
SungKyunKwan University (SKKU) Department of Architecture (DOA)

1. Application Procedure:

Students have to submit their application in electronic format (*.pdf format per mail to t.schuetze@skku.edu) to Prof. Thorsten Schuetze. The application has to consist of the following material:

- An essay (written in English) of **maximum** 2 pages A4. The essay has to contain the following information:
  - *Motivation to study abroad*
  - *Priority list for specific Universities (1, 2, 3, 4)*
  - *Intended length of stay (1 or 2 semesters)*
  - *Language certificate (requirements and deadlines see below)*

- Copy of official SKKU Certificate with grades of all courses and an indication of contact hours per semester (for details, refer to the content of the subsequent statement that you need to sign).

- Hand signed statement which declares the following:

  - "I will start the exchange study period after finalization of 1st, 2nd, and 3rd year of study and successful finalization of Design Studios 1, 2, 3 & 4."
  - "After returning from the exchange study period, I will spend the final two semesters of my study at SKKU because the 5th grade needs to be studied in one set of two semesters. The final two semesters may consist of two regular semesters or one regular and one extra semester."
  - "In addition to the foreign university certificate(s) with my courses and grades, I need to submit official documentation provided by the foreign university. The documentation needs to contain the university seal, or the concerned information needs to be sent by e-mail from the host university directly to t.schuetze@skku.edu. The documentation needs to include the following information:
    (i) The number of students who have got which grades in the specific courses I have been taking. Without providing such an overview, the SKKU Department of Architecture cannot transfer the final grades that I have achieved at the foreign university to relative grades according to the SKKU relative grading system for international courses.
    (ii) The total number of contact hours per class and semester. 1 SKKU credit requires 15, and 3 SKKU credits require 45 contact hours per semester. Therefore, the official course and grade certificates need to indicate the total contact hours per semester. Documents with an indication of contact hours per week need to contain information about the total number of weeks per semester. This regulation applies in addition to the regulation with ECTS to SKKU credit transfer: 1 SKKU credit = 2 ECTS credits (since 2021)"
  - "I am aware of the fact that English is not a native language at the hosting university. Therefore, many courses are not taught in English but the native language of the hosting university. Herewith I confirm that I accept the specific language circumstance at my hosting foreign university. Therefore, I will not raise an issue concerning language to SKKU, International Office, College of Engineering, or DOA, neither before, nor during, or after the exchange program.

General remark regarding grade transfers: Grades achieved for courses at foreign universities can be transferred according to the following three principles

1. *Pass or fail (the credits for courses that have been passed at a foreign university are transferred but no grades for the concerned courses are transferred to SKKU)*
2. *Absolute transfer of grades (the grades achieved at a foreign university are transferred according to the absolute percentage achieved)*

3. *Relative transfer of grades (the grades achieved at a foreign university are transferred according to the relative grading system for international courses at SKKU. According to the relative grading system of international courses at SKKU, grades are generally better after transfer from the absolute to the relative grading system. However, grades can only be transferred to the relative grading system if sufficient course specific information on the number of students who achieved specific grades in a course can be provided.*
4. *Transfer of grades from multiple courses with different grades to one SKKU course: The average grade from the combined courses will be calculated based on the credits assigned from each course for the transfer to a SKKU course.*

2. Compulsory Deadlines:

2.1 Application Fall semester

- ***28 November 2022 is the applications submission deadline** for the participation in the next year's Fall Semester (2022) student exchange program.*
- *Students will be informed by the middle of December 2021 if they are accepted or not (conditional acceptance in case of language certificate absence).*
- *Conditionally accepted students need to submit their language certificate with sufficient score **latest by 1 March 2023** (Belgium, French, Spanish, and Swiss Universities) or by **1 May 2023** (German Universities) in order to be finally accepted and officially nominated as SKKU DOA exchange students for Fall Semester 2022 (see also requirements below).*

2.2. Application Spring Semester

- ***1 June 2022 is the applications submission deadline** for the participation in the next year's Spring Semester (2022) student exchange program.*
- *Students will be informed by the end of June 2021 if they are accepted or not (conditional acceptance in case of language certificate absence).*
- *Conditionally accepted students need to submit their language certificate with sufficient score **latest by 1 September 2022** (Argentinian, Belgium, French, Spanish, and Swiss Universities) or by **1 November 2022** (German Universities) in order to be finally accepted and officially nominated as SKKU DOA exchange students for Spring Semester 2023 (see also requirements below).*

3. SKKU DOA Globalization Program – Requirements for Participation*

** These requirements are applicable for both Exchange Student Programs with partner universities and Visiting Student Programs with non-partner universities, if not stated differently in the requirements.*

3.1. Minimum requirements for eligibility (study achievements):

- Students have to have achieved at least one A+ (4.5) or A (4.0) grade for one of their Architectural Design Studio works.
- Students may apply earliest after completion of their 2nd year of study.
- Students have to have completed all compulsory courses of the first 3 years of their study, including Design studios 1-4, at SKKU Department of Architecture prior to their study abroad.

3.2. Minimum requirements for eligibility (language skills):

Students who want to participate in the international Exchange Student Programs and Visiting Student Programs of the Department of Architecture, Sungkyunkwan University, have to proof their foreign language skills (including reading, writing, listening and speaking) by internationally accepted certifications.

Important remark: SKKU DOA highly recommends that students learn to communicate in the native language of their hosting university prior to their study abroad in order to avoid frustration and achieve the maximum profit from living and studying in the foreign country. The detailed compulsory language certification requirements are listed subsequently.

3.2.1. General language requirement:

For all students participating in Visiting and Exchange Student Programs. For Spanish and Italian Universities (ULB, ETSAM*, ETSAG* & IUAV*) an English language test certification is required. The minimum scores and accepted certification types are: TOEIC: 650, TOEFL PBT: 503, TOEFL CBT: 190, TOEFL IBT: 70, IELTS: 5.0.
*Exceptions: Students meeting the following requirements don't need to hand in English language test certifications:

- Students applying for ETSAG (Granada) and ETSAM (Madrid) submit a Spanish language test certificate. The minimum score and accepted certification type is: (Instituto Cervantes: http://seul.cervantes.es/ko/dele_diplomas/dele_diplomas.htm) A2.
- Students applying for IUAV (Venice) submit an Italian language test certificate. The minimum score and accepted certification type is: (Instituto Italiano di Cultura: http://www.iicseoul.esteri.it/IIC_Seoul/Menu/Imparare_Italiano/Certificazioni/) A2 (CELI 1, CILS A2), PLIDA A2).
- Students studying at ULB (Bruxelles) submit a French language test certificate. The minimum score and accepted certification is A2 (e.g. DELF - Diplome d'Etudes en Langue Francaise.

3.2.2. Special language requirements:

- For the Spanish ETSAM, sufficient Spanish language and skills are mandatory to enroll to, and participate in any design class.
- For the German HafenCity University Hamburg (HCU) a German language test certification is required: The minimum score and accepted certification type is A2 (e.g. Goethe-Zertifikat): http://www.goethe.de/ins/kr/seo/lrn/prf/ft2/koindex.htm)
- Students applying to EIVP (Paris, France) must submit a French language test certificate. The minimum score and accepted certification is B1 (e.g. DELF - Diplome d'Etudes en Langue Francaise. TCF 300-399): http://www.ciep.fr/en/delf-tout-public.
- For Argentinian UBA-FADU Spanish language certificate B2 is required.
- For Italian IUAV the participation certification in Italian course with a minimum study period of 20 hours is required. Free online courses are available, e.g. via the following apps:
    - iOS: https://itunes.apple.com/us/app/italiamo/id1341662965?l=it&ls=1&mt=8
    - Android: https://play.google.com/store/apps/details?id=com.italia.ovosodo

3.2.3. Compulsory deadlines for submission of language certificates:

Students applying to study at a foreign University during the **Spring Semester** have to hand in their language certifications latest the year before prior to the following due dates:

Belgium (ULB):	1 September
France (EIVP):	1 September
Germany HCU:	1 November
Italy (IUAV):	1 September
Spain (ETSAM, ETSAG):	1 September
Argentina (UBA FADU)	1 September

Students applying to study at a foreign University during the **Fall Semester** have to hand in their language certifications latest the same year prior to the following due dates:

Belgium (ULB):	1 March
France (EIVP):	1 March
Germany (HCU):	1 May
Italy (IUAV):	1 March
Spain (ETSAM, ETSAG):	1 March
Switzerland (HSLU):	1 March
Argentina (UBA FADU)	1 March

4. Transfer of Credits and Grades from European Partner Universities

SKKU Department of Architecture accepts the transfer of credits and grades of courses that address objectives that are comparable with Students Performance Criteria (SPC) assigned to the corresponding courses at SKKU Department of Architecture: Course objectives and workload of courses successfully finalized and graded at a foreign university correspond with SPC and workload of courses at SKKU Department of Architecture = Provision of Full Credit Transfer is provided for the specific course at SKKU.

Credit transfer is based on the official credit transfer method determined by SKKU. For European universities the following method id applied: 1 European ECTS credit corresponds to 1 CFU that is 25 hours: 10 hours of lectures and 15 hours of individual work. 2 ECTS correspond to 1 SKKU credit points. (1 ECTS = 0.5 SKKU credit points, 1 SKKU credit point = 2 ECTS). 1 SKKU Credit requires at least 16 classroom study contact hours in a semester.

At foreign partner Universities different grading systems are applied. For courses graded at foreign universities eligible for credit transfer, grades can be transferred from the specific university grading system to the SKKU relative grading system for international courses. The specific relative grade achieved by a student for a course is calculated based on the ranking amongst all students that have been taken the same course. The relative grading system applied at SKKU is based on the following method: A+ (4.5): Best 25% of students, A (4.0), second best 26%-50% of students, B+ (3.5) third best 51%-70% of students, B (3.0) fourth best 71%-90% of students, C+ (2.5) – F (0) worst 10% of students. For details see the following table:

SKKU Percentage students	SKKU Percentage points	SKKU Grade	SKKU Grade
50%	95 - 100 (98)	4,5	A+
	90 - 94 (93)	4	A
40%	85 - 89 (88)	3,5	B+
	80 - 84 (83)	3	B
10%	75 - 79 (78)	2,5	C+
	70 - 74 (73)	2	C
	65 - 69 (68)	1,5	D+
	60 - 64 (63)	1	D
	0 - 59 (0)	0	F

4.1. Compulsory requirements for Korean undergraduate students after return from foreign study in the framework of the SKKU DOA student exchange program:

4.1.1. Minimum required study period before graduation:

- After returning from study abroad students need to spend the final two semesters of their study at SKKU DOA. The reason is that the 5th grade needs to be studied in one set of two semesters.
- The last two semesters may consist of
    - Two regular semesters, or alternatively of
    - One regular and one extra semester.

4.1.2. Grade and credit transfer from foreign universities to SKKU DOA:

- After return from their study abroad students need to submit official and **approved foreign university certificate(s)**.
- The certificate(s) need to contain the precise course names, the **amount of assigned credit points** (ECTs) and the **absolute grades** that the exchange student achieved.
- Students also need to provide a document, officially approved by the foreign university, which contains **information how many students have got which grades** in the specific courses that the concerned student has participated in, and requests the transfer of credits and grades to the SKKU grading system for international courses. Desirably this information should be included in the approved foreign university certificate(s). Alternatively, the required information can be provided in an additional and officially confirmed document.
- In case of conflicting information in multiple submitted certificates, the information listed in the most official and endorsed certificate will be used for the transfer calculation of credits and grades achieved at a foreign university.
- **Without provision of an officially approved grade overview**, both the number of **credits**, **and** the absolute **grades** that have achieved at the foreign university **cannot be transferred** to relative grades according to the SKKU grading system for international courses.
- **Grades and credits can only be transferred** to SKKU DOA courses **if** the **required** student performance criteria (**SPCs**) **have been addressed** accordingly in the courses that a student successful participated at a foreign university.
- **SKKU Professors** teaching the specific courses at SKKU **approve the compliance of SPCs addressed in courses taken by students at foreign universities with the concerned SKKU courses.**
- **Prof. Thorsten Schuetze calculates and approves** the **transfer of course credits and** absolute **grades** achieved at foreign universities **to grades according to the relative grading systems** of international SKKU DOA courses.
- Finally, the **SKKU DOA chairman approves the correct credit and grade transfer** officially**.**

5. Partner Universities with Architecture Student Exchange Agreements:

Argentina:

UBA-FADU **Universidad de Buenos Aires** – Facultad de Architectura Diseno y Urbanismo
The native language, in which all courses are taught is Spanish
Available online: http://www.fadu.uba.ar/categoria/124-estudiantes-extranjeros
Contact:
1. Mercedes: Arch. Maria Mercedes Achille
Coordination incoming students. FADU International Relations Secretary
2. Lic. María Julia Ferrara
Outgoing students coordination. FADU International Relations Secretary

Belgium:

ULB - Universite Libre de Bruxelles
The native language, generally used in all courses is French.
Available online: http://archi.ulb.ac.be/faculte
PDF: http://archi.ulb.ac.be/sites/default/files/documents/brochure_facultaire_architecture.pdf
Master course overview:
http://banssbfr.ulb.ac.be/PROD_frFR/bwkkspgr.showpage?page=ESC_PROGCAT_AREREQ&pname=PPROGCODE&pvalue=MA-ARCH&pname=AREA&pvalue=M-ARCHS&pname=TERM&pvalue=201516&pname=ARETERM&pvalue=201516
Contact:
1. Zohra Chentouf: zohra.chentouf@ulb.ac.be (International Office)
2. Prof. Geoffrey Grulois: geoffrey.grulois@ulb.ac.be

France:

EIVP - Ecole des Ingénieurs de la Ville de Paris
The native language, generally used in all courses is French.
Available online: https://www.eivp-paris.fr/
Contact:
1. Dr Eugenia LLAMAS-HERNANSANZ: eugenia.llamas@eivp-paris.fr

Germany:

HCU - HafenCity University Hamburg
The native language, generally used in all courses is German.
Available online: https://www.hcu-hamburg.de/en/
Contact:
1. Ms. Bernadette Sagel, erasmus@hcu-hamburg.de & incoming@hcu-hamburg.de (International Office)
2. Prof. Dr. Wolfgang Dickhaut: wolfgang.dickhaut@hcu-hamburg.de

Berlin - Berlin Hochschule für Technik
Available online: www. https://www.bht-berlin.de/en/
Contact:
1. Corinna Kleesiek: ausland@beuth-hochschule.de (International Office, incoming students); Elena Kirschner: ausland@beuth-hochschule.de (International Office, outgoing students);
2. Prof. Dipl. Ing. Mara Pinardi: pinardi@beuth-hochschule.de (Departmental International Coordinator)

Italy:

IUAV - Universita IUAV di Venezia
The native language, generally used in courses is Italian.
The teaching language of the Architecture Master Program is entirely English. SKKU exchange students are highly encouraged to participate register for courses within this program: http://www.iuav.it/Didattica1/lauree/MAGISTRALI/MASTER-DEG/

Available online: http://www.iuav.it/homepage/
Contact:
1. Claudia Capuano: international@iuav.it (International Office)
2. Prof: Maria Chiara Tosi: mnrtso@iuav.it

Spain:

ETSAM UPM - Escuela Tecnica Superior de Arquitectura de Madrid - Universidad Polytecnica de Madrid
The native language, generally used in all courses is Spanish.
Available online: http://etsamadrid.aq.upm.es
Contact:
1. ALBERTO PIELTAÍN: alberto.pieltain@upm.es (Director of ETSAM "oficina internacional", international office)
2. Ms. MARIA NIEVES MAILLO VICENTE: mn.maillo@upm.es (responsible for incoming students)

ETSAG - Escuela Tecnica Superior de Arquitectura de Granada – Universidad de Granada (ETSAG - UGR Granada)
The native language, generally used in all courses is Spanish.
Available online: http://etsag.ugr.es
Contact:
1. Luis Javier Martin: vrietsa@ugr.es (International Office)
2. Prof. Josemaria: arquitecto@manzajura.com

Switzerland:

HSLU - Lucerne University of Applied Sciences and Arts
The native language, generally used in all courses is German. Only selected course modules are available in English during the Fall Semester.
Available online: https://www.hslu.ch/de-ch/technik-architektur/studium/bachelor/architektur/
English Modules: Undergraduate Architecture Modules (44,1 KB) .PDF - Download at: https://www.hslu.ch/en/lucerne-school-of-engineering-architecture/degree-programmes/international/course-offerings/
Contact:
1. Sandra Sommer: hc.ulsh@remmos.ardnas (International Office)
2. Prof. Christian Zimmermann: hc.ulsh@nnamremmiz.naitsirhc

5.1. Semester periods Partner Universities and closing dates for applications:

University	Semester	Closing date for Application*	Semester Start	Semester End	Exam Period End
ULB (Belgium)	**1.**	**15.06.**	**15.09.**	**25.01.**	**15.02.**
ULB (Belgium)	2.	30.11.	18.02.	01.06.	22.06.
EIVP (France)	**1.**	**01.06**	**02.09**	**24.01**	
EIVP (France)	2.	01.11	27.01	21.06	
HCU (Germany)	**Winter**	**15.07.**	**01.10.**	**31.03.**	**31.03.**
HCU (Germany)	Summer	15.01.	01.04.	30.09.	30.09.
Beuth (Germany)	**Winter**	**01.05.**	**01.10.**	**15.02.**	**15.02.**
Beuth (Germany)	Summer	01.11.	01.04.	15.07.	15.07.
IUAV (Italy)	**1.**	**15.07.**	**1.10.**	**25.01.**	**15.02.**
IUAV (Italy)	2.	30.11.	18.02.	01.06.	22.06.
ETSAM (Spain)	**Fall**	**30.06.**	**01.09.**	**31.01.**	
ETSAM (Spain)	Spring	15.12.	01.02.	31.05.	
ETSAG (Spain)	**1.**	**30.06.**	**23.09.**	**23.01.**	**14.02**
ETSAG (Spain)	2.	15.12.	16.02.	10.06.	11.07
HSLU (Switzerland)	**2.**	**30.04.**	**17.09.** (12.09.)	**18.02.**	
FADU-UBA (Argentina)	2	15.05	15.03	15.07	20.07
FADU-UBA (Argentina)	**1**	**01.11**	**15.08**	**15.12**	**20.12**

Bold: **Fall Semester**
Regular: Spring Semester

***Closing dates for application:**

- Submission of complete set of application documents needs to be finalized before the due date.
- Nomination by SKKU Department of Architecture and International Office needs to be completed at least one month before the closing dates for application.

6. Contact Persons at SKKU International office:

SKKU International office is managing the SKKU DOA's globalization program and issues related with the official exchange of students from SKKU and its partner universities, after students have been nominated on department level.

Outbound coordinator & MOU agreement:
Mr. Jung Yeon Soo (n2hermit@skku.edu & outgoing@skku.edu)

Inbound coordinator:
Mr. Yeahuen KIM (hohoiui@skku.edu & incoming@skku.edu)

Staff contact International Affairs Division:
https://www.skku.edu/eng/International/AboutDivision/AbouttheInternationalAffairsDivision04.do

College/department-level agreements at the College of Engineering are managed by Mr. Chung-il LEE (cilee@skku.edu) Associate Manager, College of Information Communication and Engineering.

Agreements on University level are managed by the Office of International Relations: Christopher Boreman (cboreman@skku.edu)