

Exchange year 3 or year 4 2024-2025

This course outline is an official part of the TER of Leisure and Events Management

DISCOVER YOUR WORLD

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1. Introduction

BUAS students have the possibility to apply for participation in an exchange programme. This is organized by student office and the BUAS academies and information sessions are given in year 1 and 2. Detailed information about the exchange universities, the procedure and experiences of other students can be found on the Student Portal, section: Going Abroad.

As your exchange is an excellent opportunity to develop your intercultural competencies, you will be able to increase your awareness and develop and experience intercultural skills. You can find relevant information and inspiring sources in the appendix which will enable you to give more meaning to what you will encounter. In this increasingly more global society, intercultural skills are an invaluable asset which will surely be helpful in your personal and professional future.

This manual includes information about the requirements related to Exchange at ALE – professional bachelor programme.

2. When can you go on exchange?

ALE bachelor students can take part in an exchange at a partner university abroad. The different specialisations offer this possibility in different semesters.

	Outgoing exchange possible in:
LEM-EN / LEM- NL	Semester 5 Semester 5
Sport and Esport	Semester 4 Semester 5
Urban Life and Placemaking	Semester 4 Semester 6
Live Music and Dance Events	Semester 5 Semester 6
Events for Business	Semester 5 Semester 6
Attractions and Theme Park Management	Semester 5 Semester 6
Social Innovation	Semester 5 Semester 6

3. What do you need to do after you have been selected?

First check the student portal. You will see that student office plays an important role in making sure all formalities are complied with.

The ALE exchange adviser (Annet Ghering in 2024-2025) will invite you for an information session and explain what needs to be done next.

Before you can fill out the learning agreement, you must write a course proposal that includes:

- A description of the course with as much information as possible about what the course entails.
- A description of how the courses relate to your ALE curriculum. You are not allowed to take courses that are a repetition of what you did at ALE already, but as this is your third-year exchange, you can choose courses that have some overlap. You may feel that certain curriculum components should be mastered better, and the exchange might be a good opportunity to work on that.
- A motivation of why you want to take this course. Mind that the courses must contribute to your professional future development.

Most host universities' websites explain what courses you can take during your exchange. Each university is different, so you may have to do a bit of searching. Sometimes you can contact the host university's exchange coordinator if you have questions. You are also advised to read the experience reports on BUAS student portal as these will also provide you with information about the courses other ALE students took at that university.

Make sure your course proposal has some back up courses. This will make it easier to process changes in the learning agreement if these need to be made.

After the course proposal has been approved by the exchange adviser, you can complete the learning agreement.

The Learning Agreement can be found on the student portal and needs to be signed by you, the ALE exchange adviser and by the host university. Detailed information on how to send it to student office can be found on the student portal.

Mind that you must fill in the courses you will take at the host university (*study programme at the receiving institution*) as well as the courses that will be taken out of your ALE curriculum (*recognition at the sending institution*). You need to check the latter with the coordinator of your study programme.

4. Important to remember

- During your exchange, there might be changes in the course programme that has been approved. **You must make sure that these changes are formally approved and processed in the learning agreement.** Make sure you do the following:
 1. If you have back up courses that have been approved, you can fill in the section 'During the mobility'. Indicate which courses will be deleted and which will be added. Then send the adjusted learning agreement to the ALE exchange adviser and the exchange coordinator of the host university to sign.
 2. If you have to choose new courses, add new descriptions and motivations to the course selection document and send it to the ALE exchange adviser. After approval you can adjust the learning agreement as describe above and follow the same steps.
 3. Failing to obtain the required number of EC during exchange may result in a study delay. As you have missed the regular programme courses during your exchange (year 3 or 4, you may have to wait until the following semester or year when these courses can be followed.

 - We expect students to obtain 30 EC during their exchange and fortunately, that is also what happens in most cases. If, however, you fail to obtain all credits, make sure you do a resit at the host university. If the resit is planned after your exchange, you might be able to do this online. If that requires supervision at ALE, please contact the exchange adviser to discuss what is possible. It is common practice that you are given two opportunities at the host university. Should you fail both, please see 3 above.

 - **Do note that there may be courses/exams/assignments in the year 3 curriculum that you must do and that require preparation during your exchange abroad. You may have enrol or provide a portfolio, for example. Please check this carefully before you go and check your email, Brightspace and Teams regularly so that you are well informed.**
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