



UNIVERSITY OF THE BAHAMAS

# Global Studies

Exchange / Study Abroad Handbook





# Produced by

The Office of Global Studies and Programmes  
University of The Bahamas  
Oakes Field Campus  
P. O. Box N-4912  
Nassau, The Bahamas  
Email: [globalstudies@ub.edu.bs](mailto:globalstudies@ub.edu.bs)





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## THE OFFICE OF GLOBAL STUDIES AND PROGRAMMES OVERVIEW

The Office of Global Studies and Programmes (OGSP) at the University of The Bahamas is committed to fostering global engagement and providing transformative opportunities for our students, faculty, and staff. As the central hub for student exchange and study abroad initiatives, the office plays a vital role in the university's mission to prepare students for a better life in a global society.

Through its diverse programs, the OGSP offers students the opportunity to immerse themselves in various cultures, develop cross-cultural competencies, and gain international perspectives that enhance their academic, personal, and professional growth. With partnerships spanning over 50 institutions worldwide, the office enables students to experience life beyond The Bahamas, fostering understanding, adaptability, and global citizenship.

Each semester, the OGSP continues to grow, with increasing participation from students, faculty, and staff who are eager to expand their horizons. By promoting intercultural exchange, the office prepares participants to succeed in a rapidly changing global society. Whether through studying abroad, engaging in exchange programs, or welcoming international students to our campus, the OGSP is dedicated to creating meaningful opportunities that enrich the university community and the lives of those involved.

The Office of Global Studies and Programmes is more than an administrative unit; it is a gateway to the world. By providing the tools and opportunities necessary for global engagement, it ensures that the University of The Bahamas remains a leader in preparing individuals for a better life in a global society.







## A GUIDE TO APPLYING FOR EXCHANGE/ STUDY ABROAD

### STEP 1

#### Gather Information

Study abroad is an exciting opportunity, but one that should be undertaken with careful consideration and much reflection.

Students are encouraged to begin gathering information about countries of interest, geographic location, language of instruction, types of study abroad programs, approved institutions, and admission requirements at least 2 semesters before the proposed experience abroad. Students should intentionally educate themselves regarding the challenges (personal, social, and familial) of international experiences and also, of potential opportunities.

#### Students must:

1.1. Meet with a Faculty Advisor to discuss interest in a study abroad program and to identify two (2) institutions/programs that are aligned to your field of study.

### 1.2. Attend Study Abroad Informational Sessions

The Office of Global Studies and Programmes, will collaborate with various internal partners to facilitate multiple Exchange/Study Abroad Information Sessions. Participation in this forum is mandatory and will provide essential information on policies related to study abroad and transfer of credits. Sessions are throughout both Spring and Fall semesters.

In addition, students are strongly encouraged to:

1.3. Read books and journal articles that speak of the history, culture, language, customs, economy and political structure of countries of interest.

1.4. Research study abroad opportunities which includes internal and external funding opportunities.

1.5. Build relationships with students, staff, faculty, and family members who have lived in other countries and with students who have participated in the university's study abroad program.

## STEP 2:

### Apply to Exchange/Study Abroad

The Study Abroad Program at the university involves a dual application process. Each student is required to submit an application through the Office of Global Studies and Programmes to nominated to a university/college of interest.

If the nomination is accepted, the student will then send an application to the institution to which they intend to study. Students are encouraged to apply to at least two (2) study abroad programs at accredited institutions with which the university has an established Memorandum of Understanding.

Application requirements and supporting documents will vary from institution to institution. Each student is responsible for ensuring that completed applications and required supplementary materials are submitted in accordance with the host institutions policies and guidelines.

## STEP 3:

### Obtain Travel Documents

Students are responsible for securing all relevant travel documents including:

- o Passport and
- o Travel visa
- o Travel tickets



## STEP 4:

### Secure Housing

Students are responsible for communicating with their host institution to secure and pay for housing during their stay.

Each year, the university grants a number of study abroad awards which are made possible, in part, by gifts from the Lyford Cay Foundation, Santander Bank, Janyne Hodder, Jane and Marcus Bethel and Diment Mathews.

These donor offers limited funding for general exchange/study abroad experiences. Student can apply for these awards through the Financial Aid and Scholarships or the Office of Academic Affairs.

## 5.1. THE APPLICATION

5.1.1. A completed study abroad application must be signed by your faculty advisor and department Chair. The process provides your Department an opportunity to address issues of concern and to ensure the proposed study abroad program will facilitate partial completion of your academic program and not impede the fulfillment of degree requirements or the anticipated date of graduation.

5.1.2. A completed application should be submitted to The Office of Global Studies and Programmes via email to [globalstudies@ub.edu.bs](mailto:globalstudies@ub.edu.bs), along with all supporting documents required.

- Recommendation letter – Faculty or Staff
- A current transcript/s;
- An essay entitled: Study Abroad: Experience the Wonders, Explore the Possibilities of a Borderless Classroom;
- A signed Parental Consent Form (all applicants under the age of 18);
- Copies of travel documents (i.e. passport, US travel visa), and
- Verification of required immunizations

## 5.2. BENEFITS OF THE AWARD

In most instances, a Study Abroad Award provides benefits covering tuition, airfare, living expenses and medical and accident insurance. Students are expected to secure spending money for personal spending and incidentals in all instances.

## 5.3. PARAMETERS OF THE AWARD

The award applies only to the specified term period of an approved exchange/study abroad programme.

The benefits of the award commence at the beginning of the academic semester for which the award was given, and terminates at the end of the same. Provisions for a student's spouse and/or dependents are not included. Neither are living accommodations and/or tuition for additional courses or semesters covered.

## 5.4. APPLICATION DEADLINE

The exchange/ study abroad experience is one that must be planned well in



advance. Students who wish to study abroad during the Fall semester must submit applications by February 28th. Students who wish to study abroad during the Spring semester must submit applications by September 26th. Incomplete and late applications, as well as applications which are hand delivered or emailed, will not be considered.

## 5.5. CRITERION FOR SELECTION

The award is administered by a committee put together by either The Office of Financial Aid and Scholarships or The Office of Global Studies and Programmes (Academic Affairs) that reviews all applications, interviews each candidate, and assigns awards based on the criteria for each donor and their award.

## 5.6. AWARD NOTIFICATION

All notifications will be made via email and will not be discussed in this first instance via telephone or in person at either The Office of Financial Aid and Scholarships or The Office of Global Studies and Programmes (Academic Affairs).

## 5.7. INQUIRIES

Questions regarding the Committee's decisions should be forwarded via email to the Executive Director of Office of Global Studies and Programmes within fourteen (14) days of notification. Please note, however, the Award Committee's decisions are final and cannot be appealed.

# STUDY ABROAD:

The FAQ's [Frequently Asked Questions]

## GENERAL QUESTIONS

1. What is the exchange/study abroad programme?

Study abroad is an opportunity for students to earn university credit while studying at a college or university in another country for one semester.

## 2. What is the difference between exchange and study abroad?

Study abroad - Pays tuition, fees, and other expenses (housing, meals, etc.) directly to the host institution  
Exchange - Host institution fees are waived for exchange students. Fees are still paid to UB for exchange semester.

## 3. Who is eligible to apply to the program?

All students of the College who:

- a. Are in good academic and disciplinary standing;
- b. Have a G.P.A of 2.5 or above;
- c. Successfully completed 24 semester hours at the university
- d. Clearly defined educational objectives which can be facilitated through international exposure, and

## 4. Do I still have to pay my tuition and fees at the University of The Bahamas?

If you are an exchange student, your tuition is waived but you will have to pay the fees. If you are a study abroad student you would pay tuition to the host university you are going to as well as the fees at the University of the Bahamas

## 5. Why is the academic advisor and department Chair's signature necessary on the study abroad application?

Exchange/Study abroad programs are designed to augment a student's academic and co-curricular experience at the university and are not intended to impede the fulfillment of degree requirements. Faculty advisors serve as mentors and guides through the process toward degree completion and are knowledgeable about a student's academic interests and abilities.

From that vantage point, they are best able to determine a student's suitability for participation in study abroad and also recommend programs that are suited to their academic and career aspirations.

## 6. When should I apply? How do I get the application?

You should apply a semester before you intend to participate in the exchange/study abroad programme. The email [globalstudies@ub.edu.bs](mailto:globalstudies@ub.edu.bs) to receive an application.

## 7. Can I go abroad if I don't speak a foreign language?

Yes, you can still participate in exchange/ study abroad programme.

## 8. I am on disciplinary probation. Will that disqualify me from participating in a study abroad program?

The opportunity to participate in a exchange/study abroad programme is afforded to students who are not only academically qualified, but who are self-aware and able to regulate and manage their emotions and behaviors. As such, students who are on academic or disciplinary probation are ineligible.

## 9. Will I need a passport, visa, or insurance?

Yes. A passport, valid six months beyond the end date for the semester abroad program, along with required visa/s, and health and travel insurances are mandatory. Students should contact the study abroad liaison at the university to which they applied to confirm details.

## 10. Where will I live during my semester abroad?

Students are required to live in residence (student housing) at the institution to which they apply.

## 11. How many scholarships are awarded each year?

The number of awards given each year will vary.

## 12. Do I have to be a student of the College of the Bahamas to apply for a Study Abroad Award?

Yes. Only students of University of The Bahamas are eligible to receive a Study Abroad Award.

13. I was unsuccessful in a previous application for a study abroad award. Can I reapply?

Yes, but you are strongly encouraged to (1) review the criterion upon which award decisions are based and (2) research external funding and scholarship opportunities for study abroad programs.

14. What is the process for ensuring that I receive credit for study abroad coursework?

The university policy on the transfer of credit refers (see The University's Handbook or contact the Office of the Registrar for further information).

15. I am the recipient of an award, but am unable to travel during the semester for which the award was granted, can I transfer the award to another semester?

Awards are granted for the academic term specified in the award application. If a recipient de-enrolls for any reason, the award is nullified.



## APPENDIX A

## LIST OF APPROVED STUDY ABROAD INSTITUTIONS

CHINA	University of Macau (all majors)
JAPAN	Akita International University (all majors)
MALAYSIA	Universiti Malaya (all majors)
TAIWAN	National University of Kaohsiung (NUK) (all majors)
TAIWAN	National Central University (NCU) (all majors)
VIETNAM	Foreign Trade University (Hanoi) (all majors)
USA	Champlain College (all majors)
SPAIN	Pablo de Olavide University (Anthropology, Biology, Chemistry, Business, History, Communication, History, Nutrition, Psychology, Spanish Culture, Spanish Language)
FRANCE	UniLasalle Polytechnic Institute (Environmental Engineering and Sciences, Natural Resources Management, Agronomy, Geology, Culinary Sciences, Veterinary Sciences, Sustainable agri-business, energy engineering, digital systems, nutrition and health, intl. trade for ag and food)
FRANCE	University of Bordeaux (all majors)
SWITZERLAND	University of Bern (all majors)
SWEDEN	Linnaeus University (nursing)
GERMANY	CBS International Business School
FINLAND	University of Turku (all majors)
AUSTRIA	University College of Teacher Education (education)
SPAIN	University of La Laguna (all majors)
DENMARK	University of Southern Denmark (all majors)
DENMARK	UCL University College (all majors)
NORWAY	University of South-Eastern Norway (nursing and business)
SOUTH KOREA	Kookmin University (all majors)
CANADA	St. Mary's University (all majors)
CANADA	Bishop's University (all majors)
CANADA	Concordia University of Edmonton (all majors)
CANADA	Mount Allison University (all majors)
CANADA	Trent University (all majors)
CANADA	University of Prince Edward Island (all majors)

