

# 3+1

• FALL 2017+ SPRING 2018 •

## PROGRAMS HANDBOOK



SOLBRIDGE STUDY ABROAD

E-MAIL

[studyabroad@solbridge.ac.kr](mailto:studyabroad@solbridge.ac.kr)

# STUDY ABROAD

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# About the Program

In the tradition of expanding students' experience and knowledge within the scope of higher education, SolBridge actively engages in 3+1 transfers with its partner universities. This document is meant to serve as a guide for students interested in applying for 3+1 programs. In this document, students can find definitions, requirements, and obligations of SolBridge 3+1 programs.

*University of Utah*

USA



# Program Requirements and Procedures

The outbound 3+1 program provides SolBridge students with the opportunity to complete 75% of their studies at SolBridge and complete the remaining 25% at a partner university. Students can obtain two degrees at the completion of the 3+1 program. In order to qualify to participate in the program, students must fulfill the criteria set by SolBridge and the host university.

Generally, students who participate in the 3+1 program are not required to pay any fees to SolBridge after they transfer to the partner university, and any scholarships held at SolBridge prior to the transfer are void. In some instances however, the agreement between SolBridge and the host university may require students to continue paying tuition at SolBridge. Students are advised to consult with the Study Abroad Office about payment terms and scholarships before applying.

# Eligibility Requirements

1. 1. In order to apply for an outbound 3+1 program, students must meet the following SolBridge criteria:

**Minimum Credits Earned : 105    Regular Semesters Completed : 6**

Students should also ensure that they meet the host university's admission requirements. Requirements vary by university so students should visit the host university's website for the most up-to-date information on admission requirements. The following GPA and English proficiency scores are recommended by SolBridge:

**Recommended Cumulative GPA : 3.0    Recommended TOEFL Score : 500**

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1. 1. If students do not meet the minimum credits requirement at the time of application, they are still eligible to apply for the 3+1 program as long as they are able to complete the required minimum BEFORE the start of semester at the host university.

# Procedures

1. Check the eligibility requirements of SolBridge and the host university. Inform the Study Abroad Office of your decision to apply to determine courses you need to take at SolBridge to be eligible to apply.
  
2. Submit the SolBridge outbound application at least 2 weeks before the application deadline along with the following required documents. Applications will be processed on a first-come-first-served basis:
  - a. SolBridge transcript
  - b. One clear copy of the student's passport ID page
  - c. TOEFL/IELTS/TOEIC score report
  - d. Two photographs
  - e. Copy of alien registration card (international students only)
  - f. Signed payment agreement (if applicable).

2. Students must have their English scores ready at the time of application. If students do not have their test scores at the time of application, their application will not be considered. Native speakers however, are not required to submit scores if they do not have test scores

Please note that there might be a limit on the number of students that can be nominated to a partner school. When several applications are received for the same school, students will be selected based on their GPA and time of application submission. In the case where two students have equivalent GPA, the student who submitted their application earlier will be selected. This does not apply to students who submit their application after the stated deadline. Please consult with the Study Abroad Office for further information on selection criteria.

3. Within one week after submission of the application, you will be invited for an interview with SolBridge's Admissions Manager if you are eligible to apply.

4. If you successfully pass the interview, you will be asked to fill out application forms of the host university. Submit all forms and supporting documents to the Study Abroad Office for sending to the host university. You will be notified of the admissions decision within two to four weeks of submission.

5. While waiting for the admissions decision, start finding out about the application process and processing times for the host country visa. In addition, pay any advance fees required by host school (visa deposit, dorm deposit, etc.). Also, complete an online registration of courses if applicable.



6. If accepted at the host university, submit a copy of your acceptance/admission letter to the Study Abroad Office. Also, submit your visa application and make necessary travel arrangements keeping in mind the orientation and semester start dates at the host university. From this point on, you can start communicating directly with the host university.

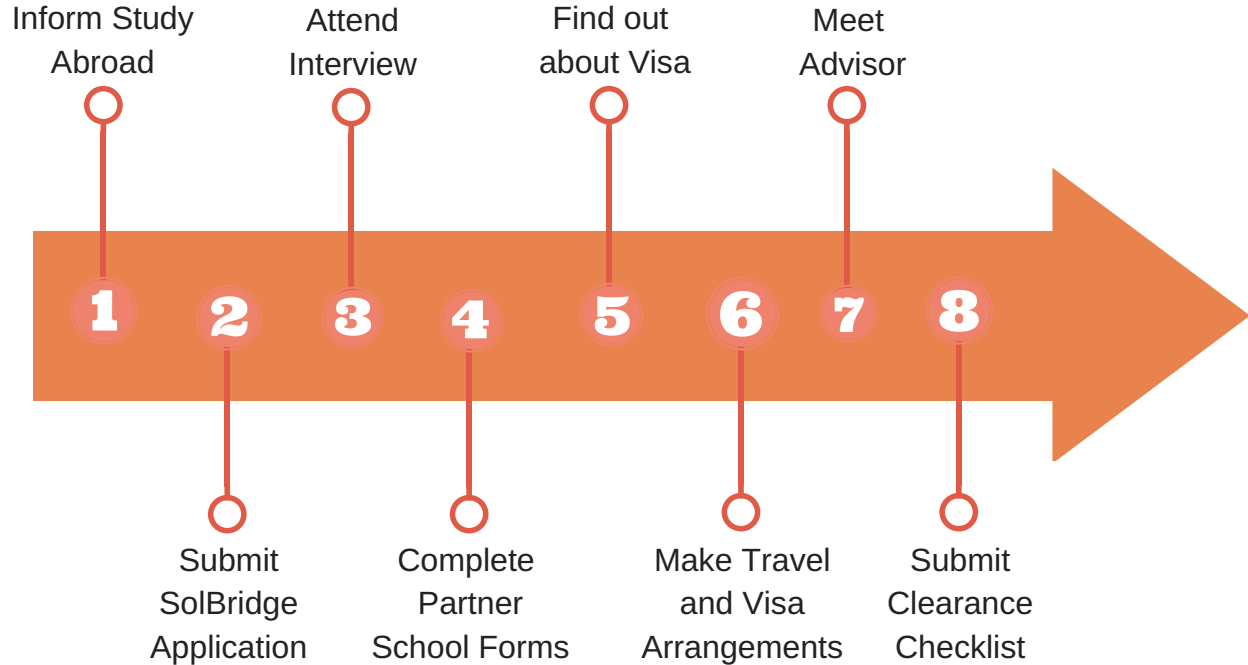
7. Schedule a meeting with your CAP advisor to discuss your plans about studying abroad. Please make sure to meet with and inform your CAP advisor as he/she will be responsible for approving your application for studying abroad. You may contact the Career Development Center (CDC) if you need information about your CAP advisor.

8. After travel arrangements have been made, complete the Clearance Checklist and submit to the Student Services Manager before your departure. Inform the Study Abroad Office and the host university of your travel dates.

*University of Hull*  
ENGLAND



# Overview of Application Procedure



# Credit Articulations

Students participating in a 3+1 program are required to send official copies of their transcripts to the SolBridge Study Abroad Office each semester to maintain their academic status at SolBridge. Upon completion of the program, students are required to submit official copies of their final transcript and a copy of their diploma to the SolBridge Study Abroad Office to obtain a SolBridge degree. Students are also required to apply for graduation and complete the graduation checklist to obtain their SolBridge degree.

# Length of Study

Students will study at the host university for the agreed time of one year so long as they do not violate the laws of the host country or policies of the host university. Students might have to spend an additional semester at the host university if they do not transfer enough credits or if they fail to pass required courses at the host university.

# Withdrawing from the Program

Students can withdraw from the program at any point during or after the application. However, students must inform the host university of their decision and must also submit the Withdrawal form to the Study Abroad Office to obtain official approval. Students are encouraged to carefully consider their decision before submitting an application so that withdrawals can be avoided.

## Obligations

1. Students must keep the Study Abroad Office informed of their enrollment status at the host university each semester. If students take a leave from the host university (e.g. military, health, general, etc.), students must duly inform the Study Abroad Office of their intentions within the first few weeks of the given semester. Failure to do so may result in disqualification from obtaining a SolBridge degree.

2. After transferring to the host university, students become the responsibility of the host university and must comply with the host university's rules and regulations. Students are subject to the host university's disciplinary actions and will be liable for any damages caused by them to the host university's property. The same applies to the host country's laws and its penal system. Students may be expelled from the host university or have their visa revoked by breaking the host country's laws or the host university's rules.

3. Students are responsible for their expenses. This includes books, residence, flights or other costs which they may incur while studying at the host institution. SolBridge is under no obligation to provide financial support to students after they have transferred to the partner university.

4. Students are responsible for applying for and obtaining visas to exit Korea and enter the host country. The Study Abroad Office will offer general guidance and provide official documentation if necessary but will not be held liable if a student's visa application is rejected or if a student is unable to obtain a visa on time.

5. Students must submit transcripts from the host university to SolBridge in a timely manner to process the articulation of credits towards their SolBridge degree. Failure to do so may result in disqualification from obtaining a SolBridge degree

## **Important Points to Remember**

1. Students must recognize expectations and standards vary from university to university and country to country, therefore, performance at SolBridge may not always be a predictor of performance elsewhere. While studying at the host university, students should meet the host's expectations and they should be aware of these expectations before arrival or soon after. Although efforts are taken to ensure that students who best represent SolBridge are selected, their performance may not always be what was expected or hoped for.

2. Students cannot apply to a host university that does not have a 3+1 agreement with SolBridge. If students wish to apply to such a university, the students may apply for regular academic transfer and must complete the school drop-out form. Students should consult with the Study Abroad Office before applying to such universities.

3. An English certificate, when required by the host university, may be provided only for students who submit official English scores (or genuine online results) and successfully pass the initial screening interview.

## Who is not Eligible to Apply

Students enrolled as transfer students at SolBridge are not eligible to apply to the 3+1 program..



*ESC Clermont*  
FRANCE



# Partner Universities

ESC Clermont, France

<http://www.esc-clermont.fr/en/>

ESC Rennes School of Business, France

<https://www.esc-rennes.fr/index.php/en>

University of Hull, England 

[www2.hull.ac.uk/](http://www2.hull.ac.uk/)

University of Utah, USA (3+x)

<https://www.utah.edu/>

# Frequently Asked Questions

1. Can I apply to a university that does not have a 3+1 agreement with SolBridge?

Yes, but your application will be treated as a regular transfer application because credits are not transferrable without an agreement and the Study Abroad Office will not assist you with the application. You must apply to drop out of SolBridge if you choose to apply to such a university

2. Can I submit TOEFL instead of IELTS or English other scores?

Generally yes, unless TOEFL is specifically required by the partner university. You may use the equivalency tables below for reference only::

TOEFL iBT	TOEFL PBT	TOEFL CBT	IELTS	TOEIC	CET-6	TEM-4	TEPS
61	500	173	5.5	600	PASS	PASS	550

3. Can I withdraw from a program after being accepted?

Yes, but you must inform the host university and you must also submit the Withdrawal form to the Study Abroad office for approval

4. Can I return to SolBridge after withdrawing from a 1+1 program?

Yes, but you might have to follow additional procedures before returning. Consult with the Study Abroad Office before returning.

5. Do I need to complete all courses in the articulation tables of the university I am applying to?

Yes, unless otherwise stated. Note that you **MUST** complete all courses required in the articulation tables. The advantage of taking all courses in the articulations tables is that you can transfer more credits to the host institution and so spend a shorter time in completing your studies. Consult with the Study Abroad Office regarding credit transfer before applying.

# *ESC Rennes School of Business*

FRANCE





**SSA**

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