

Study Abroad for BMGT Students

A. Options for studying abroad:

Smith School students have three potential sources for pursuing study abroad programs:

1. **Smith Exchange Partners:** The Smith School's Center for Global Business offers exchange programs with high-caliber international Universities. Students have an opportunity to take BMGT courses at these comparable business programs. In addition to enjoying a facilitated exchange process, students pay tuition as if at the University of Maryland. The CGB is located in 3318 Van Munching Hall. Lisa Barnard works with Smith undergraduates. The CGB website is: www.rhsmith.umd.edu/global
2. **University of Maryland Exchange Programs:** If a Business school student wants to consider a program other than a Smith School exchange program, the Study Abroad Office in the Mitchell Building offers information on several campus exchange programs. The Study Abroad office will then facilitate the student's study abroad experience. The Study Abroad Office website is: www.inform.umd.edu/studyabroad

Please note that while the campus Study Abroad Office can tell you whether credits from a particular international school are typically ACCEPTED at UMCP, they cannot tell you if the credits will be APPLICABLE to your BMGT degree. Only your BMGT advisor can inform you of the applicability of credits.

3. **Programs through other Universities or organizations that sponsor study abroad:** Students can also pursue study abroad programs through other U.S. universities. The general rule is that if you are going to an international school through an AACSB accredited university in the United States, it is possible that you will be able to get credit for BMGT courses in addition to credit for any upper or lower elective courses. Students applying to these programs work directly with the other university and all fees, tuition, etc. are paid directly to that host school.

B. The Study Abroad Process for BMGT Primary Majors

Applying to programs:

1. After researching your options, decide which programs you are most strongly considering.
2. Next, make an appointment to meet with your assigned BMGT advisor to discuss potential transferability of coursework from schools you are considering. Because of the complexity and volume of paperwork required to prepare for study abroad, students must meet with their assigned advisors regarding all study abroad issues. Study Abroad cannot be discussed during a walk-in advising session because of the extensive nature of the material being discussed.
3. If you are applying to one of the Smith School's Center for Global Business programs, you will work with that office, in conjunction with your BMGT advisor during the application process. The UMCP Study Abroad Office in the Mitchell Building can guide you for all other applications.

Once you are admitted to a program:

1. You will need to complete a Permission to Study Abroad form. These forms are available in the Study Abroad Office and from the Center for Global Business office (3318). The Undergraduate Studies Office does not have these forms. You must complete this form no matter which type of study abroad program you are pursuing.
2. On the Permission to Study Abroad form you must list your name, social security number, the institution where the coursework is to be done, the sponsoring program (if any), when the coursework will be done, and all possible courses you might take at that institution before we can determine applicability. You should always include more classes than you will actually take, in case some classes are unavailable once you go abroad.
3. Set up an appointment with your BMGT advisor to determine the applicability of the courses you plan to take abroad. You must work with your assigned advisor. Study abroad paperwork will not be evaluated during a walk-in advising session.

4. The Smith School will accept credits in fulfillment of UL or LL electives from any foreign university that is recognized by International Studies (i.e. the Study Abroad Office in the Mitchell Building). In order to have classes count as upper level electives, however, we must have documentation regarding how the course numbers at the foreign institution correspond to the U.S. system (i.e. 100/200=lower level, 300/400=upper level). We must also have documentation on the grading system of the international institution if it is not concordant with our 4.0 system. If you are trying to get credit for a specific CORE class, you may need to take the Permission to Study Abroad form to the appropriate department for an evaluation (signature/stamp) if your Smith School advisor cannot make that determination; otherwise we will not require specific articulation of non-BMGT courses.
5. Your BMGT advisor will sign/stamp next to each course that we evaluate.
6. Because your paperwork also needs to be signed by another staff member, you will need to pick up your completed paperwork a day or two later. Additionally, some follow up work may be required by your advisor in order to get an accurate evaluation of your chosen classes. Always be sure to leave adequate time to get all appropriate signatures. If you need to return to pick up your paperwork, your advisor will leave it in the front office in the Undergraduate Studies Office. The front office staff will assist you.
7. Once you have your completed paperwork, take the form to the Center for Global Business to be signed if you are participating in a CBG exchange or to the campus Study Abroad Office if you are doing any other study abroad program.
8. Finally, please bring back the yellow copy of the form to 1570 VMH once the Study Abroad Coordinator has signed it so we have an official copy of the form for your advising folder.
9. If you need to change your courses once you are abroad, your advisor can generally assist you via email. Please be prepared to send course syllabi or other information as directed by your advisor.

C. BMGT Secondary Majors or Degrees :

The process is similar to that described above except that your BMGT advisor will only sign and stamp next to any course that you are using towards Business school requirements. Your BMGT advisor will not approve any courses that you needed for your other major or CORE, even if we are going to apply the credits towards upper level electives. The advisor in your primary major signs the bottom of the study abroad form.

D. Non-BMGT Majors from UMCP who need BMGT courses evaluated :

You should leave all relevant information for Brian Horick, including contact information and a brief letter addressing any specific concerns. You will not need to meet with Brian at all during this process. Brian will evaluate BMGT courses and sign/stamp next to each one and will leave your completed paperwork in our "Student Pick-up" area. Brian does not sign the bottom of these forms for non-BMGT majors. You then need to return the form to your department once all appropriate signatures have been gathered.

E. Exchange Students from other Universities:

The R.H. Smith Undergraduate Studies Office must receive advance notification of those students planning to attend UMCP in conjunction with established Business Exchange Programs. Ideally, we will receive students' names and addresses at least one month before early registration begins so we can email them our schedule of courses and receive their course selections. Once received, we will reserve spaces in classes so they will be assured of registration upon arrival. Students should check in with the RHS Undergraduate Studies Office as soon as they arrive on campus for assistance.

Students participating in exchanges offered by other UMCP academic units may request registration in BMGT courses on the same basis as any other non-BMGT-major: i.e. they will be required to register on the "hold file", and will be enrolled in the class only on a space-available basis. While we will try to accommodate all visiting exchange students, we cannot guarantee that students will be able to be over-subscribed in heavily demanded BMGT courses.

F. Please note the following important guidelines:

- All courses taken by BMGT majors at another institution must be approved in advance by BMGT Undergraduate Studies advisors. Acceptance and applicability of course requirements in fulfillment of BMGT requirements will be determined within the Robert H. Smith School of Business. We will review on a case-by-case basis coursework taken at foreign universities with comparable Business programs.
- If your program choice is through one of our Center for Global Business exchange partners we will have prior articulation of course equivalencies for accepting credits in fulfillment of BMGT major requirements. We have an ongoing process of course evaluation for the exchange programs affiliated with the Center for Global Business so many of the courses you might want to take have already been evaluated. Check with your Undergraduate Studies advisor for details. In the event that a BMGT course you want to take at a CGB exchange has not yet been evaluated, the Undergraduate Studies Office will sign off on these courses only after the appropriate BMGT faculty member has completed a formal evaluation. You will need to provide a course syllabus to your BMGT advisor as far in advance as possible to ensure timely evaluation of the class.
- The Smith School will accept credits in fulfillment of University CORE requirements and/or lower and upper-level electives from ANY foreign university that is recognized by International Studies (i.e. The Study Abroad Office in the Mitchell Building). If a CORE equivalency cannot be determined by a Smith School advisor, the students will be directed to the appropriate department for this evaluation.
- The Smith School will accept credits in fulfillment of upper level BMGT requirements—either core Business requirements or major requirements—only if earned from AACSB-accredited schools which offer international study coursework, or from a limited group of international schools that offer commensurate U.S.-style programs. Please check with your BMGT advisor for details. Course content must be deemed equivalent for courses to be accepted toward BMGT requirements.
- The Smith School does not accept credits in fulfillment of any BMGT requirement from any U.S. university that is not accredited by AACSB. This includes University of Maryland, University College.
- Please realize that whether you are going abroad through the CGB, the Study Abroad Office, or another U.S. university, ultimately all of your paperwork must be signed by your BMGT advisor AND the Study Abroad Office in the Mitchell Building. This process takes time, so please do not wait until the last minute. Study abroad paperwork is not completed on an “on demand” basis, as there is often a formal evaluation that must be completed for the proposed courses.
- **Note:** Students are strongly discouraged from taking the introductory course in their major (i.e. 350 for Marketing majors, 340 for Finance majors) at a foreign institution because you may not be adequately prepared for future courses at UM. Students cannot take the BMGT495, BMGT407, or BMGT457 equivalents abroad.
- Students can take a maximum of 2 classes in their major abroad.
- Students must adhere to the course prerequisites at the international institution when registering for classes.
- Students cannot take classes Pass/Fail while abroad.
- It is imperative that students leaving for a study abroad program plan for their next semester’s registration before leaving the United States. Students going abroad should take with them an updated copy of their curriculum sheet, their BMGT advisor’s email address, their undergraduate catalog and schedule of classes. While abroad students can check their pre-registration date for the next semester via Testudo in the Records and Registration area, and can register via Testudo or MARS.
- Students should know which classes they want to take and arrange for any special requests, such as internship permission, etc., prior to leaving. Note: If you wish to take more than 16 credits in the semester you return, you will need to wait until the first day of classes to register for your final class unless your advisor has approved this in advance. Advisors are only able to approve credit overloads in two situations: 1. if you are a graduating senior attempting a credit overload in your final semester or 2. if you are taking two 4-credit courses, causing your total load to equal 17 credits.