Overview
The Stanford–Vienna Academic Exchange is an Autumn Quarter exchange program between the Ford Dorsey Program in International Policy Studies (IPS) and the Diplomatic Academy of Vienna (DA). Two second-year students from each institution are selected by application to receive fellowships to spend Autumn Quarter in an academic exchange at the other institution, where they take courses as full-time students, pursue extracurricular activities, and participate in the academic life of the host institution.

IPS students participating in the exchange will be listed as “active, but not enrolled” during Autumn Quarter. They are not considered to be enrolled at Stanford during their participation in the exchange program with the DA, which means it is not possible to enroll in courses at Stanford during this time. After autumn trimester, the DA will provide IPS participants with an official academic transcript. Please note that the Stanford transcript will not include any reference to the academic exchange with the DA.

Degree Requirements
IPS students participating in the Stanford-Vienna Academic Exchange must complete all requirements listed in the M.A. curriculum. The minimum number of Stanford units required to graduate has been reduced to 58. Participants will also complete the equivalent of 15 units or more while at the DA, which will bring the overall total number of completed units to 73 (at minimum).

While on exchange, IPS participants must complete, at minimum, the equivalent of three full-time courses. They will also participate in the IPS practicum course although they will not formally enroll in IPS 209 during Autumn Quarter. If desired, participants can enroll in practicum as an independent study at the DA. The practicum will count toward the three-course minimum enrollment requirement at the DA (regardless of whether one formally enrolls in an independent study).

The IPS Practicum is offered as an independent study course in Vienna, and students receive a credit/no credit grade for their participation in the course during Autumn Quarter.

As part of the exchange policies, IPS participants must register for four units of practicum during Winter Quarter at Stanford.
**Academic Calendar – DA**
The Diplomatic Academy is on a trimester schedule that includes nine weeks of classes (October 2-December 1), a study week (December 4-8), and an exam week (December 11-15). There are also an optional study trip to Brussels (December 17-20).

The academic calendar is available [here](#).

As noted in the “Enrollment” section above, Orientation Week will be held September 25-29. Various orientation activities, including advising sessions, will occur during this time. IPS students will have been assigned academic advisors by this point and will have an opportunity to meet with them to discuss their academic plan.

**Enrollment at the DA**
IPS students will need to meet with their assigned academic advisors during Orientation Week (last week of September) before they can enroll in courses. Electronic course enrollment will open sometime during this week.

**Courses and Credit at the DA**
IPS students participating in this exchange will be eligible to enroll in any upper-division course at the Diplomatic Academy for which they are qualified. With approval, exchange students may also seek to perform directed research under the supervision of a faculty member at the Diplomatic Academy. IPS students will be subject to all academic requirements of the Diplomatic Academy, including exams, papers and all other requirements for the courses in which they are registered, as they would be at Stanford.

Second-year students at the DA usually enroll in 3-5 advanced courses, 1-2 optional courses, 0-2 optional language courses and 1-2 skills courses per trimester. With the assistance of the Stanford IPS Director (Kathryn Stoner), the Stanford IPS Student Services Officer (Jonathan Achter), and the Diplomatic Academy Advisor (Elisabeth Hofer), the students will select their final program of study to ensure that the courses satisfy degree and at-status requirements at both institutions.

The course list for the 2017-18 autumn trimester at the DA will be available in early September, and students will have access to all syllabi and course materials. Additionally, the course list for 2016-17 is available for download on the [DA’s website](#).

**Transcripts & Documentation**
The Diplomatic Academy will provide the IPS students on exchange with a transcript at the end of the quarter. Since students will receive a transcript from the Diplomatic Academy, and because they will not be enrolled for the term at Stanford, there will be nothing on the Stanford transcript to denote the exchange quarter at the DA.

Grades received in Vienna will not factor into the Stanford GPA. However, students are required to maintain good academic standing (per the IPS Degree Requirements and the DA’s academic policies), as well as adhere to the [Stanford Honor Code and Fundamental Standard](#).
Funding
The McCaw Fellowship will cover the cost of tuition, airfare between the US and Austria, housing in Vienna, a living stipend, the ASSU fee, Cardinal Care, and the Document Fee. The Campus Health Service Fee will not be billed during the quarter in which the students are off campus.

Visa
A visa is not required for US citizens staying for up to three months. However, IPS students are encouraged to apply for a D-Visa at the Austrian General Consulate in Los Angeles. The D-Visa is valid for all EU Schengen states and allows students to stay for up to six months. If applying for a D-Visa, students will need to provide an offer letter from the DA, which can be obtained from the IPS office.

Details on visas for non-US students will be provided by the DA (Elivra Peyrat – elvira.peyrat@da-vienna.ac.at). Please note that the DA will issue an official letter of support for the visa and will contact the Austrian Consulate to notify them of any pending visa applications for an IPS student.

Flight Information
IPS participants need to coordinate with Castaña Aguirre (caguirre@stanford.edu) to book flights. Most commonly, Castana will book flights through Stanford Travel (via Egencia) so she will need a list of your preferred flights. Please remember that she will need your passport number to finalize the booking.

Health Insurance
Students will be assessed the Cardinal Care (CC) fee. To opt out of CC coverage, students will need to enter evidence of alternative coverage and waive CC coverage in Axess by the applicable deadline (9/15/17 in Autumn). Vaden Health Center suggests that students register with Health Net in advance of travel to notify Health Net that they will be studying abroad. Health Net can provide information on health centers in Vienna in case students need care while abroad.

Arrival Information
The set arrival and departure dates for Vienna are September 25, 2017 and December 21, 2017, respectively. However, if IPS students elect to live in student housing it might be possible to move in a bit earlier in September. Please note that there will be limited activity at the DA during early-mid September as most of the administration and faculty will be on vacation. Students can leave their luggage in their rooms and travel during this period if they wish. Please coordinate arrival dates with the DA.

Lastly, the DA will order pick-up service that will bring IPS students to the DA from the airport.

Additional Information
IPS students will be listed as “active,” but they will not be enrolled at Stanford because they are participating in an exchange program with the Diplomatic Academy of Vienna. Students will maintain their Stanford email accounts as well as be able access Axess during the exchange.

IPS students will have access to the DA student intranet system by September 1.