

Regulations for Study Abroad Programmes

(valid from 2010/11 school year)

1 Timing and duration

A study abroad programme is usually timed for the 2nd class of the upper school of the Gymnasium (class M4x). The programme generally lasts one term or an entire school year.

2 Eligibility

Permission for participation in a study abroad programme does not depend on the student's performance level.

3 Returning to school after the study abroad programme

3.1 Students are not automatically entitled to rejoin their previous class when they return to school.

3.2 Students are required to inform the head of department by the end of the 1st or 3rd quarter respectively whether they would like to stay in the previous class or to repeat.

3.3 Since the first grades for the final Matura examination are determined in this class, continuing in the original class after an entire year abroad involves substantial extra effort.

4 Probationary period

During the term following return to school, students who return to their original class need to pass a probationary period. If the student is not eligible for definite promotion to the next class, he or she must leave the class and repeat the year.

5 Application for leave

Parents need to submit an application for leave in writing to the head of department at least a quarter of a school year before leave will be taken for a study programme abroad (involving a student exchange organisation or on a private basis). This application must include a copy of the confirmation of acceptance on the programme, a school brochure and documentation showing the education programme offered by the school abroad.

6 Grades relevant for Matura

6.1 During the 2nd class of the upper school of the Gymnasium, students need to meet the requirements for the Matura grade in "Visual Arts" and "Music". Students intending to apply for permission to participate in a study abroad programme therefore need to consult the teachers concerned in good time to find out the requirements that they need to fulfil. The necessary work can be completed before or after the time abroad.

6.2 The head of department must be informed in writing of the agreement reached with the subject teachers at least two months before the start of the study programme abroad. This document should include the signatures of the student, the contract partner and the teachers concerned.

6.3 In addition, at the end of their study programme abroad students will be required to take an examination in the subject "Introduction to Economics and Law" which is taught in the 2nd class of the upper school of the Gymnasium.