



Stanford – Vienna Academic Exchange

Program Details & Degree Requirements for Outbound MIP Students

OVERVIEW

The Stanford–DA Academic Exchange is an Autumn Quarter exchange program between the Stanford Ford Dorsey Master's in International Policy (MIP) and the Diplomatiche Akademie Wien – Vienna School of International Studies (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.

MIP students participating in the exchange will be listed at Stanford University 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 the home campus during this time. After autumn trimester, the DA will provide MIP participants with an official academic transcript. Please note that the Stanford transcript will not include any reference to the academic exchange with the DA.

PLANNING TO STUDY IN VIENNA

Visa

MIP students who do not have Austrian (or EU) citizenship will need to apply for a visa. The DA will issue an official letter which will support your visa application and they will also contact the Austrian Consulate General/Embassy of your choice to make sure that the visa application runs smoothly. In order to issue a letter of support they will need to know your exact arrival and departure dates. See below for details on booking flights. Please coordinate the official letter with [Genny Chiarandon](#), Registrar at the DA, and [Elvira Peyrat](#).

Flight Information and Travel

MIP participants must book flights using Stanford Travel (Egencia and Student Universe). Please coordinate with Cheng Huynh to initiate the process. Please remember that your passport number is necessary to complete the booking. Multiple destination flights are generally not allowed. Your summer internship location may factor into the flight details and maximum cost allowance.

Students should plan to use the Stanford Office of International Affairs website as a guide when preparing to study abroad. Please visit their [website](#) for a full student travel checklist, tools to assess travel risk and build your itinerary, etc.

Health Insurance

MIP students are required to have health insurance that includes international travel/study, and they will need this proof when applying for the Austrian visa. Note that students will be assessed the Cardinal Care (CC) fee unless proof of outside coverage is provided. To opt out of CC coverage, students will need to enter evidence of alternative coverage and waive CC coverage in [Axess](#) by September 15.

Vaden Health Center suggests that students register with Health Net in advance of travel so there is a record that they will be studying abroad. Health Net can provide details on health centers in Vienna in case students need care while abroad.

Degree Requirements

MIP 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 65. Accordingly, MIP participants will be required to complete, at minimum, the equivalent of 15 units while at the DA, which will bring the overall total number of completed units to 80.

Funding

The McCaw Fellowship will cover the cost of tuition, airfare between the US and Austria, housing in Vienna, a living stipend (approximately US\$4,000), 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.

Waiver of Liability

Participants must sign and submit the 2019-20 Stanford-Diplomatische Akademie Wien Academic Exchange Assumption of Risk, Release of Claims and Hold Harmless Agreement no later than September 1.

DIPLOMATISCHE AKADEMIE WIEN (DA) DETAILS

Academic Calendar

The DA is on a trimester schedule that includes nine weeks of classes (late September through November), a study week (early December), and an exam week (early-to-mid December). If interested, the DA also hosts [career skills seminars and workshops](#) at the conclusion of the trimester. The academic calendar is available [here](#).

Orientation Week, which is mandatory, will be held in late September. Various orientation activities, including advising sessions, will occur during this time. MIP students will have been assigned academic advisors by this point and will have an opportunity to meet with them to discuss their academic plan.

Arrival Information

The set arrival and departure dates for Vienna have not been set but generally land around September 20 and December 15, respectively, unless students would like to arrive early and/or participate in the mid-December workshops. Students who would like to move into housing prior to Orientation Week should discuss this with Genny at the DA (note that there will be limited activity at the DA during early-to-mid September as most of the administration and faculty will be on vacation).

Please let the DA know your exact arrival date/time, as they will arrange for transport from Vienna International Airport.

Housing

Generally, MIP students stay at the DA as two single rooms with a shower have been reserved. Please note that there are shared toilets and cooking areas. Students who would like to stay off-campus may do so with consultation and approval from Stanford and the DA. However, please note that living off-campus is more expensive so you may need to pay out-of-pocket to cover the difference in cost. Per University policy, housing must be arranged via Stanford Travel or using services like Airbnb or similar. The latter requires the student to pay out-of-pocket and submit receipts for reimbursement unless a stipend is provided in advance of departure to Austria.

Registration and Course Enrollment

If selected for the exchange, please submit the [online application form](#). Be sure to select the MAIS programme option. After completing the online form, kindly inform the DA so that they can update your information in the application system (Note: the online platform does not enable you to choose the "Exchange student" option). Kindly disregard the message prompting you to send additional application documents since the DA has already received already and approved the materials.

Once registration is complete, the DA can send students the intranet access code where one can find timetables, list of courses offered during the next two trimesters, course syllabi, deadlines, etc.

MIP 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. Generally, MIP students will meet with Prof. Neudeck, the Dean of the MAIS Programme and Academic Advisor for the exchange.

Courses and Academic Details

MIP 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. MIP 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. Be sure to enroll in at least 15 units.

While on exchange, MIP participants must complete, at minimum, the equivalent of three full-time courses. MIP students must send their list of courses to the Assistant Director for Academic and Student Affairs ([Jonathan Achter](#)) for review before finalizing their enrollment for the trimester in Vienna. For each course, include the course number and title, course description, and a rationale for how this course will apply towards the degree requirements. Ideally, a syllabus would be attached for each course as well. MIP reserves the right to require course changes and substitutions.

The course list for the 2022-23 autumn trimester at the DA will be available in early September, and students will have access to all syllabi and course materials. Currently, the course list for 2021-22 is available for download on the [DA website](#).

Transcripts & Documentation

The Diplomatic Academy will provide MIP students on exchange with a transcript at the end of the trimester. Since students will receive a transcript from the Diplomatic Academy, and because they will not be enrolled for the term at Stanford, there will not be any notation 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 [MIP Academic Policies](#) and the DA's academic policies), as well as adhere to the [Stanford Honor Code and Fundamental Standard](#).

Additional Information

MIP students will maintain their Stanford email accounts, as well as be able access Axess, during the exchange. They should gain access to the DA student intranet system by September 1.

If one has campus housing, it is important to discuss with Stanford Student Housing the impact of spending autumn quarter away. This is particularly important if one intends to sublet a room/unit during summer.

Support at the DA

- General questions: Ms Genny Chiarandon (genny.chiarandon@da-vienna.ac.at)
- Questions about your registration for courses to attend at the DA: Ms Rosemarie Winkler (rosemarie.winkler@da-vienna.ac.at)
- Visa issues, pick-up from airport: Ms Elvira Peyrat(elvira.peyrat@da-vienna.ac.at)
- Housing/food issues: Mr Hubert Nettig (hubert.nettig@da-vienna.ac.at)