

EXCHANGE / STUDY AWAY REQUEST FOR TRANSFER CREDIT

STUDENT NAME (Print): _____ MCGILL ID: _____ MCGILL EMAIL: _____ @mail.mcgill.ca

Program: Architecture Bioengineering Chemical Civil Computer Electrical Materials Mechanical Mining Software

Option/Concentration: _____ Minor: _____ Expected Date of Graduation (Term/Year): _____

Select one: Exchange Study Away Term: _____

Submission of this form is due 2 months prior to your exchange/study away departure. Please allow a processing time of three weeks for completed requests.

Exchange:

- ✓ Students must have accepted their exchange nomination via MINERVA prior to filling out and submitting this form.
- ✓ Approval to receive transfer credits must be obtained from their Departmental/School Advisor and the Exchange Advisor in the McGill Engineering Student Centre (FDA 22) prior to taking courses at Host Institution.
- ✓ Students, who have received a number of transfer credits for Engineering courses already, may be required to take an additional course at McGill.

Study Away:

- ✓ Students must complete the Minerva Request for Course Approval and Transfer Credits module: **Student Menu>Exchange/Study Away Menu**
- ✓ Required courses or Technical Complementary courses are not allowed to be taken during a Study Away term.
- ✓ More information and detailed step-by-step Study Away application can be found on the Study Away website:
<https://www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/study-away>

- ✓ Approval to receive transfer credits must be obtained from their Departmental/School Advisor and the Exchange Advisor in the McGill Engineering Student Centre (FDA 22) prior to taking courses at Host Institution.
- ✓ **Accreditation Units (AU)** at the host institution must be must calculated by the student prior to bringing this form and supporting documents to their departmental advisor:
AU = [# lecture hours x # semester weeks]+ [(# lab + tutorial hours) ÷2) x # semester weeks]
- ✓ **Supporting documents** (such as the course outlines incl. start/end date of the course, lecture, laboratory and tutorial hours, departmental course approval and for non-Engineering courses proof that the course (s) has (have) been evaluated through the Course Equivalency System) must be submitted with this form.
- ✓ **Transfer Credits:** Students shall be eligible to transfer earned credits back to McGill if the grade earned for each course is a C (55%) or higher. The policy shall apply to both elective and required courses. For more detail please contact the McGill Engineering Student Centre (FDA 22).
- ✓ Grades for transfer credits do not enter into any McGill grade point calculations (TGPA/CGPA); however, the number of credits granted will appear on the McGill transcript.
- ✓ The Faculty of Engineering reserves the right to make changes to transfer credits when problems are detected or when changes are made to McGill courses and programs.
- ✓ Students applying for an Exchange / Study Away in their final year/term should note that this may delay their graduation. Please meet with an advisor to discuss prior to departure.
- ✓ When you return please ensure that an official transcript is sent directly from the Host University to McGill University in a timely manner. Transfer credits will be processed upon receipt of an official transcript sent directly by the host institution.

By signing you acknowledge that you have read and understood the form: Student's Signature: _____

Student Instructions:

All students: Complete this form, attach all supporting documents (including: course descriptions, start and end date of the course, the number of contact hours and Accreditation Unit calculation: **AU = [# lecture hours x # semester weeks]+ [(# lab + tutorial hours) ÷2) x # semester weeks]**), and bring to your Departmental advisor for evaluation and approval. Approval for non-Engineering courses has to be requested through the Course Equivalency System. Courses being used to satisfy a minor should be approved by the minor advisor/course instructor/department. Once the course(s) is (are) approved you must return the form and supporting documents to the McGill Engineering Student Centre (MESC) for final approval.

Student ID: _____ Host University: _____ Exchange / Study Away Year: _____

Exchange Study Away Term: Summer Fall Winter Full Year

Number of semester weeks _____ Start date of term: _____ End date of term: _____

(Excluding weeks with holidays or study breaks)

To be completed by the Student					Departmental Approver		MESC			
Host Course Code & Title	# of AUs at Host (see below)	McGill Equiv. Course # or generic course # (as per Course Equivalency System or departmental evaluation)	Course Type*	Approval through Course Equivalency System (CES) – (not for Engineering courses). Please attach proof and indicate "Yes" here:	# of AUs at McGill (to be completed by MESC for non-Eng. courses)	Departmental Approval by offering Engineering department	# of credits granted	Grade Obtained (Fac. Use)	SHATRNS Updated (Fac. Use)	Tracking (D/EE) (Fac. Use)
Ex. EN1600 Renewable Energy	EX:48	EX: GEOG 203 or GEOG 2XX	CS – A (Impact)	Yes (see supporting document attached)	39	N/A for non-Eng. courses				
Advisor Comments:										

Student Signature: _____ **Date:** _____

Departmental Approver Instructions: Departmental approvers are required to verify the course code, course type and to enter AUs at McGill to ensure that they match the AU calculation at the Host Institution. **Note:** In case of an AU shortfall, students may be required to take an additional course to satisfy any missing AUs; please include special requirements to make up for AU shortfalls. If approved, please sign and return the form to the student.

Department Signature: _____ **Print Name:** _____ **Date:** _____

Faculty Advisor Signature: _____ **Print Name:** _____ **Date:** _____

Checklist

- Course outline:** clearly indicating the number of lecture, lab and tutorial hours for AU calculation and start /end date of term
- Calculation of Accreditation Units (AUs)**
- Course subject and number** (i.e. GEOG 2XX; MECH 289)
- Course type** (RQD, TC, Minor, Extra, Complementary Studies (CS Group A or Group B), Elective)
- Appropriate departmental approvals:**
 - o For non-Engineering courses (including FACC courses): copy of the approval received through the Course Equivalency System
 - o For Engineering course: (ARCH, BIEN, CHEE, CIVE, ECSE, MECH, MIME except for FACC courses): signature from department that is offering the course and overall departmental approval from own departmental advisor.

Legend:

Course Types:

- TC Technical Complementary → Departmental approval required.
 - RQD Required Course → Departmental approval required.
 - CS (A/B) General Complementary (Impact/HSS) → Departmental approval through Course Equivalency System required.
 - Minor Approval from minor advisor / Course Equivalency System for non-Engineering courses required
 - Extra Course is not satisfying program requirements → Evaluation through Course Equivalency System required.
- **All courses require final faculty approval by MESC.**

Generic Course credit vs. McGill Equivalency

*Generic course credit may be given for any Complementary (HSS/Impact) Studies or Technical Complementary course. Courses required in a student's Major or Minor program must be mapped on to an equivalent McGill course.

Accreditation Unit (AU) Calculation Formula:

AU = [#lecture hours × #semester weeks] + [(#lab + tutorial hours) ÷ 2] × #semester weeks