

McGill University, Faculty of Education  
Internships & Student Affairs Office

## EXCHANGE ADVISORY AGREEMENT

Term:  Fall  Winter

Year: \_\_\_\_\_

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*To be completed by a student intending to apply for formal exchange with their departmental Academic Advisor. This form must be submitted to the Internships & Student Affairs Office ([isa.administrator@mcgill.ca](mailto:isa.administrator@mcgill.ca)) **prior to** an exchange application being completed on Minerva. Please note, exchange applications will not be assessed for Faculty approval unless this form is completed and submitted. **Deadline to complete with Advisor and send to ISA: January 15 (Fall Exchange), June 10 (Winter Exchange).***

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**STUDENT NAME:**

**McGILL ID:**

**ADVISOR NAME:**

**PROGRAM/YEAR:**

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As an exchange applicant, it is important to discuss the timing of your exchange term(s) and the potential impact on your field experiences, your study plan and your graduation with your Academic Advisor. Please go over the items below, checking off each item and signing at the bottom to indicate that you have read and understand the process and possible implications of going on exchange:

- I understand that going on exchange is a personal choice and a special opportunity, which may necessitate rearranging my study plan; I will work with my Academic Advisor to select the most opportune term(s) in which to go on exchange
- I understand that field experiences are an integral part of my degree and are only offered in given semesters; also, I understand that no special arrangements will be made to accommodate me taking my field experience during a different term as a result of my choice to go on exchange
- I understand that there is a \$159.14 non-refundable application fee (billed to student account)
- I understand that I must research my prospective host school(s) to find out:
  - The credit and grading system, including how many courses I must take to receive the equivalent to 15 (or 30) credits and what grades I must obtain
  - The school's term start and end dates and how this will impact my return to McGill
- I understand that I must attend a **Pre-Departure Orientation** and complete the **Travel Registry**
- I understand that I must update my **Transfer Credit Assessment Form** in Minerva by the stated deadline(s) (November 15<sup>th</sup> for the Fall term; March 15<sup>th</sup> for the Winter term)
- I understand that all courses taken at the host university must be completed with a grade equivalent to the CGPA/grade required to graduate from that university
- I understand that I will not be eligible for Faculty scholarships while on exchange; similarly, I will not be eligible for the Dean's Honour List, unless I return to McGill for at least one semester and take a minimum of 14 graded credits

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_