



## Student Exchange Program Fall 2021

**NOTE:** In light of the challenges and uncertainties posed by COVID-19, Carleton University has made the difficult decision to **not offer** in-person student mobility with the Incoming Exchange Program for the **Fall 2021 term** (September to December 2021). This decision to not proceed with in-person student exchange for the Fall is independent of any future decision regarding the delivery of courses at Carleton University for the Fall 2021 term.

Carleton is prepared to offer students the opportunity to participate in our exchange program virtually (i.e. taking courses remotely online) for the Fall 2021 term where possible.

We are continuing to watch the COVID-19 situation closely and will re-evaluate the status of student exchange for the Winter 2022 term in September/October.

Students who are nominated for the full 2021/2022 academic year should be prepared for the possibility of remote online study only in the Winter 2022 term (January to April 2022).

### Nomination Process

Nomination Deadline	<ul style="list-style-type: none"> <li>March 15<sup>th</sup> for <b>Fall Term</b> (September to December) or <b>Full Year</b> (September to April)</li> </ul> <p><b>Note:</b> Nominations for the Winter 2022 term (January to April) will open in <u>September</u>.</p>
Nomination Instructions	<p>Nominations for exchange to Carleton University are <b>submitted online</b> at <a href="https://carleton.ca/isso/carleton-university-exchange-nomination/">https://carleton.ca/isso/carleton-university-exchange-nomination/</a></p> <ul style="list-style-type: none"> <li><u>One form</u> must be submitted for <b>each student</b> to be nominated</li> <li><b>All</b> of the information noted below <b>is required</b> for the submission of a nomination form, <u>particularly the English proficiency data</u> (if applicable).</li> </ul> <p><b>Nominations submitted without this information will <u>not</u> be accepted:</b></p> <ul style="list-style-type: none"> <li>- Student Last Name</li> <li>- Student Middle Name(s) (if applicable)</li> <li>- Student First Name(s)</li> <li>- Term(s) of Exchange (Fall Term or Full Year)</li> </ul>

	<ul style="list-style-type: none"> <li>- Level of Study (Undergraduate or Graduate)</li> <li>- Degree/Study Program at Home Institution</li> <li>- Date of Birth (DD/MM/YYYY format)</li> <li>- Student Home Address</li> <li>- Student Email Address</li> <li>- English Language Test Score, Type &amp; Date Completed (requirements are provided in the tables below) *</li> </ul> <p>* <b>Note:</b> Proof of English proficiency is required for students whose first language is <u>not</u> English <b>and</b> the primary language of instruction at their home institution is <u>not</u> English.</p>
Minimum English Language Requirements for <b>Undergraduate</b> Students	<p>Test date should be no more than 24 months prior to application:</p> <ul style="list-style-type: none"> <li>• Internet Based TOEFL (iBT) 86 (<u>minimum</u> of 22 in writing and speaking and 20 in reading and listening)</li> <li>• IELTS 6.5 (<u>minimum</u> 6.0 in each band)</li> <li>• CAEL 70 (<u>minimum</u> of 60 in each band)</li> </ul>
Minimum English Language Requirements for <b>Graduate</b> Students	<p>Test date should be no more than 24 months prior to application:</p> <ul style="list-style-type: none"> <li>• Internet Based TOEFL (iBT/Next Generation) 100 (<u>minimum</u> of 25 in writing, speaking, reading and listening)</li> <li>• IELTS 8.0 (<u>minimum</u> 7.5 in each band)</li> <li>• CAEL 70 (<u>minimum</u> of 60 in each band)</li> <li>• Pearson Test of English (PTE)(Academic): 60 overall (<u>minimum</u> 60 in each Communicative Skill)</li> </ul>
<p><b>NOTE:</b> Students must achieve the <b>TOTAL</b> minimum score indicated. They must also achieve the <b>minimum</b> score indicated for each <b>BAND</b> in Reading, Writing, Speaking and Listening. <b>(there are no exceptions)</b></p>	

## Application Process

Application Deadline	<ul style="list-style-type: none"> <li>• April 15<sup>th</sup> for <b>Fall Term</b> or <b>Full Year</b></li> </ul>
Application Instructions	<p>The Incoming Exchange Application form <u>and</u> all supporting documents must be <b>submitted online</b> at <a href="https://payments.carleton.ca/isso/incoming-exchange-application/">https://payments.carleton.ca/isso/incoming-exchange-application/</a></p>
Supporting Documents to be Included with Application Form	<ul style="list-style-type: none"> <li>• Official proof of English proficiency (TOEFL, IELTS, or CAEL). The test report must be in English and the test date cannot be <b>more than 24 months prior to application</b></li> <li>• Most recent official transcript <u>translated into English</u> with the Home Institution's <u>Grading System</u></li> </ul>

	<ul style="list-style-type: none"> <li>• In order of priority, a list of <b>ten (10)</b> Carleton courses the student would like to be registered in, including course titles and course codes.</li> <li>• Portfolios must be included for students applying for courses in <a href="#">Architecture</a>, <a href="#">Industrial Design</a> and <a href="#">Interactive Multimedia Design (IMD)</a></li> <li>• An <a href="#">audition</a> is required for performance courses in Music</li> </ul>
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### Academic Information

Academic Levels Offered:	Undergraduate and Graduate
Duration of Exchange (3 options)	<ul style="list-style-type: none"> <li>• Full Academic Year (September to April)</li> <li>• Fall Term (September to December)</li> <li>• Winter Term (January to April)</li> </ul>
Language of Instruction	English
Number of Hours Per Week of Class (full Arts Course Load)	15 - 18 hours
Number of Hours Per Week of Class (full Science Course Load)	25-30 hours
Number of Credits/Courses Per Term at Carleton  <b>1 semester course = 0.5 Carleton credits</b>  <b>0.5 Carleton Credits (1 Course) = 6 ECTS</b>  <b>2.5 Carleton Credits (5 Courses) = 30 ECTS</b>	<p><b>Undergraduate Students:</b> (1000 to 4000 Course Level) Minimum: 1.5 credits per term (3 courses) Maximum: 2.5 credits per term (5 courses) <b>Recommended: 2.0 credits</b> per term (4 courses)</p> <p><b>Graduate Students:</b> (5000 Course Level) Minimum: 0.5 credits per term (1 course) Maximum: 1.5 credits per term (3 courses) <b>Recommended: 1.0 credits</b> per term (2 courses)</p> <p><b>All exchange students are required to follow the requirements set by their home institution with regards to their course load.</b></p>
English as a Second Language Courses ( <b>ESLA Courses</b> ):	To be eligible to take an ESLA course an official Proficiency Test report ( <b>TOEFL, IELTS, CAEL</b> ) is required (no exceptions or substitutes). The test report must be in English and the test date cannot be <b>more than 24 months prior to application.</b>

Other Language Courses:	<p><b>Placement tests</b> are required for all students who wish to take language courses at Carleton:</p> <p>For <b>French</b> language courses, please visit:  <a href="https://carleton.ca/french/2016/compulsory-french-placement-students-registered-french-language-course/">https://carleton.ca/french/2016/compulsory-french-placement-students-registered-french-language-course/</a></p> <p>For <b>all other language</b> courses, please visit: <a href="http://carleton.ca/slals/modern-languages/placement-test/">carleton.ca/slals/modern-languages/placement-test/</a></p>
Course Selection:	<p>Course availability is subject to change and for this reason we <b>cannot guarantee registration in specific courses</b>. For exchange term(s) at Carleton, students should create a study plan that includes a <u>mixture of courses</u> from their major, minor, concentration and most especially free electives.</p> <p>The courses listed on an Incoming Exchange Application form will be reviewed by Carleton’s departmental advisors. If courses have been selected from more than one discipline, a request will be sent to the designated department contact for each discipline.</p> <p><b><u>Our academic departments will determine which courses an exchange student is approved to take.</u></b> Each department has their own criteria when assessing course requests, the <u>most important of which is whether a student has the required academic background to meet the course prerequisites.</u></p> <p><b>REMINDERS:</b> 1) A student may not be approved to take all of the courses they have requested on their application. This can be due to a number of factors, including but not limited to: course is restricted and not open to exchange students, course is full, course is not offered in correct exchange term, course is cancelled, course conflicts with other registered courses or the student does not meet the academic prerequisites to take the course.</p> <p>2) Students requesting <b>full year courses</b> must be prepared to complete both terms of the course (i.e. Fall 2021 <u>and</u> Winter 2022) in order to receive academic credit for the course. This applies even if the course is offered virtually. Students must be approved by their home institution for virtual study in the Winter 2022 term if needed.</p>
<p>Course Information:</p> <p><b>NOTE:</b> Students should refer to the <b>Public Class Schedule</b> and <b>Courses Not Available</b> page prior to listing courses on their application.</p>	<p><b>Undergraduate Calendar:</b>  <a href="http://calendar.carleton.ca/undergrad//">http://calendar.carleton.ca/undergrad//</a></p> <p><b>Undergraduate Courses:</b>  <a href="http://calendar.carleton.ca/undergrad/courses/">calendar.carleton.ca/undergrad/courses/</a></p> <p><b>Graduate Calendar:</b>  <a href="http://calendar.carleton.ca/grad/">http://calendar.carleton.ca/grad/</a></p> <p><b>Graduate Courses:</b>  <a href="http://calendar.carleton.ca/grad/courses/">http://calendar.carleton.ca/grad/courses/</a></p>

	<p>Incoming graduate exchange students should be aware that the availability of graduate level courses (5000-level) changes on an annual basis and registration in specific 5000-level courses cannot be guaranteed. Should incoming graduate exchange students be required to take specific graduate level courses in accordance with the regulations of their home institution, they should contact the applicable <b>Carleton Graduate Department</b> (<a href="http://graduate.carleton.ca/programs/">http://graduate.carleton.ca/programs/</a>) as part of their research into which courses would be available prior to applying for exchange.</p> <p>Please note that incoming graduate exchange students may register in undergraduate level courses.</p> <p><b>Public Class Schedule</b> (available at the end of May)</p> <p>This schedule lists all of the courses offered in a particular term.</p> <p>Students should use the Public Class Schedule to ensure the courses they require are available and offered in their exchange term.</p> <p><b>Courses Not Available:</b> These courses are restricted and not available to exchange students:</p> <p><a href="http://carleton.ca/isso/new-students/incoming-students/courses-not-available/">http://carleton.ca/isso/new-students/incoming-students/courses-not-available/</a></p> <p>Carleton’s academic departments reserve the right to restrict courses not found on this list if deemed necessary.</p>
Grading System	<p>12 Point Scale – <b>Section 5.4</b></p> <p><a href="http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/grading/#grading-system">http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/grading/#grading-system</a></p>
Learning Format for Courses	<ul style="list-style-type: none"> <li>• <b>Synchronous:</b> online courses offered in real-times where the instructor and students meet via web conferencing tools. These classes occur at scheduled days and times and students are expected to attend class at these times.</li> <li>• <b>Asynchronous:</b> online classes that are not conducted live and do not have a regularly scheduled class time. While there is a scheduled time associated with the course for registration, students can move through course material on their own schedule. Students are still expected to remain up to date with the deadlines and due dates provided by the instructor.</li> <li>• <b>Blended:</b> online courses where there is a mixture of synchronous meetings and asynchronous activities. This means students need to be prepared to meet some of the time online via web conferencing tools at scheduled days and times.</li> </ul>

	In all cases, courses will be posted with a scheduled time (Eastern Standard Time). Asynchronous and blended courses may use the time slot for class discussion, office hours, tests or midterms, etc. Students are expected to be available during those times.
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## Important Dates and Deadlines

Academic Calendar:	<a href="#">The Academic Year (Graduate and Undergraduate Studies) &lt; Carleton University</a>
Course Registration:	<a href="#">Dates and Deadlines - Registration (carleton.ca)</a>
Orientation:	More information to be provided in the summer.

## Fees -> Fall 2021

Health Insurance (UHIP):	<p>UHIP is <u>not required</u> for exchange students studying remotely from <u>outside of Canada</u>.</p> <p><b>Students must complete an <u>opt-out request</u> to remove the UHIP charges from their student account.</b></p> <p>More information will be provided to registered students.</p>
Transit Pass (U-Pass):	<p>The U-Pass is <u>not required</u> for exchange students studying remotely from <u>outside of Canada</u>.</p> <p><b>Students must complete an <u>opt-out request</u> to remove the U-Pass charges from their student account.</b></p> <p>More information will be provided to registered students.</p>

## Contacts

Manager, International Student Services Office (ISSO)	<p><b>Laura Truesdell</b></p> <p>Email: <a href="mailto:laura.truesdell@carleton.ca">laura.truesdell@carleton.ca</a> or <a href="mailto:isso@carleton.ca">isso@carleton.ca</a></p> <p>+1 (613) 520-6600</p>
Incoming Exchange Students	<p><b>Nancy Leslie</b>, Exchange Program Coordinator</p> <p>Email: <a href="mailto:nancy.leslie@carleton.ca">nancy.leslie@carleton.ca</a> or <a href="mailto:exchange@carleton.ca">exchange@carleton.ca</a></p> <p>+1 (613) 520-2600 Ext. 6328</p>
Exchange Agreements	<p><b>Shaye Belanger</b>, International Partnership Coordinator</p> <p>Email: <a href="mailto:shaye.belanger@carleton.ca">shaye.belanger@carleton.ca</a> or <a href="mailto:exchange@carleton.ca">exchange@carleton.ca</a></p> <p>+1 (613) 520-6600</p>
Outgoing Exchange Students and Bachelor of Global and	<p><b>Heba Elbat</b>, BGIInS Exchange Coordinator</p> <p>Email: <a href="mailto:heba.elbat@carleton.ca">heba.elbat@carleton.ca</a> or <a href="mailto:exchange@carleton.ca">exchange@carleton.ca</a></p> <p>+ 1 (613) 520-2600 Ext. 2858</p>

International Studies (BGInS) Program	
Mailing Address	<b>International Student Services Office (ISSO)</b> Carleton University 128 University Centre, 1125 Colonel By Drive Ottawa, Ontario K1S 5B6, CANADA
General Inquiries	Email: <a href="mailto:exchange@carleton.ca">exchange@carleton.ca</a> Phone: +1 (613) 520-6600
Website	<a href="http://carleton.ca/isso/">http://carleton.ca/isso/</a>