

Guide for incoming students in Student Exchange Program

Exchange programs allow students registered at a foreign university ("home institution") to continue their studies at the Université de Montréal ("host institution"), under the conditions and terms of the agreements, for a period of up to one academic year. Courses completed successfully are recognized by the home institution and count toward the student's diploma.

Students interested in participating in an exchange program at UdeM can do so through one of the two following options:

- [Bilateral agreements](#) signed with leading institutional partners in all continents;
- The [National Student Exchange](#) program, of which UdeM is a member, allows students, most of whom are at the Undergraduate level, to participate in a student exchange at one of close to 200 partner institutions, primarily in the United States (including Puerto Rico, Guam and the American Virgin Islands), but also in Canada. To find out whether your University is an NSE member, [click here](#).

Fields of Study Open to Students Coming as Part of an Exchange Program

The Université de Montréal offers a wide range of programs in almost all fields of study:

- [Undergraduate Studies – List of Programs](#)
- [Full list of courses \(in French\)](#)
- [Graduate Studies](#)

The following programs, however, are not offered:

- Geology
- Forestry
- Agriculture

Exchange students have access to most of the disciplines taught at the Université de Montréal; however, you should regularly check the [***list of programs that are closed to exchange students.***](#) ***Some programs may also have certain restrictions or exceptions.***

In addition, Engineering and Management programs are offered by our affiliated schools, who independently manage their partnerships as well as their student exchange programs. For more information, please contact them directly:

- [École Polytechnique Montréal \(Engineering\)](#)
- [HEC Montréal \(Management and Administration Sciences\)](#)

You should also note that bilateral exchange programs are often restricted to only one or a few fields of study; as such, you should ensure that the agreement your University has concluded with UdeM includes your academic discipline.

Please note that programs offered at UdeM's campus in Laval are not open to student exchange programs.

Academic Calendar

[2015-2016 Academic Calendar](#)

At UdeM, regular semesters are Fall (from the beginning of September to the end of December) and Winter (from the beginning of January to the end of April). Summer is a supplementary semester and, in general, is not compulsory. During the Summer semester, the number of courses offered is limited and exchange participants must be registered as full-time students.

We strongly suggest to students from outside North America that they stay for the entire Academic year (Fall and Winter semesters). These students usually need time to adapt to our university system; those who are only here for a single term will just be starting to benefit from the exchange before it is time to pack their bags and go home. In addition, you should note that students attending UdeM for an entire academic year have a much easier time finding housing than students who are only here for four months.

Academic Structure

Québec's higher education system has very strong similarities to that which is currently being adopted in Europe (implementation of the Bologna process). The structure of degrees is:

- a three-year Undergraduate degree (Bachelor);
- a two-year Graduate degree (Master);
- a Doctoral degree, normally a minimum of four years (PhD).

Most bilateral exchange programs are aimed at students from all three academic levels. The NSE program is mainly intended for Undergraduate students, but UdeM is open to receiving Graduate students.

The North American System

The curriculum offered by the Université de Montréal is not the same as those of European universities. Although the language of instruction at the Université de Montréal -French-differentiates it from the other institutions on the continent, the programs and courses offered are highly North American. European students who may be accustomed to a more casual approach to their studies cannot proceed in this fashion at UdeM. The programs and course assessments require sustained effort. Every subject is assessed each semester by mid-term and

final exams, as well as work to be handed in. In addition, students are often required to do a lot of reading.

Knowledge of French

All courses are given in French (except for courses in a number of foreign language programs). Students who do not have a suitable knowledge of this language will face a great deal of difficulty. That being said, many of the reference works used by professors are written in English (particularly in the "hard" sciences and at the graduate level), and foreign students are allowed to submit their homework and exams in English (although the questions in the exams will be in French). Each year, we welcome numerous students whose mother tongue is not French; in most cases, they quite rapidly adapt to their new language of study. In case of doubt with regard to your level of French, please consult the International Office of your university. Those interested exclusively in conducting research (see below) can easily "survive" using English in the labs.

Conditions for Participation

Students participating in exchange programs must:

- At the Undergraduate level: have completed at least one year of full-time study in the program in which they are registered at their home institution;
- At the Graduate level: have completed at least the first semester of the Master's or PhD program in which they are registered at their home institution;
- Remain registered in this program while they are at the Université de Montréal;
- Obtain their home institution's approval for the program of studies they intend to pursue at UdeM;
- Have an intermediate or high intermediate knowledge of French;
- Have a very good academic record;
- Meet the specific requirements of the department at which they wish to study.

Selection Criteria

The number of participants accepted into an exchange program is established by each department, based on the number of places available in the program and the number of admissible candidates. Success rates vary greatly from one department to another. The better your academic record, the greater your chances of being selected as an exchange program candidate.

Participant Privileges and Obligations

Candidates accepted into an exchange program:

- Are registered as full-time students at their home institution and pay their home tuition fees (the Université de Montréal will not require payment of tuition fees from the students it receives as part of an exchange program. You should note, however, that certain fees for language lessons or related to the purchase of teaching materials may be requested);
- Are also registered at the Université de Montréal, where they undertake to study full-time for at least one semester, but not more than one academic year, in a program of studies approved by their home department or faculty;
- Apply the credits earned at the Université de Montréal toward a diploma from their home university. The Université de Montréal does not award diplomas to the exchange students it accepts;
- Pay the fees required by the Université de Montréal (mandatory administration and health insurance fees);
- Pay all transportation and housing costs, including for dependents.

Research credits

In principle, students who want to register for “research credits” are accepted into exchange programs (either at the Master’s or Doctoral level, and whether or not the student takes regular courses). However, before sending us your application for an exchange program, you must get one of our professor-researchers to agree to supervise your research. **We automatically reject all "research" applications for which no such consent has been obtained.** Each of the University’s departments has a [web site](#) where it is possible to find a professor’s research interests.

To submit an application for a research exchange, please consult the following [document](#), which contains all needed information.

The International Relations Service at the student’s home institution must send application files by mail or express mail to Université de Montréal’s International Relations Office. Please visit our [directory](#) to send files to the appropriate advisor.

Internships

It is not possible to participate in an exchange program in order to do an internship abroad. Exchange programs are intended only to enable students to take **courses** (or do research) at another institution. [Citizenship and Immigration Canada](#) regulations are very clear: foreign students may only register for an internship (paid or unpaid) if it is essential to their program of

studies **in Canada**. You should also know that, for various reasons, most employers are not interested in having foreign interns.

In some cases, departments allow students to register for internships that are part of the curriculum, but this is not usually the case. Contact [those in charge of the relevant department or unit](#) prior to finalizing your exchange program application.

Please note that Master's programs offered by science departments within the Faculty of Arts and Sciences are research degrees and not course degrees with internships.

Admissions Process for Student Exchange Programs

Preparing Your Application

You must:

- Be registered at a University with which we have a student exchange agreement:
- Bilateral agreements (general and sector-specific)
- NSE agreement.
- Ensure that you meet each of the conditions for participation stated above;
- Ensure to respect the [restrictions related to certain programs offered by UdeM](#);
- Choose the exchange period (Fall and/or Winter semesters);
- Meet with the International Relations Office coordinator for student exchanges at your home institution in order to obtain the online admission access as well as get important advice on exchange programs;
- Choose your courses and obtain approval for your proposed [study plan](#) from your Academic Supervisor at your home institution.

Choosing Your Courses

A Few Tips

You must choose only one UdeM study program, and courses corresponding only to this chosen program. There are however some programs that allow you to choose courses from different study areas:

- [Minor in Arts and Science \(limit of 2 courses per subject\)](#)
- [Minor in Music, Arts and Society](#)
- [Minor in Quebec Studies](#)
- [International Studies](#)
- [Mathematics and Economics](#)
- etc...

Our Web site provides information on all the [university's programs of study](#) and the list of courses available for each. You'll also find a description (in French) of [each course](#). You should

pay special attention to the "prerequisite" box that indicates which course (or its equivalent) must have been successfully completed before enrolling in the course. You can confirm course availability by clicking on the desired course code, or by entering the course code on [this page](#).

Note that the first digit of a course abbreviation corresponds to its level: 1, 2 and 3 for the first, second or third year of an Undergraduate degree; 6 for Master's degree courses and 7 for those at the PhD level.

Warning: academic supervisors at UdeM often modify exchange students' course selection. In most cases, this is due to a scheduling conflict (two courses are given at the same time) or the fact that the student does not have the prerequisites to take a given course. Some master's and doctoral seminars are not offered every term or year. Moreover, exchange students are not allowed to register for some courses.

Course Level Equivalencies

It is impossible to create perfect course equivalencies between university programs in different countries. Based on past experience, we suggest that you talk with those in charge at your home institution, who will be able to give you valuable advice. In case of doubt, your university's International Relations Office can contact our office.

Number of Courses You Must Be Registered For

Students taking part in an exchange program must be registered full-time at the Université de Montréal:

- At the undergraduate level, this corresponds to a minimum of 12credits and a maximum of 15credits per term. A credit equals 15classroom hours; most courses are 3credits (3hours per week for 15weeks). For Europeans, at the undergraduate level, 1UdeM credit= 2ECTS credits.
- At the Graduate level (Master's and PhD), students must be registered to a minimum of 6 credits and a maximum of 9 credits of courses or research. A 3 credit course at the Graduate level equals to 8 to 10 ECTS credits.

Please note that this is not an average: **you must be registered for the minimum number of credits for each term.**

Completing Your Application

Assembling the required documentation (Incomplete or botched applications are automatically rejected)

- The summary of your online admission application. This link will be sent to you once you have been selected by your Home University;
- Your [study plan and autorizations form](#) (list of courses you want to take at the Université de Montréal), approved and signed by the Academic Head of your home

institution and the student. (Your study plan must include the name and code for each course);

- A letter of intent in French explaining your objectives and motivation for applying to an exchange program at the Université de Montréal;
- An official copy of your academic transcripts, which must include all the courses taken to date as well as the marks obtained during the last study year (***you must also include a French or English translation, if these documents are in another language***);
- The list of courses for which you are currently registered at your home institution (with the name and a short description, 2 pages maximum);
- In the case of students for whom French is not the first language, a French language proficiency certificate must be provided. This certificate can be delivered by the language department of the home institution, the *Alliance française* or a language school. *Note that the minimal level normally accepted is intermediate or high-intermediate, depending on the program*;
- A letter of recommendation from your home university's Academic Head, Advisor or other appropriate authority;
- **A copy of these two official identification documents ;**
 - a) Passport;
 - b) Document listing names of the student's parents and the student's (e.g. birth certificate or family record book).
- Applicants to an architecture, industrial design or interior design program must also send a portfolio of their work.

Sending Your Applications

<p>Caroline Téhard Student Mobility Advisor - Europe and Middle East Direction des Relations Internationales Université de Montréal caroline.tehard@umontreal.ca</p>	<p>Catherine Flintoff Student Mobility Advisor, Americas and Asia-Pacific Acting Consultant in International Relations, Americas Direction des relations internationales Université de Montréal catherine.flintoff@umontreal.ca</p>
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<p><u>By express delivery (DHL, FEDEX...) -strongly recommended:</u></p> <p>Direction des relations internationales Université de Montréal 3744, rue Jean-Brillant, bureau 581 Montréal (QC) H3T 1P1 CANADA</p>	<p><u>By mail (regular postal services):</u></p> <p>Direction des relations internationales Université de Montréal Pavillon 3744 rue Jean Brillant C.P. 6128, succursale Centre-ville, Montréal (QC) H3C 3J7 CANADA</p>
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Respecting the Application Deadlines

Due to the high number of applications received each year, and given the restrictions on the number of spaces reserved for students participating in the exchange programs, **we highly recommend that our partners send us their students' completed applications before April 1st**, and no later than **May 1st**, for both the Fall and Winter semesters as well as for the full academic year (Fall and Winter).

Selection of student by the Home University*	No later than 10 March
Fall Semester (Sept. to Dec.) and full academic year (Sept. to April)	Before April 1 st , no later than May 1 st
Winter Semester (January to April)	Until September 1 st
Please note that some programs require different deadline applications. You should check out the restrictions related to certain offered programs and the programs websites.	

***The partner university must send by email their selection of candidates, including the student's names, field of study, the period of their student exchange and their e-mail.**

Waiting for Your Answer

Response times vary and depend on the programs and the number of applications. You should expect to wait from four to eight weeks between the date of reception of your application by the Université de Montréal and the time a letter of acceptance is sent.

Refusals

Over the last few years, approximately 90% of students wanting to come on exchange to the Université de Montréal have been accepted. However, you should note that success rates vary greatly from one program to another. You should also know that these rates are significantly higher for applications submitted under bilateral agreements or for the *National Student Exchange (NSE)* program.

Steps Prior to Your Arrival in Montreal

Familiarizing Yourself with the “Centre Étudiant”

The [Student Centre](#) - Your student file online

The Student Centre brings together your individual study information and your operations relating to your academic career into a single, secure location.

- Register (additions, cancellations or dropping courses)
- Study information (personal schedule, transcript, certificate tracking report)
- Finance (statements, tax receipts, duty exemption)
- Admission (follow-up applications, admission offers)
- Find (a schedule, a course or curriculum)
- Change contact information
- Financial assistance (financial assistance)