

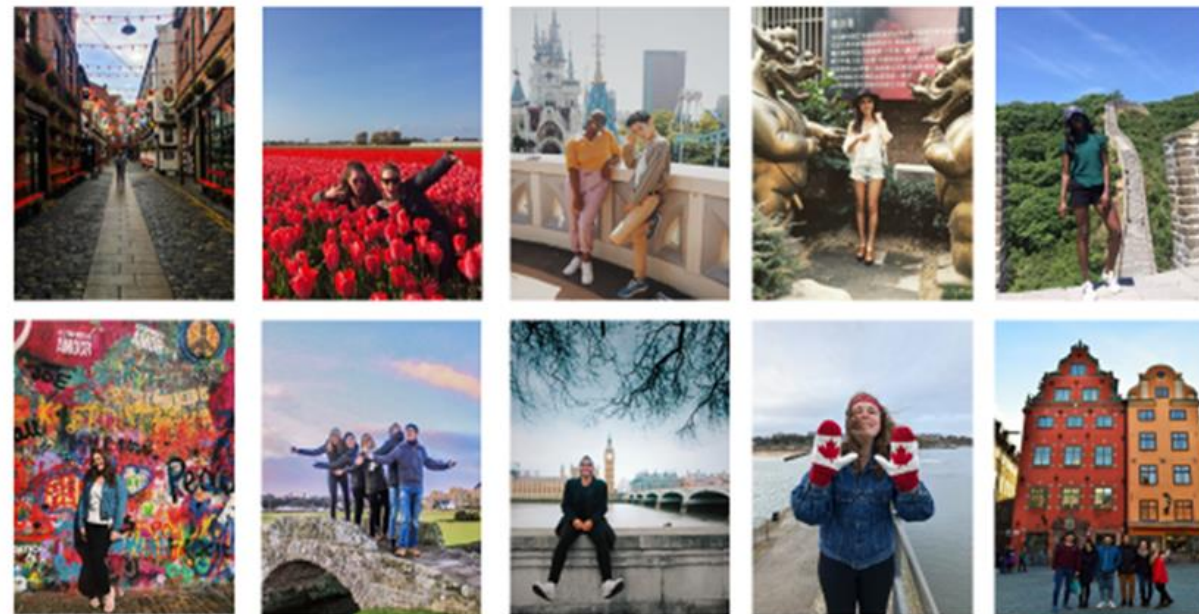
Exchange 101

International Programs Office



Session's topics:

- What is exchange and why it matters?
- Questions to ask yourself
- Types of exchange programs
- Steps to application process
- Application resources
- Next steps





Acknowledgement of Territory

Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory.

To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European colonies. It is also to acknowledge this territory's significance for the Indigenous peoples who lived, and continue to live, upon it – people whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today.

The Kingston Indigenous community continues to reflect the area's Anishinaabek and Haudenosaunee roots. There is also a significant Métis community and there are First Peoples from other Nations across Turtle Island present here today.

What is exchange?

- based on a formal agreement between two or more universities
- allows students to study at the partner for one semester or two
- exchange students pay Queen's tuition but register as a visiting student with the host university.
- exchange students bring credits back to their Queen's degree.



Why it matters?:



- Internationalizing your degree and resume
- Gaining intercultural skills, knowledge and attitudes
- Better understanding your own cultural values
- Taking courses not offered at Queen's
- Improving language skills
- Expanding your views and look at issues from a more global perspective
- Challenging yourself



Important questions to ask yourself:

- Why (**really**) do I want to go abroad?
- What are my goals?
- Do I meet the eligibility requirements like language, discipline or GPA?
- Do I want a new challenge?
- Do my academics allow me to go?
- How can I financially prepare?
- Did I consider my safety?
- Do I want to leave my family and friends?



Ask the Peer Advisor



Why did you choose to go on exchange?



Exchange Fundamentals

Eligibility

Minimum cumulative GPA is 2.8. Other requirements may exist!

Transfer Credits

With academic planning transfer credits are earned, which can count towards students' degree requirements.

Timing

Apply in second year to spend one semester or one year abroad in your third year.

Safety

Students are required to participate in safety training before departing.

Funding

Queen's offers an exchange bursary and some partners/programs have specific awards.

Tuition

Tuition is always paid to Queen's.



The Exchange Cycle

YEAR FOUR

return and
give back.

YEAR ONE

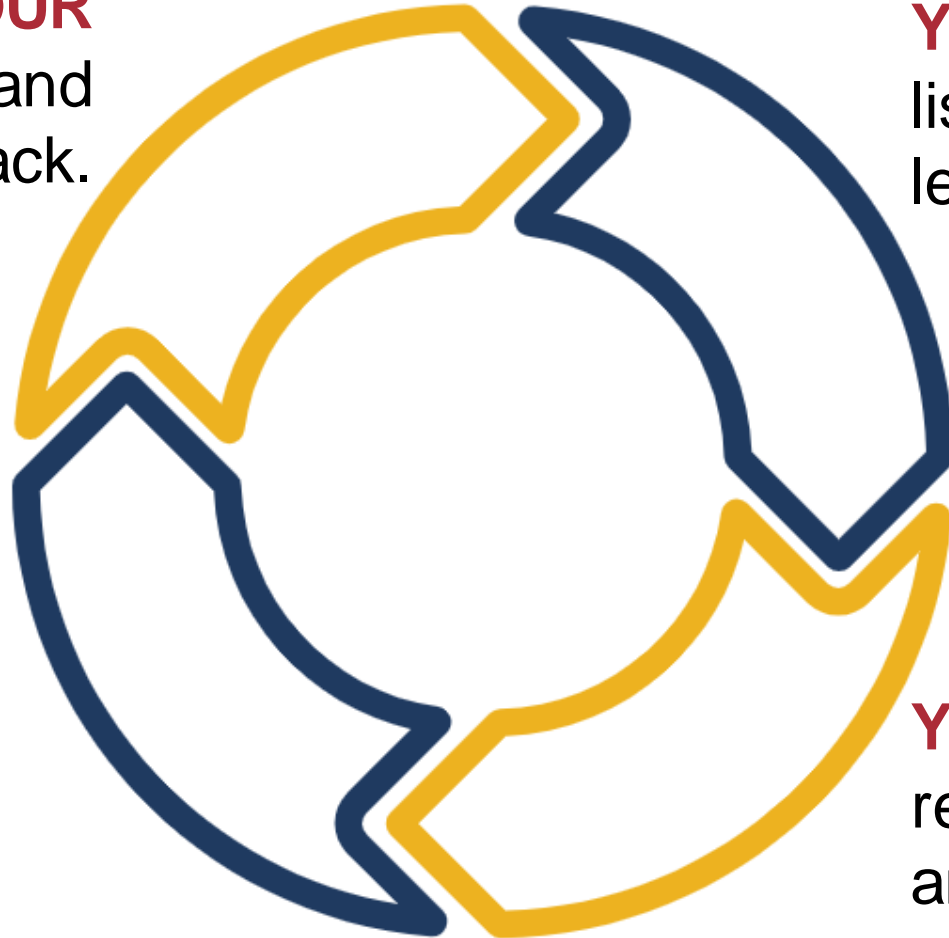
listen and
learn.

YEAR THREE

study abroad!

YEAR TWO

research
and apply.



Types of Exchange



Bilateral Exchange

A formal agreement between two universities.



Consortial Exchange

A formal agreement between a network of universities.



Multifaculty Programs

All of the programs featured today are open to Arts and Science students. Some are also open to students from other faculties.



Arts and Science Exchange

Bilateral & TASSEP Exchange Programs

Ontario Baden-Württemberg (OBW) Program

Ontario Rhône-Alpes (ORA) Program

Killam Fellowships Exchange Program

University of St Andrews Exchange Program



Bilateral Arts and Science Exchange

Bilateral exchange is the most common way Arts and Science students study abroad.

Location: 82 universities in 26 countries around the world

Eligibility:

- Minimum 2.8 cumulative GPA
- Individual partner requirements (citizenship, GPA, language, academic program)

Spaces: Typically, 300-350. Will be published in mid-Nov

Timing: Third year for one semester or one full year



Trans-Atlantic Science Student Exchange (TASSEP)

TASSEP is an exchange program for students studying natural science disciplines.

Location: In one of 15 universities in 8 European countries.

Eligibility:

- Minimum 3.0 cumulative GPA
- In a Bachelor of Science degree program
 - ❖ Typically host physical science students
- Proficient in language of host university**
 - ❖ Few partners teach wholly in English

Spaces: Variable

Timing: One or two semesters in third year.



Ontario Universities International Exchanges (OBW & ORA)

Ontario Baden-Württemberg Program and Ontario Rhône-Alpes Program is supported financially by the Ontario government

Location: 10 French and 9 German universities participate

Eligibility:

- Minimum 2.8 cumulative GPA
- Proficient in French for ORA. Knowledge of German for OBW encouraged

Spaces: Variable; good placement ratio!

Timing: One or two semesters in third year.



Killam Fellowships Exchange Program

With this program (part of Fulbright Canada) an exceptional student spends either one semester or a full academic year in the United States.

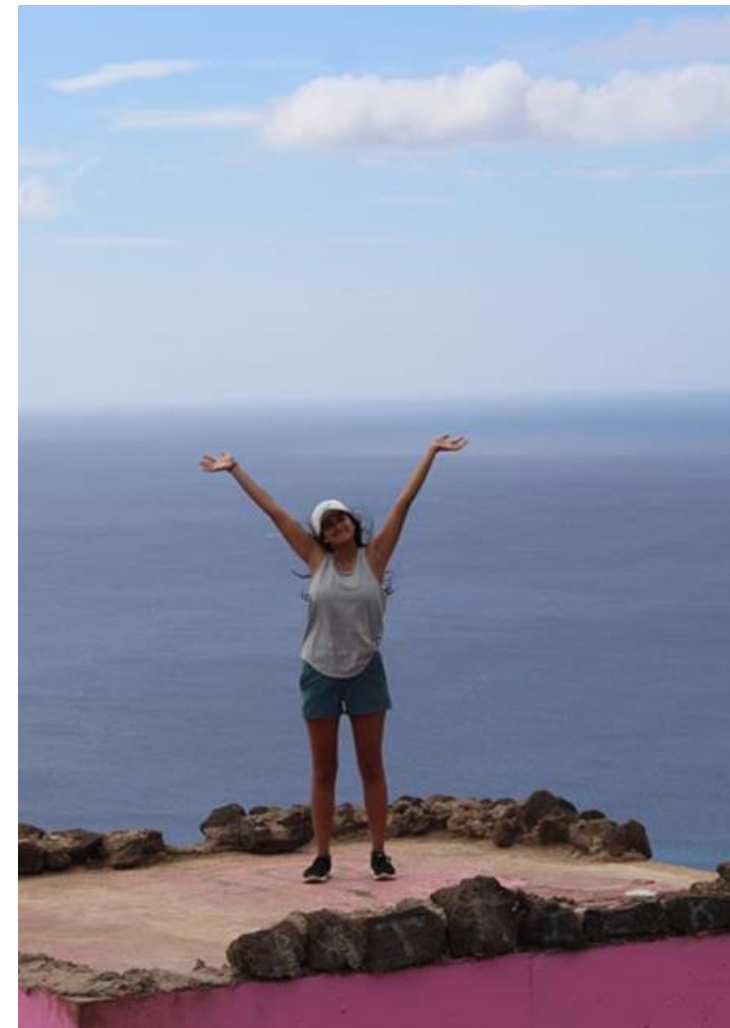
Location: 17 universities in the United States

Eligibility:

Minimum 3.0 cumulative GPA

Spaces: One

Timing: One or two semesters in third year



University of St Andrews Exchange Program

The University of St Andrews exchange program is one of the oldest at Queen's and provides a generous scholarship award for successful candidates.

Location: Scotland

Eligibility:

Minimum 3.2 cumulative GPA

Spaces: Four

Timing: Full year abroad in third year.



Ask the Peer Advisor



*How did you manage
school and activities
while abroad?*



Application process

- Depending on the program, the application steps may be different
- Review the application steps for each of the exchanges on the IPO website carefully
- Most applications have the same deadline of 12 January 2024. Killam application is due 8 January 2024
- You can apply to multiple programs (i.e. Bilateral and St Andrews)



Late applications will not be accepted



Bilateral & TASSEP Exchange

Supporting Documents:

- X Transcript
- Statement of Interest Essay (2 questions)
- Exchange Decision Matrix

? Proof of 1. Why do you want to go on an exchange?

2. Discuss

Third & Fourth more criteria in an interview by Undergraduate

encouraged than you adjust

Exchange Decision Matrix

STEP 1
Watch the Exchange Decision Matrix video tutorial: .

STEP 2: Table 1
Identify your potential host universities and indicate their name and most recent term dates in rows 14 & 15. Fill in the details in rows 16 & 17.

STEP 3: Table 1, Column B
There are four mandatory exchange criteria (course offerings, housing, cost of living, and term dates). You are required to evaluate your potential exchange schools. You can add as many additional criteria as you wish.

STEP 4: Table 1, Column C
Assign a weighted value for each criterion.

STEP 5: Table 1
Using the rating scale outlined in Table 2, rate each criterion for each of your potential exchange schools.

STEP 6: Table 1
Compare the results among your potential host universities - has a top ranked university?

STEP 7:
In Section 2: Research and Sources, justify each criteria from Table 1 and include evidence to support your decision.

STEP 8:
Save and upload your completed Exchange Decision Matrix to the online bilateral exchange application.

SECTION 1: Table 1 - Exchange Decision Matrix

First Name: _____
Last Name: _____
Student Number: _____

Exchange Criteria	Exchange Criterion Weighted Value (MUST EQUAL 100)	IDEAL Exchange School (example)		Exchange School #1		Exchange School #2		Exchange School #3
		Indicate exact term date (e.g., Jan 4-June 20, 2021)	Indicate exact term date (e.g., Jan 4-June 20, 2021)	Indicate exact term date (e.g., Jan 4-June 20, 2021)	Indicate exact term date (e.g., Jan 4-June 20, 2021)	Indicate exact term date (e.g., Jan 4-June 20, 2021)	Indicate exact term date (e.g., Jan 4-June 20, 2021)	
		Rating	Points (weight x rating)	Rating	Points	Rating	Points	Rating

Academic Plan for Arts and Science Exchange Application

Upper-year students applying to the Arts and Science exchange program are required to provide their Undergraduate Chair(s) with an academic plan that details how they will complete their degree plan requirements while studying abroad.

Please complete this form and email it to your Undergraduate Chair for their review and decision. You are required to attach this completed form to the online exchange application, which must be submitted by the International Programs Office's deadline.

Academic Plan
Student name: _____
Student number: _____

Potential host university 1:
Courses you would like to enroll in: _____
How do these courses help you meet your plan requirements?: _____

Potential host university 2:
Courses you would like to enroll in: _____
How do these courses help you meet your plan requirements?: _____



Bilateral & TASSEP Exchange

Application Assessment:
 Cumulative GPA (transcript) 25%
 Essay Question 1 25%
 Essay Question 2 25%
 Exchange Decision Matrix 25%
 (choose up to 6 universities)

CRITERIA	EXCELLENT (3)	SATISFACTORY (2)	POOR (1)	SCORE
Academic Performance 25% IPO imports GPA	The 25% awarded for this criterion is proportional to student's cumulative GPA out of 4.3			
Question 1 - 25% Why do you want to go on exchange?	Essay effectively expresses the student's purpose and clearly indicates multiple academic and/or personal reasons for success on the program. Readers are definitely persuaded to consider this candidate.	Essay somewhat expresses the student purpose and indicates some academic/personal reasons for success on the program. Readers are somewhat persuaded to consider this candidate.	Essay vaguely expresses the student's purpose and indicates few or no academic/personal reasons for success on the program. Readers are not necessarily persuaded to consider this candidate.	
Question 2 - 25% Discuss a past experience you had adjusting to one or more cultural differences...What did you learn that will help with adjustment on the exchange program?	Strong reflection of a past experience is well connected to an exploration of the skills and knowledge that aid students on the program.	Some reflection of a past experience is present but not connected to an exploration of the skills and knowledge that aid students on the program.	Little reflection of a past experience is present and there is no connection to an exploration of the skills and knowledge that aid students on the program.	
Exchange Matrix – 25% Demonstrates that student has conducted research about partner universities and thought about what they need to succeed on the program.	All required information was included in the matrix for the universities listed in the online exchange application and the assigned weights prioritized academics. Excellent justification of all seven criteria used with links to relevant sources.	All required information was included in the matrix for the universities listed on the online exchange application but the assigned weights did not prioritize academics. Satisfactory justification of all seven criteria used with links to relevant sources.	Not all required information was for the universities listed on the online exchange application included in the matrix and assigned weights did not prioritize academics. Little or missing justification of all seven criteria used with links to irrelevant sources or without links to sources.	



OBW/ORa Exchange

How to Apply:

1. Visit the OBW and/or ORA website to review the application process.
2. Complete application and compile supporting documents.
3. Submit your OBW and/or ORA application on the OBW and/or ORA website. Receive your PDF summary.
4. Go to the IPO's website and complete the OBW and/or ORA application. Attach PDF summary and supporting documents.

ORA Application Form Instructions for Students from Ontario

I. Application Package/ Supporting documents

The online ORA application form is only part of the application package. The entire package consists of the following documents (see section III, below):

- Saved .pdf version of the completed, signed ORA application form. This document will be sent to your e-mail address automatically when you complete the online process.
- The completed questionnaire *Study Proposal Questionnaire*
- Your *Curriculum Vitae* (resumé), a maximum of **one page** in length.
- Official transcript(s)* or certified lists of all courses taken from all post-secondary institutions attended
- One letter of support* from a faculty member who know you and your work well. The referee must be in your major field of study.
- The French Language Proficiency Assessment Form (this form must be completed even if you have no or very limited knowledge of the French language)

OBW Application Form Instructions for Students from Ontario

I. Application Package/ Supporting documents

The online OBW application form is only part of the application package. The entire package consists of the following documents (see section III, below):

- Saved .pdf version of the completed, signed OBW application form. This document will be sent to your e-mail address automatically when you complete the online process.
 - Your "*Statement of Motivation*"
 - This is an explanation of your reasons for wanting to participate in the exchange and what you hope to accomplish while on it. You should explain what makes you a good candidate and why you have chosen the universities you list on the application form.
 - Make sure you place the emphasis on your academic endeavours.
 - Browse through the course catalog and identify courses that might interest you.
 - Explain why you have chosen each of the three Baden-Württemberg Universities you have listed.
 - You are welcome to mention any personal/family reasons for applying, but they should not be the main focus of your letter of motivation.
- Your summary should be a maximum of **one page** in length and should bear the heading "*Statement of Motivation.*"
- Your *Curriculum Vitae* (resumé), a maximum of **one page** in length.
 - Official transcript(s)* or certified lists of all courses taken from all post-secondary institutions attended
 - One letter of support* from a faculty member who know you and your work well. The referee must be in your major field of study.
 - A *language assessment* form completed by a qualified German teacher.



Killam Fellowships Exchange

How to Apply:

1. Visit Killam Fellowships website to review the application process.
2. Complete application and compile supporting documents.
3. Submit your application on the Killam Fellowships website.
4. Go to the IPO's website and complete the Killam Fellowships application. You do not need to attach your supporting documents.

Application Form Instructions

1. Prepare the following documents that will be uploaded to your application:

- 📎 Proof of Citizenship (*pdf, 1 page, passport preferred*)
- 📎 Curriculum Vitae (*pdf, up to 3 pages, 12 point font, 1" margins*)
- 📎 Unofficial Transcript(s) from all post-secondary education institutions that you have attended (*pdf*)
- 📎 Personal Statement (*pdf, 1 page, single spaced, 12pt font, 1" margins*)
- 📎 [Course Selection Forms](#) (*pdf, 1 page*)

Please fill out 1 form for each institution that applies to your application and have it signed by an official at your home institution. Those applying to the direct exchange will only need to fill out course selection forms for their top 3 picks.

- 📎 Letter(s) of Acceptance (*pdf*)
If applying to the open competition and you have already received a letter of acceptance.
- 📎 English Language Proficiency Form (*pdf, 1 page*)
If english is not your first language.

2. Complete the online [Killam application for Canadians](#)
3. Fill out a [request for two references](#)



University of St Andrews Exchange

How to Apply:

1. Visit the IPO website to review the application.
2. Prepare supporting documents.
3. Submit application and supporting documents via the IPO website.
4. Selection committee will contact select applicants for interview.

Supporting Documents

- Canadian Robert T. Jones Jr. Scholarship Application form
- Explanatory Letter
- Essay
- Resume (2 pages maximum)
- Letter of Reference
- Academic Transcript



Resources:

- All resources are posted on the IPO website: make sure you **review them carefully** before applying!
- Find a University webpage
- Transfer credit reports
- Spaces and places
- Supporting documents and webinars

International Programs Office

Home Incoming Exchange ▾ Outgoing Exchange ▾ Study Abroad ▾ Certificate Resources ▾ Events Contact

Thinking about Exchange Programs Costs and Funding

Bilateral Exchange Program
TASSEP Exchange Program
St Andrews Exchange Program
Killam Fellowships Program
Tri-SEP Exchange Program
OUI Exchange Programs

Pre-departure
While on Exchange
Returning from Exchange
Exchange Testimonials

procedures. All exchange programs are subject to the [Exchange Programs Policy](#).

You can also [view our programs](#) to find out more about them.

Search Partner Universities and Available Programs

In the table below you can find key information including which partners are in which country/destination, which partners are available on which program(s), and required GPA. You can also find out whether you can apply for a semester or full-year, approximate semester dates, language of instruction, required course load, and resources. You can:

- Search/filter partners/programs using any of these fields mentioned above by typing your search term in the Search box.
- Sort by University Name, Destination, or Program by clicking on the relevant column heading.
- View more details about a particular school, by clicking the "+" button to the left of the university name.

Research Tools

- [Spaces and Places 2022/23 \(PDF, 249KB\)](#)
- [Exchange Capacity 2022/23 \(PDF, 310KB\)](#)
- [Research checklist \(PDF, 118KB\)](#)
- [Helpful Guide to Applying for Exchange \(PDF, 118KB\)](#)

See individual program pages for more tools to help you in your research and application.

3rd-year students who wish to spend a term abroad during their fourth year and 4th-year students who wish to spend a term abroad during a fifth year of their program must submit additional documentation.

Supporting Documents

Please review the following section for specific information on each supporting document. Here are some important supporting document reminders:

- Submit all supporting documents through the online application by the published deadlines to ensure a complete application. Incomplete applications will not be considered.
- Include your name and student number on all supporting documents.
- Rigorously check all supporting documents for spelling and grammatical errors as they will be read by the selection committee.

- Statement of Interest Essay +
- Exchange Decision Matrix +
- Language Competency Assessment +
- Third and Fourth Year Additional Supporting Documents +
- Tips for Selecting Partner Universities +
- Application Resources +

Selection Process

The criteria for selection are based on a combination of grades and academic preparation, research, and motivation as assessed from the essay. Specifically, the reading committee assesses applications with the following considerations:

- Academic Performance - 25%
- Statement of Interest Essay Question #1 - 25%
- Statement of Interest Essay Question #2 - 25%
- Exchange Decision Matrix - 25%



Resources: Peer Advisors

- 7 Peer Advisors who returned from the exchange in 2022-23
- Drop-by: no appointment necessary
- One or two Advisors per day
- At the International Programs Office in Mackintosh-Corry B206



Drop by to speak with a Peer Advisor!



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>10:00-11:20am Michelle Univ College Dublin (Ireland) BSCH - KINE</p>	<p>10:00-11:30am Tanzima University of Oslo (Norway) BSCH-LISC</p>	<p>10:00-11:30am Alice Uppsala University (Sweden) BSCH-LISC</p>	<p>1:00-2:15pm Elena University of Sydney (Australia) BAH-PHIL/POLS</p>
<p>1:00-2:15pm Abby University College Maastricht (The Netherlands) BSCH-KINE</p>	<p>1:00-2:15pm Patricia Durham University (England) BAH-HIST/RELS</p>	<p>2:00-3:30pm Amanda Chinese University of Hong Kong (Hong Kong) BAH/BED-HLTH</p>	



Resources: Your Identity Abroad

- Consider what you need to feel safe and well.
- Everyone has different considerations to make.
- Consider how disabilities, gender, race, sexuality, socio-economic status, faith, age, and mental health are perceived and received around the world.

International Programs Office

Home Incoming Exchange ▾ Outgoing Exchange ▾ Study Abroad ▾ Certificate Resources ▾ Events Contact

Identity Abroad

Using these Resources

We hope these resources can help you begin your journey to studying abroad! We recognise that each individual student's experience and circumstance is unique, and we recognise that not everything will be relevant to each student. We also appreciate we may have missed important information and considerations, and that many of you may hold intersecting identities that are not addressed by these distinct categories. We will be updating these resources periodically and if you have any feedback please do let us know at jpo@queensu.ca.

We encourage you to spend some time exploring the following sections on each page:

- 1 Considerations for Study Abroad**
Here we provide some important items for consideration, and to help with your research and decision-making.
- 2 Important Questions to Ask Yourself or Adviser**
Once you have looked at some of the considerations for studying abroad, we invite you to look at questions you may or may not have thought of relating to your time abroad. We hope the answers will help with your country-specific learning.
- 3 Additional Tips**
Other considerations you may wish to think about. If you study abroad and have any other tips, please let us know so that we can share this information

Racialised students

Indigenous students

LGBTQ2S+ students

Students with disabilities

Students in faith communities

Mental health abroad



Ask the Peer Advisor



How did you go about preparing for the cost of exchange? Were there any unexpected costs that prospective exchange students should be aware of?



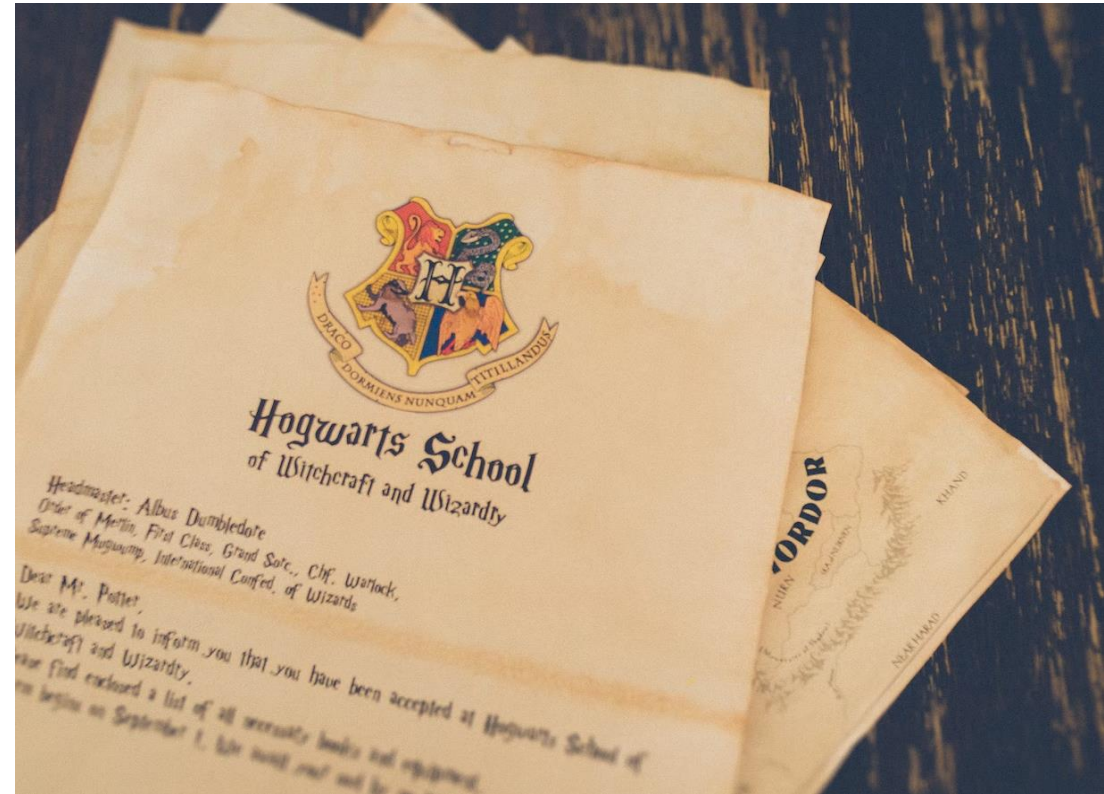
Next steps:

- Bookmark our website:
<http://www.queensu.ca/ipo> and
research, **research** and **research!**
- Follow us on Instagram: @queensuipo
- Speak to a Peer Advisor



Results

- bilateral/TASSEP: before the Reading Week (16 February)
- St Andrews: by early/mid-February
- Killam: by late March/early April
- OBW/ORR: by late March/early April.





Apply by
January 8
(Killam) / 12,
2024!

Please note: We are updating our application processes. The final application process will be added to our website in on **6 December!**





Where will your degree take you?

