Dalhousie University – School of Architecture

Process for Outbound Dalhousie Students on a Departmental Exchange

Before the Exchange

1. The student applies to the School of Architecture to go on exchange (e.g., to Lisbon and/or Strathclyde). The School selects the students. Those students submit an application to Dalhousie's MoveOn portal, then the School approves the applications in the portal. The School submits an application for each exchange student to the host university's mobility website.

2. The host university sends an official letter to the student, indicating admission to the host university.

3. The student submits a Dalhousie Graduate Student Letter of Permission to Architecture's graduate coordinator. It indicates the host university but not the courses.

4. The student downloads the International SOS phone app; the membership number is 27ASCA824913. The student completes the International Centre's pre-departure course on Brightspace. (The Faculty of Graduate Studies will not process the Letter of Permission until this course has been completed.)

5. Courses at the host university should count toward the student's Dalhousie degree. Course selection probably will not be available until after the student arrives. For now, Architecture's graduate coordinator indicates a typical full load of courses, assigns equivalent course numbers at Dalhousie, approves the Letter of Permission, and forwards it to the Program Officer at the Faculty of Graduate Studies, who approves it and forwards it to the Registrar's Office, which returns it to the student.

6. The student applies for any necessary immigration documents through the consulate or embassy of the host country. The admission letter from the host university and a Dalhousie letter with proof of enrollment will be needed.

7. The student registers for courses at the host university (30 ECTS) but pays tuition fees to Dalhousie for a full course load (15 credit-hours), along with ancillary fees. Tuition and related fees will be waived by the host university. The student must have health insurance coverage in the host country: either from Dalhousie, the host university, or private insurance.

8. If the student wishes to change courses after arriving at the host university, he/she notifies the graduate coordinator, who prepares a new Letter of Permission, assesses equivalent Dalhousie courses and credit weights, signs on behalf of the student, attaches a print of the student's e-mail, and forwards the Letter of Permission to the Program Officer at the Faculty of Graduate Studies, who approves it and forwards it to the Registrar's Office, which returns it to the student.

After the Exchange

9. The host university assigns grades to the student. The student orders a host university transcript, to be sent to the School of Architecture, which forwards it to the Faculty of Graduate Studies.

10. The Faculty of Graduate Studies compares courses on the host transcript and the Letter of Permission, then records Pass/Fail grades on the student's Dalhousie academic record, using the host university's standard for passing a graduate course. FGS forwards the transcript to the Registrar's Office, where it is scanned and added to the student's permanent academic record.

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