

Student Exchange & Study Abroad Departure Information Session

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2:00:30 PM – MC 11

**McGill Engineering Student
Centre (MESC)**
Student Affairs Office
Career Centre
Peer Tutoring Services
Frank Dawson Adams Building
Room 22



Before You Leave - Checklist

- Host institution application – final approval received?
- Pre-departure module completed?
- Travel registry completed?
- Review: [Step 5: Finalize your preparations | McGill Abroad - McGill University](#)
- Transfer credits approved?

Will I Obtain Transfer Credits

- All Engineering students **must** select their courses and obtain approval prior to leaving on exchange.

Course Equivalency System approval

↓

Departmental approval of Transfer Credit Form

↓

Faculty approval of Transfer Credit Form

- ! • Some departments/schools have course restrictions; therefore, it is extremely important to check with your department before beginning the process of selecting courses.
- More information about the process and requirements be found on the faculty's exchange website under "STEPS TO RECEIVE APPROVAL FOR TRANSFER CREDITS":
www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/outgoing

STEP 1: All Courses are Submitted Via the Course Equivalency System (CES)

- Explore [Course Equivalency System](#) to see if the courses you wish to take have already been assessed for equivalency.
- If not, submit a request for an equivalency assessment. If expired, request a reassessment. The request **MUST** include the following information: a recent course syllabus that clearly indicates **ALL CONTACT HOURS FOR THE COURSE; LEC/LAB/TUTORIAL.**
- Once a course has been added to the system, the course can be added to the Minerva Transfer Credit Assessment Form (MTCAF) → STEP 2
- Please refer to the FAQ section for more information about the CES: <https://www.mcgill.ca/transfercredit/course-equivalency#Students%20FAQ>

Equivalency Decision:

Equivalency Details

McGill University

Course	Title	AUs
MECH3XX	Mechanical Engineering 3XX	39.0

The Hong Kong Polytechnic University (Kowloon, Hong Kong)


Course	Title	AUs
AAE3001	Fundamentals of Aerodynamics	36.0

Status: Equivalent **Valid Until End of:** Summer 2021

Justification(s):

Comments:

Shortfall of 3 AUs; ENG students must make up difference with an extra TC or with AU surplus from another approved TC.

 [New Search](#)

 [Back](#)

STEP 2: Add Courses to the Minerva Transfer Credit Assessment Form (MTCAF)

- Once a course has been reviewed as equivalent, the course can be added to the MTCAF.
- The MCTAF can be accessed on Minerva via this pathway: *Student Menu - Student Records Menu – Exchange/Study Away Menu – Transfer Credit Assessment.*

Course:

Host Course	McGill Course	Status	Action
42075 Knowledge and Innovation in Networks	MIME310 Engineering Economy	Expired	
41684 Materials technology	MIME260 Materials Science and Engineering.	Not Equivalent	
41680 Introduction to advanced materials	MIME260 Materials Science and Engineering.	Equivalent	<input type="button" value="Add"/>

External Course		McGill Equivalent Course		Student	Transfer Course		Approval									
Del ID	Course	Weight	Online? AU*s	Course	Type*	CEQ Comment	AUs	Comments	Course*	Type*	Applied Credits*	Applied Ext. AUs	Del	Pgm	Fac	
1	41650 Materials Science	<input type="text"/>	Select... 52	MIME260 Materials Science&Engineering	Elective		32.5		MIME	260	Select...	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="v"/>	<input type="button" value="v"/>

Staff Comments (viewable to student)

Overall Approval (SAO Only)

Type	Approved	Approved By
Faculty	<input type="checkbox"/>	

STEP 3: Email MESC and department to confirm completion of MTCAF

- Once the Minerva form has been completed, please send an email to exchange.engineering@mcgill.ca as well as your [department](#) to confirm that you have completed the MTCAF.
- In this email, please include your name, ID number and the course outline(s) of **all non-Engineering course(s)** that you have added to the Minerva form.
- Please make sure that the course outline(s) include a clear breakdown of the course hours (lecture, tutorial hours, etc.) for the verification of AUs. The AUs for the Engineering courses should appear in the MTCAF (it is being pulled from the Course Equivalency System), for all other courses you need to provide the AU information/calculation.
- If you have any additional comments or information for us (e.g. approvals from a minor advisor), please include this information in the email.

STEP 4: Approvals

- Departmental approval (core courses, TCs, electives for certain programs)
- In some cases, approval from minor advisors may be required.
- Faculty approval (MESC): MESC will give final faculty approval for all courses, you will receive confirmation email once the review has been completed.
- Once departmental and faculty approval have been given, you can no longer make changes to your form. So, if there are any issues or errors with a submitted form or you wish to get more courses approved, please email exchange.engineering@mcgill.ca to have the form re-opened.

Accreditation Units (AUs)

$$\text{AU} = [\# \text{ lecture hours} \times \# \text{ semester weeks}] + [(\# \text{ lab+tutorial hours} \div 2) \times \# \text{ semester weeks}]$$

- Start looking at exchange courses and their AU count early!
- As a general guideline only:
 - Many departmental courses are approximately 45.5 – 58 AU
 - Most Technical Complementary courses are 39 AU
 - Complementary Studies (Impact (=Group A) & HSS (=Group B)) are 39 AU
- The Canadian Engineering Accreditation Board (CEAB) has strict requirements. → All Engineering students in Canada have to complete a certain amount of hours of Engineering courses.
- Transfer students who have received a number of transfer credits for Engineering courses already, may be required to take an extra course at McGill.
- **50% of your total program credits must be completed at McGill.**
- **Architecture students do not need to need to calculate accreditation units for their courses!**

Transfer Credit Policy

- **Courses have to be evaluated and approved prior to the start of your exchange term.** Please submit your Minerva Transfer Credit Assessment Form a couple of months prior to your departure. You can find more information about the process on the exchange website under “STEPS TO RECEIVE APPROVAL FOR TRANSFER CREDITS”:
www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/outgoing
- It is MANDATORY to have all exchange courses evaluated prior to your departure for exchange. **Transfer credits for all courses have to reflect on the Minerva transcript even those that are considered extra courses which do not satisfy any program requirements.**
- **We will add a registration hold to the record if exchange courses have not been evaluated by the time we receive your official transcript.** Such hold will restrict you from adding/dropping courses and will only be removed once the transfer credits requests for the missing courses have been reviewed and approved. Please keep in mind that the transfer credit review process may take several weeks.

Transfer Credit Policy

- Once we receive and review official transcripts from your host institution, the appropriate McGill transfer credits can be viewed on your unofficial transcript in Minerva.
- Exchange courses are not pass/fail but rather credit/non-credit. Your Minerva transcript will only show credits.
- A grade of **C or better** is required to receive transfer credits. The policy shall apply to both elective and required courses. 55% at the host institution may not be acceptable if it is considered to be equivalent to a D grade here at McGill. Grades of C- or less, Pass (P) and Satisfactory (S) are not acceptable. The letter grade earned takes precedence over the corresponding numerical grades if both are indicated on the transcript.
- Do **not** opt for the pass/fail option for your exchange courses!
- It is MANDATORY to have all exchange courses evaluated prior to your departure for exchange. Transfer credits for all courses have to reflect on the Minerva transcript even those that are considered extra courses which do not satisfy any program requirements.

* **When in doubt as to whether your grades are eligible for transfer credit, please contact MESC.**

* **Do not rely on the minimum passing grade at the host institution.**

Example: Hong Kong

A grade of C is required even though a D grade is considered a “Pass”.

Grade	Description	Grade Point
A	First Class Honours	4.0
B+	Second Class Honours, Upper Division	3.3
B-	Second Class Honours, Lower Division	2.7
C	Third Class	2.0
D	Pass	1.0
F	Fail	0

<https://www.mcgill.ca/gradapplicants/how-apply/application-steps/equivalency>

Do not choose the pass/fail option – your transcript needs to show a grade to be eligible for transfer credits!

Graduation

- If your degree requirements will be completed during the Exchange Term Away please ensure that you apply for graduation via MINERVA prior to departure.
- If you are a non-graduating student, you are expected to return to McGill after your exchange. You should register normally through Minerva for the following academic year.

Prior to Your Return to McGill

- Check your McGill email regularly for important updates
- Register for your upcoming courses

On Your Return to McGill

- Once we receive a copy of your official transcript, we will process your transfer credits on Minerva.
- If you notice any issues with the transfer credits appearing on your unofficial McGill transcript, please contact Jamila Adnaan (exchange.engineering@mcgill.ca), Engineering Student Centre.
- Refer to the 7 Steps Guide on the Exchange website: [Step 7: Complete your exchange | McGill Abroad - McGill University](#)
- Participate in the Faculty of Engineering's annual photo contest: [Photo Contest 2022 | Faculty of Engineering - McGill University](#)

Questions?

Christin Blohm-Pape

Jamila Adnaan

McGill Engineering Student Centre (MESC) located in FDA, room 22.

For more information on how to apply, please visit:

<https://www.mcgill.ca/mcgillabroad/go-abroad/steps>

or

www.mcgill.ca/engineering/students/undergraduate/exchanges-study-away/outgoing