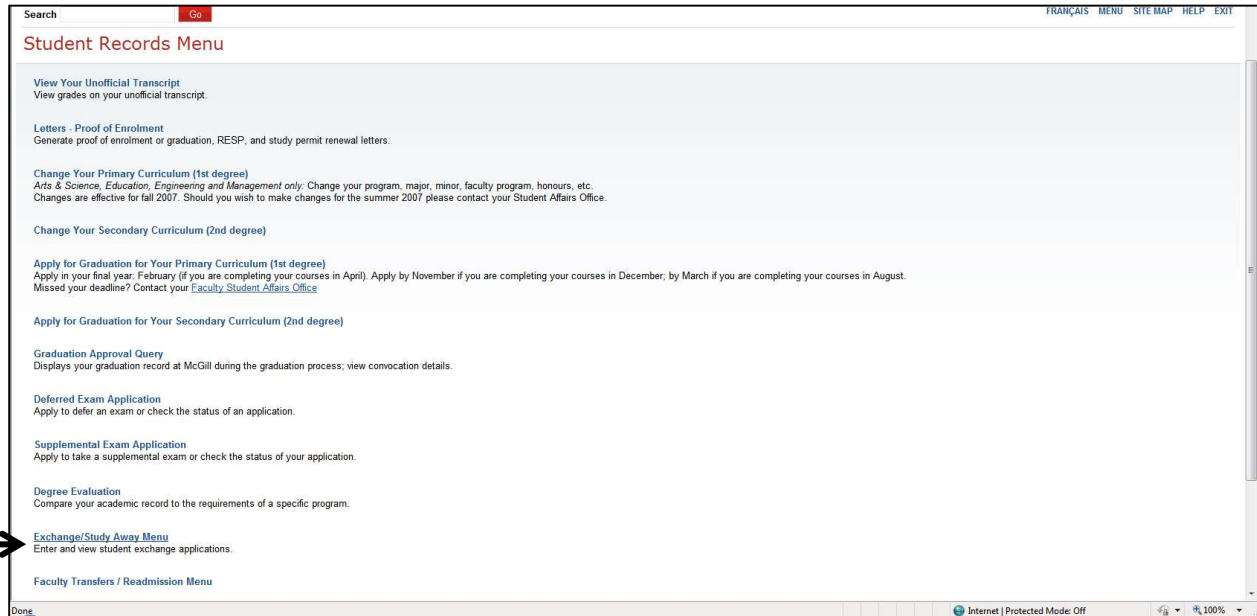


# Study Away Application Guide

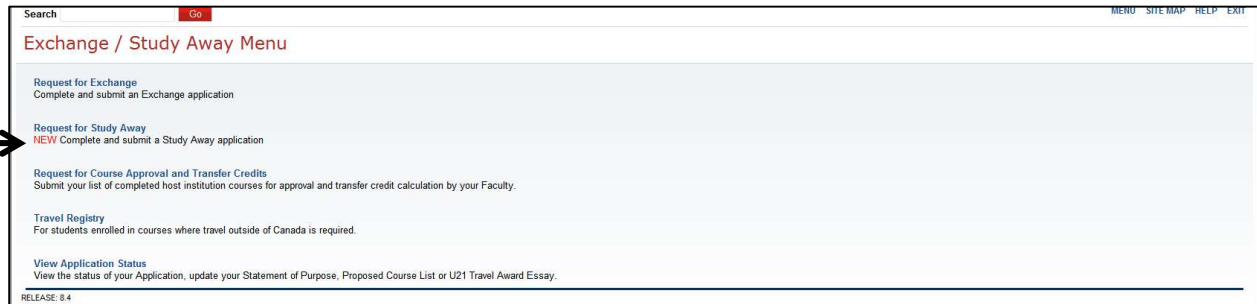
## STEP 1: Study Away application on Minerva

From your Student Records Menu, click on Exchange/Study Away Menu



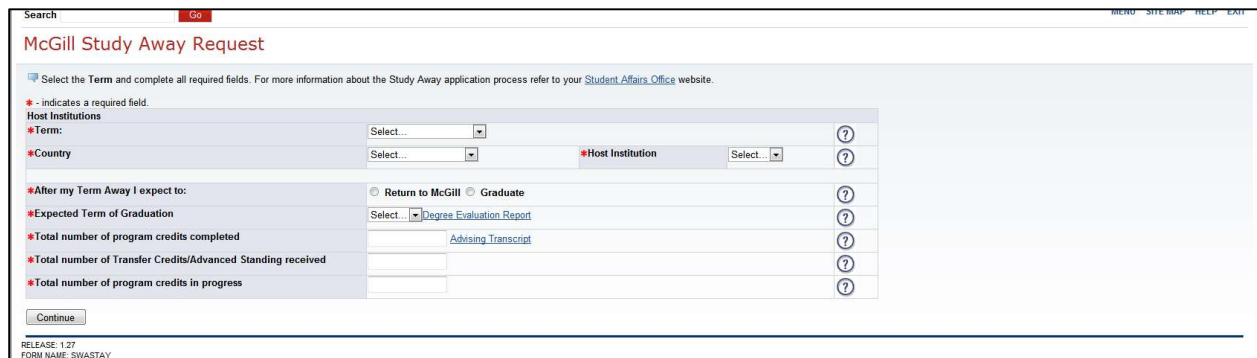
The screenshot shows the 'Student Records Menu' with various options. An arrow points to the 'Exchange/Study Away Menu' option, which is described as 'Enter and view student exchange applications.' Other options include 'View Your Unofficial Transcript', 'Letters - Proof of Enrolment', 'Change Your Primary Curriculum (1st degree)', 'Change Your Secondary Curriculum (2nd degree)', 'Apply for Graduation for Your Primary Curriculum (1st degree)', 'Apply for Graduation for Your Secondary Curriculum (2nd degree)', 'Graduation Approval Query', 'Deferred Exam Application', 'Supplemental Exam Application', and 'Degree Evaluation'.

Click "Request for Study Away"



The screenshot shows the 'Exchange / Study Away Menu' with several options. An arrow points to the 'Request for Study Away' option, which is described as 'NEW Complete and submit a Study Away application.' Other options include 'Request for Exchange', 'Request for Course Approval and Transfer Credits', 'Travel Registry', and 'View Application Status'.

Complete the Study Away Request form.



The screenshot shows the 'McGill Study Away Request' form. It includes a search bar, a 'Go' button, and a 'MENU SITE MAP HELP EXIT' link. The form contains several fields and options:


- Host Institutions:** \*Term: Select..., \*Country: Select..., \*Host Institution: Select...
- After my Term Away I expect to:**  Return to McGill  Graduate
- Expected Term of Graduation:** Select... Degree Evaluation Report
- Total number of program credits completed:** Advising Transcript
- Total number of Transfer Credits/Advanced Standing received:**
- Total number of program credits in progress:**

At the bottom, there is a 'Continue' button and the text 'RELEASE: 1.27 FORM NAME: SWASTAY'.

## Notes:

- Study Away application is available only in the Summer term. Architecture students may also apply for a Study Away in Fall/Winter terms, but need to discuss their interest with their departmental advisor).
- No Statement of Purpose is necessary for Study Away

Once the Study Away Application is complete, please add the course(s) you wish to take at the host institution to the Course Approval and Transfer Credit Form.

 **Note:** Make sure to **Save** any changes you've made below before you click **Search**. Otherwise, those changes will be lost.

If you can't find the course you're looking for, [submit a new course equivalency request](#).

Course:

Del ID	External Course ?	Weight*	Online?*	McGill Equivalent Course ?	Type*	Comments	Transfer Course ?	Type*	Applied Credit

## Notes:

- Search for the course; if it has not been evaluated before, you will have to submit a new request through the Course Equivalency System. Please click [submit a new course equivalency request](#)
- Link to the Course Equivalency System: <https://nimbus-ssl.mcgill.ca/exsa/search/searchEquivalency>
- More information about the system and how to submit a request can be found here: <http://www.mcgill.ca/students/transfercrredit/course-equivalency>
- Once a request has been submitted, it will be evaluated by the faculty/department that is offering the equivalent McGill course. An email confirmation will be sent when the evaluation was completed.
- **Don't forget! If the course was deemed equivalent, the course still must be added to the Course Approval and Transfer Credit Form in Minerva.**
- **Please add the information about accreditation units (AU).**
- **AU calculation:** Students are responsible for calculating the number of course AUs at the host institution. Remember: **AU = [# lecture hours × # semester weeks] + [(# lab+tutorial hours) ÷ 2] × # semester weeks**. A 3-credit, General Complementary course must be 39 AU or 39 lecture hours.
- **Course type:** Please indicate the course type (Freshman, Complementary Studies course (CS) Group A or B, Elective or Minor) on the form. There is no need to seek departmental approval for a General Complementary course.

## STEP 2: Email MESC for review of application

- Once the Minerva form has been completed, please send an email to [studyaway.engineering@mcgill.ca](mailto:studyaway.engineering@mcgill.ca) to let us know that you have submitted a Study Away application in Minerva.

- Please include your **name, ID number and the course outline(s) of the course(s)** that you have added to the Minerva form. Please make sure that the course outline(s) include a **clear break-down of the course hours (lecture, tutorial hours, etc.) for the verification of AUs.**
- 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 3: Decision:

Please note that the faculty advisor will only review your request if the information provided is complete. Please also note that transfer credits are only approved if final approval in Minerva has been received from the faculty advisor. The fact that a course has been evaluated and has been added to the Course Equivalency System is not sufficient.

Once a request has been approved, a letter can be generated in the Minerva Study Away application. Some universities asked for an approval letter to support the summer studies application. This letter will specify which course(s) have been approved.

Faculty application status	Faculty Approved <input type="button" value="v"/>	
Departmental course approval	<input type="radio"/> Yes <input type="radio"/> No	Approved by <input type="text"/>
Faculty course approval	<input checked="" type="radio"/> Yes <input type="radio"/> No	Approved by <input type="text" value="CBLOHM"/>
Username	CBLOHM	
Activity Date	24-FEB-2016	
Study Away Letter	<a href="#">Generate Letter</a>	

Once the request has been approved by the faculty advisor, the request cannot be re-opened. Please submit a new request when asking for additional course approvals after a decision was made.

**Do you have any questions?** Please contact [studyaway.engineering@mcgill.ca](mailto:studyaway.engineering@mcgill.ca) or come to the McGill Engineering Student Centre (FDA 22).