

Quebec Inter-University Elective Rotations

1. Go to CREPUQ/BCI website. Click on Student link

Autorisation d'études hors établissement
dans le cadre de l'entente interuniversitaire

English

Le système est optimisé pour Microsoft Internet Explorer.
Pour entretien technique, le système n'est pas disponible la nuit entre 3h et 4h.

- But de l'entente et cheminement général d'une demande
- Texte officiel de l'entente
- Règlements d'établissement à titre d'université d'accueil (pdf)
- Calendriers des périodes pour les stages des résidents en médecine (pdf)

Tableaux de bord

- Offre de cours
- Descriptions de cours
- Calendriers universitaires

Si vous avez besoin d'aide :

- Guide de l'étudiant, aide à la saisie du formulaire en ligne - l'essentiel (pdf)
- Aide en ligne pour l'étudiant - plus détaillé (html) ?
- Renseignements et assistance technique

Vous pouvez accéder au système à titre de :

- Étudiant ou étudiante ←
- Registraire
- Responsable de programme ou responsable académique

Pour toute demande de renseignement, problème d'ordre technologique ou fonctionnel, veuillez contacter le Bureau du registraire de votre établissement d'attache.

2. Press Yes on Next Screen (if it is your first time accessing the website). If not, press no and put in your login details.

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Quit

Student

Is this the first time you are accessing this system ?

Yes No

If this is not the first time that you are accessing the system:

→Once you have entered your McGill email address and password, you can view the rotation periods calendar (below "URL links to Quebec Universities").

→You can also select :

"New request": to submit a new rotation request.

"Add a course to an initial request": to submit a new rotation request while another request is being processed.

"Withdraw an application or cancel a course": to cancel a rotation request.

"Follow-up on the processing of requests": to look at the status of a rotation request that is being processed.

- Put your McGill Email, enter a password and security question and press Confirm Information.

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Quit

Please enter your identification codes

E-mail address
Use your McGill Email

IMPORTANT
Your e-mail address and your password are unique identifying codes to be used by a single-user. You must thus be the only person to use them to access the system.

You must choose a password which will allow you to access your file

Rules for creating a password
Your password must contain a minimum of 6 characters and a maximum of 25 characters, including at least one letter and one number.

Password

Re-enter your password

Now choose a question and an answer which will allow access codes to your file to be located in case you forget your password

Question

Answer

Don't forget to memorize your password as well as the answer to your question

Start over Confirm information

- Put "McGill University" and your McGill ID number.

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Quit

Request - Information related to the home institution

Before completing the application, please read carefully the on-line help - accessible by the "?" - where you will find information related to the submission of a request and the functioning of the system. For any problem or request for additional information, please contact the Registrar's Office at your home institution

Note: fields marked with an asterisk (*) are required fields

Home institution*
Indicate your home institution

ID number at home institution*

Start over Confirm the information

- Enter all information with a red star. These are mandatory fields.
 - MEQ permanent code – also mandatory to provide for all requests.

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Request for approval - Identification information

Note: fields marked with an asterisk (*) are required fields

Last name*
Given names*
Ms.* Mr.*
Date of birth (yyyy/mm/dd)*
Mother tongue*
Specify
Principal language used*
Specify
Status in Canada*
Specify
Citizenship*
Canada

MEQ permanent code ← Required to provide

Father's last name
Father's given names
Mother's last name at birth
Mother's given names

Address n°*
Street*
Apt.
Postal code*(if Canada)
City*
Province*
Québec
Country*
Canada

Home telephone*
area code
Office telephone
area code
extension

Start over Confirm identification information

- Enter your program details.

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Request for approval - Information related to the home institution

Note: fields marked with an asterisk (*) are required fields

Home institution*
Université McGill

Level of study
First cycle

You may indicate the field of study to aid in accessing your specific program of study
Health Sciences

Code of program of study*
APA

Name of program of study*
Anatomical Pathology

This part is very important and ensure you are matching the same program you are enrolled in.

Your id number at home institution*

Anticipated graduation date
2025 June

Number of credits*
Completed to date
0
In progress
0
To be taken at the home institution in the semester in question
0

Start over Confirm the information related to the home institution

- Select your level of study: **First cycle.**
- Select your field of study: **Health Sciences.**
- Select your **program of study (for example, Anesthesia)**. Once the program of study is selected, the program of study code will auto complete.

- Number of credits completed to date – in progress – to be taken at the home institution in the semester in question: **you can leave 0 in all three fields.**
7. Enter course details that you would like to take in the host institution (Eg. UdeM elective in Cardiology).

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Request for approval - Information related to the host institution

Note : fields marked with an asterisk (*) are required fields

Host institution*
Université de Montréal

Semester and year of request*
RES 2020 / 2021

Note : Course applications for summer term 2020 and subsequent semesters will be available in a new application by mid-January 2020

The code here needs to be in the current academic year (eg. RES 2021/2022)

id number at host institution (if you have previously attended that institution)

1st course or rotation

Code*	course title or rotation title and site*	Credits or length of the rotation (in weeks)*	Timetable or dates of start and end of the rotation (e.g. april 6 to may 3)*	Section or level of residence (R1 to R7)
RES9999	Cardiology - HMR	4	01-JUL-2020 - 26-JUL-2020	R4

Use this code **Specialty and Site Name is Mandatory.** **Please enter Period Dates**

Indicate your rotation card number R-CMQ, e.g. R00000 (required for residents)*
R10000

If you are able to indicate the course in your current program which will be replaced by the course you are requesting, please indicate it now and specify if it is a compulsory or elective course.

Code Title of course in your current program

Comments directed to concerned parties
Any notes here if necessary

If the course that you requested could not be approved, indicate another choice if necessary other choice

Other course or rotation

Remark 1: for residents in medicine submitting a request for an inter-university rotation, indicate RES9999

Confirm information related to host institution

- Rotation code: always enter **RES9999**.
- Rotation title and site: for example, **Cardiology – Hopital Anna Laberge**
- Credits or length of the rotation: **one period = 4 credits**
- Length of the rotation: indicate the **length of the rotation in weeks.***
- Start and end dates of the rotation: for example, **June 1 to June 30 (given year).****
- Level of residency: for example, **R-5**
- Indicate your rotation card number: **indicate your CMQ training card number that begins with R and is followed by 5 digits.**

* Four weeks is the minimum length for an inter-university rotation.

** Dates must follow the period calendar on the home page.

NB: For longitudinal rotations (eg. 1 day clinic each week over 6 months, put start and end date and calculate the amount of weeks. Also put in the notes that this is a longitudinal rotation and specify scheduling conditions.)