

TRANSFER OF CREDITS FOR COURSES TAKEN DURING THE INTERNATIONAL STUDENT EXCHANGE PROGRAM

1. All students going on exchange will **receive unallocated credit** towards the appropriate area of their Bachelor of Commerce (Hons) degree program.

For example, if you were to take four courses at the partner school, each course will appear on the U of M transcript as follows:

EXCH 1XXX	3	→ credit hours per course.
EXCH 1XXX	3	(This will be based on contact hours)*
EXCH 1XXX	3	
EXCH 1XXX	3	
		
EXCH – Exchange Department Code		

Further information will be provided by the Asper Exchange coordinator with an individual program check during the mandatory pre-departure meeting.

2. Due to the varying credit system in each country credit hours are determined using contact hours. Contact hours are normally provided in the course outline for each course. If it is not available, contact hours are defined as lecture hours.

To determine the contact hours equivalent to 12 credit hours at the U of M use the following information:

U of M Credit hours	U of M Contact hours	# of weeks per term at U of M	Contact hours for 3 credit hour course	Contact hours for 12 credit hours or 4 courses at U of M
3 – credit hours	3 hours per week	13 weeks per term	3 crh x 13 weeks = 39 contact hours	39 contact hours x 4 courses = 156

Therefore, please ensure that the total contact hours of courses taken during the exchange are between 156 and 190 contact hours.

3. Fees

Students on the exchange pay for 12 credit hours of tuition fees. Failure to take courses equivalent to 12 credit hours or 156 contact hours will result in the full reimbursement of scholarship.

Please note that if you take courses above and beyond the 12 credit hours (ie. Minimum 195 contact hours), you will be charged for the course upon your return regardless of whether the course was taken for credit or for interest.

4. Direct Transfer Credits

If you would like a direct transfer credit for a course that exists as part of the Bachelor of Commerce (Hons) Degree program, especially if it is outside of the international business major, electives or business options, you will be required to provide a course syllabus our outline. This should be provided before your departure or upon arriving at the partner school.

For example, you are registered to take a Corporate Finance course at the partner school and you would like credit for this course to replace FIN 2200. You must first submit the course syllabus for the course which will then be forwarded to the Finance Department at U of M for evaluation. They will determine whether it is equivalent to the U of M FIN 2200.

*****It is strongly recommended that you provide this information to the Exchange Coordinator in advance since the evaluation process can take a few weeks to complete and there are no guarantees that it will be approved.***

5. Official Transcripts

Most partner schools will send your transcript approximately two months after the end of your term of study. Therefore, please allow three months for your transfer credit to appear on your AURORA web transcript or official U of M transcript.

Some partner schools may send transcripts directly to the student. If you receive the official transcript, please submit it to the Exchange coordinator. Failure to submit the transcript will result in the non-transfer of credits. Furthermore, the Registrar's office

will place an F grade on exchange courses if transcripts are not submitted 3 months after the end of the term of study.

*****If you need your grades sooner than the normal timeline you are responsible for contacting the overseas coordinator requesting the transcript.***