

Senate Policy

Undergraduate Student Exchange Program

2.15

Description:

The purpose of the Undergraduate Student Exchange Program is to provide undergraduate students with the opportunity to attend and experience other institutions for creative, academic and cultural development. Credits completed in the Exchange Program are transferred to the student's home institution. Participation is limited to pre-approved candidates studying at designated host institutions with which exchange agreements exist.

Approvals:

Approved by Academic Standards Committee: March 2009
Approved by Academic Council: April 2009
Effective: May 2009

Approved by Academic Standards Committee: November 2011
Approved by Senate: February 2012
Effective: September 2013

Approved by Academic Standards Committee: May 2016 Approved by Senate:
September 2016
Effective: September 2016

Approved by Academic Standards Committee: February 2025
Approved by Senate: February 2025
Effective: May 2025

Approval Authority: Senate

Signature: Julian Goss

Preamble:

Exchange programs encourage students to situate their work, and the creative work of others, within global, historical, political and social contexts while supporting student learning in an international art and design environment that develops cross-cultural competencies in an increasingly interconnected world.

Exchange programs allow students to study at a partner institution abroad while remaining enrolled at their home university. These partnerships are based on a Memorandum of Agreement (MOA) entered into by OCAD University and the partner institution.

Policy:**Outgoing Students****Eligibility**

1. Successful applicants will meet the following requirements:
 - a. Have completed a minimum of 10.0 credits at the time they will participate in the exchange program.
 - b. Have completed all 1000 and 2000 level Specific Courses in their major program.
 - c. Be in good standing as per policy on Academic Standing at the time of application and at the time they will participate in the program.
 - d. Demonstrate proficiency in the language of instruction at the host institution, where required.
 - e. Have sufficient OCAD University credits so that the exchange will not put them in violation of the residency requirements outlined in the Policy on Residency Requirement, Undergraduate.
 - f. Any additional requirements outlined in the Memorandum of Agreement with the host institution
2. Students may participate in the program for a maximum of one semester per undergraduate degree.
3. Application to an exchange program does not guarantee selection. In the event that application numbers exceed spots available the International Programs &

Collaboration Office staff will select the applicants with the strongest academic record providing all other academic and submission requirements are acceptable.

4. Decisions may be made in consultation with the exchange coordinator at the host institution based on space considerations and the possibility that applicants from certain disciplines may have a stronger possibility of being accommodated.
5. Host institutions maintain final authority to accept or decline OCAD University-approved applications.

Registration, Course Selection and Credit Assessment

6. Students are subject to OCAD University's promotion, good standing, and graduation rules during the period of exchange and are subject to all other academic and non-academic rules and regulations of the host institution.
7. Students pay tuition fees to OCAD University and may be asked to provide proof of payment to the host institution. Payment of some additional incidental fees to the host institution may be required. The costs of supplies and living expenses are the responsibility of the student.
8. Students are not permitted to register for courses at OCAD University in the term in which they are registered for an exchange. Students may not take courses at OCAD University that overlap for any length of time with courses taken on exchange.
9. Credit earned on an exchange will normally fulfill open electives requirements. Students who wish to have their exchange credits applied toward other degree and/or program requirements may request substitutions from the relevant Faculty Office.
10. Students are required to register in 2.5 credits at OCAD University and complete an equivalent full-time course load comparable to that which students of the host institution in the same year level and program are required to maintain.
11. It is the student's responsibility to ensure that official transcripts are sent by the host institution directly to OCAD University at the end of the study period. Students participating in exchange in their final semester may face delays in graduation if their transcripts are not received in time for the Senate approval of graduands.

12. Exchange courses and credits are recorded on the student's academic record using a Pass/Fail classification. Grades from exchange do not affect a student's overall average at OCAD University.
13. Upon completion of the exchange semester, students must complete the student experience report and return it to the International Programs & Collaborations Office.

Incoming Exchange Students

Selection of Incoming Exchange Candidates

1. Applicants must have completed at least two years of study at the home institution and will normally study at OCAD University at the third-year level.
2. Applicants should have sufficient English language proficiency to be able to participate in OCAD University courses without additional academic support. Applicants whose first language is not English and who have not completed at least four consecutive years of schooling in an approved accredited English language school system may be required to provide proof of English proficiency.
3. Applications will be considered by the Chair of the program in which the student would like to study. Acceptance will be based on evidence of appropriate prior study and availability of space in the desired area of study and the number of exchanges agreed upon by the Memorandum of Agreement between the institutions.
4. Additional selection criteria may be outlined in the Memorandum of Agreement with the partner institution
5. Students may participate in the program for a maximum of one semester per undergraduate degree.
6. Students who would like to continue to study at OCAD University at the conclusion of the exchange experience must apply for admission as a degree student or Special Student and must meet all admission requirements.

Rules, Regulations and Registration

7. Students are subject to the promotion, good standing, and graduation rules and regulations of the home institution during the period of exchange and are also subject to OCAD University's academic and non-academic rules and regulations.

8. Students are subject to all other academic and non-academic rules and regulations of OCAD University including those regarding registration, course withdrawals, academic standing and full-time status.
9. Students pay tuition fees to their home institution. Payment of some additional incidental fees at the host institution may be required. Students will be required to pay UHIP fees. The costs of supplies and living expenses are the responsibility of the student. Financial assistance is not available from OCAD University.
10. OCAD University will make reasonable efforts to meet the course preferences of exchange students. Registration is subject to fulfilling requisite requirements and space availability.
11. Students are responsible for ensuring that the courses selected during the exchange are satisfactory to the home institution. OCAD University will provide course descriptions and syllabi to the home institution where required.
12. Students are responsible for providing their official OCAD University transcripts to their home institutions at the end of each semester. All fees and/or fines must be paid before official transcripts will be released.