

## **Senate Policy**

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### **Undergraduate Student Mobility/Exchange Program**

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#### **Description:**

The purpose of the Undergraduate Student Mobility/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 Mobility/Exchange Program are transferred to the student's home institution. Participation is limited to pre-approved candidates studying at designated host institutions with which mobility/exchange agreements exist.

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#### **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

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**Approval Authority:** Senate

**Signature:** b.h. Yael, Chair

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#### **Preamble**

Mobility/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.

## **Policy:**

### **Outgoing Students**

#### **Application and Selection of Candidates**

1. Applications are to be submitted to the Coordinator, International Student Services & Student Mobility/Exchange for consideration on or by the published deadlines. Late applications will not be considered.
2. Completed applications include the OCAD University Student Mobility/Exchange Application, letter of intent, 2 letters of recommendation, portfolio of 6-10 examples of work on a CD (or as required by host institution), official transcript and any other materials required by the host institution.
3. Successful applicants will meet the following requirements:
  - a) Have completed a minimum of 10.0 credits and a maximum of 15.0 credits towards their program requirements at the time they will participate in the mobility program (Year 3 level or first semester of Year 4).
  - b) Be in satisfactory standing with a minimum overall average of 70% at the time of application and at the time they will participate in the program.
  - c) Have the support of the Chair of their program. The Chair will consider the quality of the submission, the ability of the host institution to provide an appropriate course of study and the personal attributes that would allow the student to benefit from the experience.
  - d) Demonstrate proficiency in the language of instruction at the host institution, where required.
  - e) Fulfill all OCAD University residency requirements.
4. Students may participate in the program for a maximum of one semester. Exchanges do not take place in the summer.
5. In the event that more than two applications to a host school are received, the Coordinator, International Student Services & Student

Mobility/Exchange, in consultation with the Chairs, will select the two applicants with the strongest academic record providing all other academic and submission requirements are acceptable. Decisions may be made in consultation with the mobility/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.

6. Host institutions maintain final authority to accept or decline OCAD-approved applications.

### **Registration, Course Selection and Credit Assessment**

7. Students are subject to the promotion, good standing, graduation rules and regulations of the home institution during the period of exchange, and are also subject to all other academic and non-academic rules and regulations of the host institution.
8. Students pay tuition fees to OCAD University and must provide proof of payment to the host institution. Payment of some additional incidental fees to the host institution may be required. Costs of supplies and living expenses are the responsibility of the student.
9. Students are responsible for selecting courses at the host institution that will meet graduation requirements. They must meet with their Chair as part of the application process. Students are also required to get approval from their Chair for the proposed program of study prior to departure. The Chair may set conditions for participation.
10. Students must forward a copy of their final course selection, including course descriptions and course syllabi, to OCAD University after finalizing their registration at the host institution.
11. Students are required to maintain a full-time course load at the host institution. In order to receive maximum credit, students must register in and complete a full-time course load comparable to that which students of the host institution in the same year level and program are required to maintain.
12. Students must ensure that official transcripts are sent by the host institution directly to OCAD University at the end of the study period.
13. Mobility/exchange courses and credits are assessed by the Registrar and the Program Chair and are recorded on the student's academic record using a Pass/Fail classification. Grades from mobility/exchange do not affect a student's overall average at OCAD University, but will be taken into account when assessing a student's eligibility to graduate with Distinction.

14. Upon completion of the mobility/exchange semester, students must meet with their Chair to review the experience.

## **Incoming Students**

### **Selection of Incoming Candidates**

1. Host institutions should submit applications to the Coordinator, International Student Services & Student Mobility/Exchange by the published deadlines.
2. Completed applications include the OCAD University Student Exchange Agreement and Application, letter of intent, official transcript and portfolio of 6-10 examples of work on a CD (or alternative).
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.
4. 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.
5. Applicants who are not native speakers of English should have sufficient ability to participate in all studio discussions and projects without additional academic support. Proof of English proficiency may be required.
6. Students may participate in the program for a maximum of one semester. Exchanges do not take place in the summer.
7. Students who would like to continue to study at OCAD University at the conclusion of the mobility/exchange experience must apply for admission as a degree student or Special Student and must meet all admission requirements.

### **Registration and Course Selection**

8. Students are subject to the promotion, good standing, graduation rules and regulations of the home institution during the period of exchange, and are also subject to all other academic and non-academic rules and regulations of their home institution.

9. 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.
10. Students pay tuition fees to their home institution and must provide proof of payment to the host institution. Payment of some additional incidental fees to may be required. Costs of supplies and living expenses are the responsibility of the student. Financial assistance is not available from OCAD University.
11. Students must meet with the appropriate Chair upon arrival to determine final course selection. Providing prerequisites have been met, OCAD University will make every reasonable effort to meet the course preferences of mobility/exchange students.
12. 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.
13. Students are expected to maintain a full-time course load for the duration of their exchange at OCAD University.
14. The Coordinator, International Student Services & Student Mobility/Exchange will forward official transcripts to the home institutions at the end of each semester.