

# International Relations

## MBA Exchange - Academics

2024-25



# Study Abroad Terminology

What are you doing?



**Full Time Exchange:** on exchange full-time at one of our partner schools and registered in the equivalent of 9–15 Schulich credits



**Short Exchange:** on exchange at one of our partner schools and registered in the equivalent of 3-7.5 Schulich credits



**Short Program:** attending a structured program at one of our partner schools and registered in the equivalent of 3-6 Schulich credits

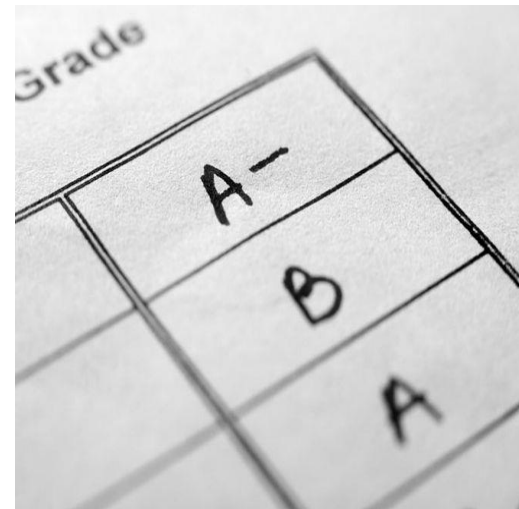
# Exchange Offer

Conditional offer

GPA 5.0 or  
higher

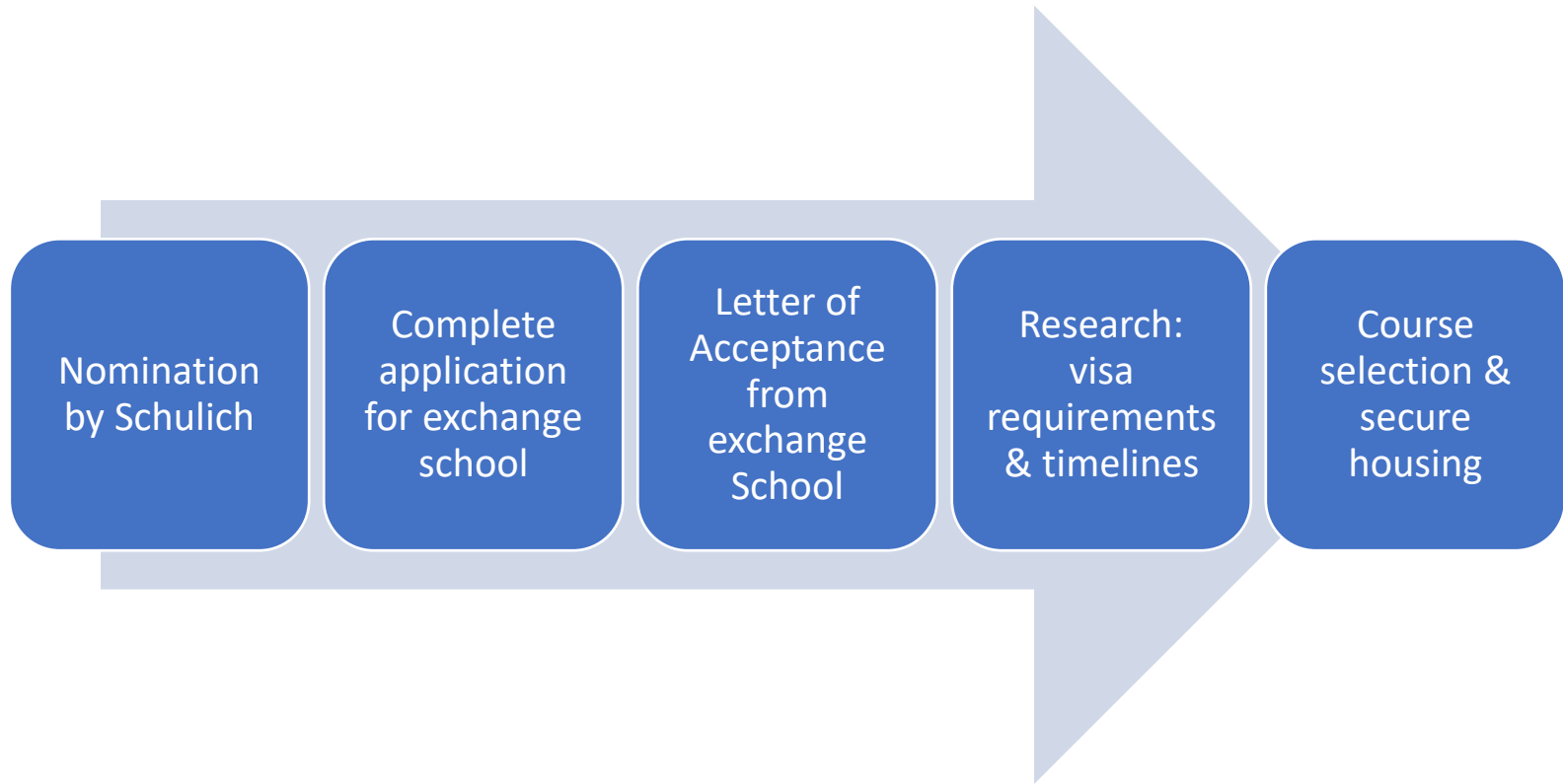
No 'F' grades on  
core courses

Final acceptance  
from partner  
school



# Exchange Process

What happens next?



\*Deadlines/timelines vary at each exchange school

# Exchange School Application

## What the school may ask for

- Application
- Resume
- Photo
- Transcript
  - Download and submit a grade report from [My Online Services](#)
  - If the school does not accept this, order an [official transcript](#) from the Registrar's Office

YORK 

My Online Services

## Check My Grades & Progress

- [Course and grade list](#) – View a list of all my courses taken and grades earned.
- [Degree Progress Report](#) – Check how far I've progressed so far in my degree.
- [Fall/Winter grade report](#) – View my Fall/Winter grades.
- [Graduating from York](#) – Apply to graduate & verify eligibility to graduate.
- [Graduation status](#) – Check status of my application to graduate.
- [Summer grade report](#) – View my Summer grades.
- [Transfer Credit Statement](#) – View the credits I brought to York from another postsecondary institution.
- [YU Verify](#) – Check that your degree conferral has been verified.

*Feel free to contact your exchange school directly if you have any questions about the application*

# Letter of Acceptance

It is really happening!

Once registered, the school will send an official acceptance letter for visa or proof of reason for travel to the country

Schools will either send the letter by mail or issue an electronic copy of the letter only

Students may need this Letter of Acceptance and the Exchange Offer Letter from Schulich to apply for a Visa

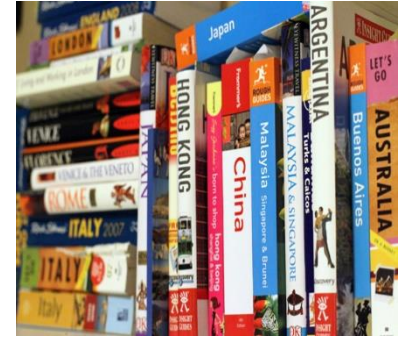




# Exchange Preparation

Prior to departure

1. Attend a **mandatory** Pre-Departure Session
2. Submit all information to exchange school as requested
3. Enroll in the appropriate EXCH 6900-level course through Passport York for your exchange term
  - Example: EXCH 6901 3.0
4. Email the [Study Plan form](#) (as a Word document) and supporting course information to the Graduate International Program Coordinator (Cheryl)
5. Research information:
  - Visa Requirements, housing options, enrolment timelines, orientation and program timelines at exchange school, etc.
6. Apply for any [financial aid](#) (scholarships, awards, student loans etc.) you may be eligible for



# MBA Course Selections

## What courses can I enrol in?

- All students must follow the Exchange Credit Equivalency information posted on the [Schulich International Opportunities website](#)
- **Full-time exchange students** must complete the equivalent of 9-15 SSB credits on exchange (ie. EXCH 6901 3.0, 6902 3.0, 6906 1.5, 6907 1.5, etc.)
- **Short exchange/program students** will complete the equivalent of 3-7.5 SSB credits during their short exchange/program (ie. EXCH 6901 3.0, 6902 3.0)



### STUDENTS CAN TAKE...

- Graduate business elective courses not offered by Schulich\*
- The equivalent of 6 SSB credits maximum to count towards a specialization
- A language course (not counted for credit)

### STUDENTS CANNOT TAKE...

- Duplicate courses already taken or will be taken at Schulich
- A host school's Independent Study course
- Core or non-business courses (except for a Language course)

*\*Pre-approval from the International Relations Office is required*



# Final Study Plan

”Course contract” full-time & short exchange



Global Reach. Innovative Programs. Diverse Perspectives.

Schulich

## Graduate: Final Study Plan/Transfer Credit

Name: <b>IVANA GOABROAD</b>	Host University: <b>IPADE</b>
York Student Number: <b>123456789</b>	Exchange Term: <b><u>X</u></b> Fall ___ Winter ___ Summer
Program: <b><u>X</u></b> MBA ___ Other	Exchange Term Dates: <b>Sep 6 – Dec 21, 2022</b>
Expected SSB Transfer Credits: <b><u>X</u></b> 12 SSB Credits ___ 15 SSB Credits Other: ___ SSB Credits Approval:	

Schulich Exchange Course Code	Host Course Code	Course Title in English & Host Language (if applicable)	# Hours Per term	Host Credit	SSB Equivalency	Pass/Fail	Coded & Dated
<i>Example: EXCH 6901 3.00</i>	<i>IB 303</i>	<i>New Forms of Organization</i>	<i>36</i>	<i>4</i>	<i>Elective</i>		
EXCH 6901 3.00	C-IV	Managerial Control and Information	20	1.7	Elective		
EXCH 6902 3.00	DBiM	Doing Business in Mexico: Emerging Markets	21	3.75	Elective		
EXCH 6906 1.50	EPS-I	Social and Political Environment	20	1.7	Elective		
EXCH 6907 1.50	F-IV	Finance IV	20	1.7	Elective		
EXCH 6908 1.50	TS-BE	Business Economics	16	1.3	Elective		
EXCH 6909 1.50	TS-CR	Creativity Workshop	16	1.3	Elective		
N/A		Spanish Course			N/A		

Transfer credit will be allocated upon review and approval of the courses listed above. The Graduate International Program Coordinator must approve any changes.

*I am aware that the courses offered by any university may change and that it may be necessary to adjust my program accordingly upon receipt of the actual course offerings during the exchange term(s). I recognize that the Graduate International Program Coordinator has final authority over which courses taken at another university will be credited towards my degree. I understand that it is my responsibility to notify the Graduate International Program Coordinator by email of any course changes to this final study plan (i.e. course adds or course drops).*

IG I have made changes to my Study Plan at my host university that affects my enrolment at York University. I request Schulich Student Services & (initial) Enrolment Services to make changes to my enrolment on my behalf.

Ivana Goabroad  
Student's (Electronic) Signature

\_\_\_\_\_  
SSB Approval Signature

Aug 5, 2022  
Date Submitted

# Final Study Plan

”Course contract” short program



Global Reach. Innovative Programs. Diverse Perspectives.

## Schulich

### Graduate: Final Study Plan/Transfer Credit

Name: <b>IVANA GOABROAD</b>	Host University: <b>Coller School of Management, Tel Aviv University</b>
York Student Number: <b>123456789</b>	Exchange Term: <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer
Program: <input checked="" type="checkbox"/> MBA <input type="checkbox"/> Other	Exchange Term Dates: <b>Dec 27 – Jan 4, 2023</b>
Expected SSB Transfer Credits: <input type="checkbox"/> 12 SSB Credits <input type="checkbox"/> 15 SSB Credits Other: <input checked="" type="checkbox"/> 3 SSB Credits Approval:	

Schulich Exchange Course Code	Host Course Code	Course Title in English & Host Language (if applicable)	# Hours Per term	Host Credit	SSB Equivalency	Pass/Fail	Coded & Dated
<i>Example: EXCH 6901 3.00</i>	<i>IB 303</i>	<i>New Forms of Organization</i>	<i>36</i>	<i>4</i>	<i>Elective</i>		
EXCH 6901 3.00	DBI	Doing Business in Israel	36	N/A	Elective		

Transfer credit will be allocated upon review and approval of the courses listed above. The Graduate International Program Coordinator must approve any changes.

*I am aware that the courses offered by any university may change and that it may be necessary to adjust my program accordingly upon receipt of the actual course offerings during the exchange term(s). I recognize that the Graduate International Program Coordinator has final authority over which courses taken at another university will be credited towards my degree. I understand that it is my responsibility to notify the Graduate International Program Coordinator by email of any course changes to this final study plan (i.e. course adds or course drops).*

  99   I have made changes to my Study Plan at my host university that affects my enrolment at York University. I request Schulich Student Services & (initial) Enrolment Services to make changes to my enrolment on my behalf.

  Ivana Goabroad    
Student's (Electronic) Signature

\_\_\_\_\_  
SSB Approval Signature

\_\_\_\_\_  
Nov 25, 2022  
Date Submitted

# Exchange Preparation

## Getting ready

### Full Time & Short Exchange:

- Email the [Study Plan form](#) (as a Word document) to Cheryl for course approval as soon as possible (preferably before submitting/registering with the partner school)

Also include:

- 1) Course descriptions
  - 2) Course offering information provided by school (links, attachments, etc.)
- You will receive an email back to confirm or make changes to your Study Plan
  - Update/enrol in EXCH 6900-level courses through Passport York based on confirmation of your courses (review Final Study Plan form)

### Short Program:

- Email the [Study Plan form](#) (as a Word document) to Cheryl
- Enrol in EXCH 6900-level courses through Passport York



# Exchange Preparation

## Getting ready

### Travel Bursary

- Available to students who can show financial need
  - If registered in the equivalent to 9-15 SSB EXCH credits, eligible for a max \$1500 travel bursary
  - If registered in less than the equivalent to 9 SSB EXCH credits, eligible for a max \$750 travel bursary
- If travelling to any other destination before or after your exchange you must also provide a quote of what it would cost for you to fly from Toronto to the exchange destination and back to Toronto
  - This quote must be obtained prior to your departure and submitted in addition to your actual flight booking when applying for the travel bursary
- Request the travel bursary application from the Financial Aid Office ([finaid@schulich.yorku.ca](mailto:finaid@schulich.yorku.ca))

### Alan & Esther Hockin Award

- Available to full-time exchange students at one of the designated partner schools\*
    - Must be an Ontario resident (lived in Ont for 12 months in a row prior to starting Schulich or a new PR and lived in Ont less than 12 months and not lived in another province)
- \* Students will be contacted

# During Exchange

Upon arrival

Full Time & Short Exchange:

## Confirm Final Study Plan

- Update the Study Plan form with course changes & email Cheryl **ASAP** for final approval (include course outlines)
- Submit the form **before the end of the enrolment period** at the exchange school to ensure courses & credits can be approved
- Courses on study plan must match transcript from exchange school otherwise you may not receive credit for the course(s)



# During Exchange

While abroad

- Ambassador for Schulich and Canada
- Represent Schulich at an Exchange Fair if requested
- Keep in touch and send photos (#schulichexchange)
- Work on your [Exchange Report & Testimonial](#)
- Confirm when official transcripts will be sent





# Upon Completion of Exchange

Once exchange term/program has ended

1. Submit the [Exchange Report & Testimonial](#) within one month of completing your exchange (even if you are out of the country)
  - Exchange report outline has questions to follow as a guideline
  - Testimonial and 2 JPEG photos
    - \*Sending photos at any time are always welcome
2. Update resume - add exchange experience
3. Contact Schulich Financial Aid ([finaid@schulich.yorku.ca](mailto:finaid@schulich.yorku.ca)) to request travel bursary application. Submit travel bursary with supporting documents
4. Join the Open Arms Committee ([mbaoac@schulich.yorku.ca](mailto:mbaoac@schulich.yorku.ca))



# Upon Completion of Exchange

## Final details

- Exchange report & testimonial + transcript = transfer of grades
- Grades recorded as pass/fail on your York transcript
- Host course title will appear on your York transcript (English or French titles only)

### Example of exchange recorded on a transcript:

**Academic Session/Term: Winter 2022**

**Program of Study: Schulich School of Business, M.B.A., Business Administration**

**\*\*\***

<b>Fac</b>	<b>Subj Num</b>	<b>Sect.</b>	<b>Title</b>	<b>Cr</b>	<b>Grade/Qual.</b>
SB	EXCH 6901	F	Exchange Leadership in a Globalized World	3.00	P ----
SB	EXCH 6902	F	Exchange Managing Digital Banking & Fintech	3.00	P ----
SB	EXCH 6903	F	Exchange Blockchain, Bitcoin & Cryptocoins	3.00	P ----
SB	EXCH 6904	F	Exchange Sustainable Business & Finance	3.00	P ----

**\*\*\* Formal Exchange: Spain, Barcelona (ESADE)**

**\*\*\* Registration Status: Registered as Active - Formal Exchange**

**\*\*\* Academic Decision: Winter 2022 Eligible to graduate.**

**Program Exit Status: Program Completed**

**Degree Conferred: Schulich School of Business, M.B.A., Business Administration, May 2022**

# Contact Us

## International Relations Office

Exchange Questions	Lan Yu	International Information Assistant	<a href="mailto:exchange@schulich.yorku.ca">exchange@schulich.yorku.ca</a>
Exchange Advising	Cheryl Stickley	Graduate International Program Coordinator	<a href="mailto:exchange@schulich.yorku.ca">exchange@schulich.yorku.ca</a>
Academic Advising: FT MBA PT MBA	Fern Best Lyndsay Vair	Student Success Coordinator Advisors	Attend a <a href="#">drop-in session</a> (in-person or online)
International students; re-entry to Canada to study and/or work after exchange	Vino Shanmuganathan Sophie Yang	International Student Support Specialist	<a href="#">Attend a Q&amp;A</a>
Financial Aid	Anne Caulfield	Financial Aid Officer	<a href="mailto:finaid@schulich.yorku.ca">finaid@schulich.yorku.ca</a>