

# FACT SHEET 2019/2020

## Contact Information

Main Phone: +1-403-220-6593

Fax Number: +1-403-282-0095

Address: ATTN: International Exchange  
Scurfield Hall 343  
2500 University Dr NW  
Calgary AB T2N 1N4  
CANADA

Website: [haskayne.ucalgary.ca/programs/exchange](http://haskayne.ucalgary.ca/programs/exchange)

Contacts: ASIA, AUSTRALIA, NORTH AMERICA  
Tara Luterbach  
Incoming & Outgoing Exchange  
+1-403-220-6360  
[exchange@haskayne.ucalgary.ca](mailto:exchange@haskayne.ucalgary.ca)

CONTINENTAL EUROPE, IRELAND  
Stacey McGregor  
Incoming & Outgoing Exchange  
+1-403-220-5912  
[exchange@haskayne.ucalgary.ca](mailto:exchange@haskayne.ucalgary.ca)

## Important Dates

	Fall 2019	Winter 2020
Nomination Deadline	April 1, 2019	September 15, 2019*
Application Deadline	April 15, 2019	September 30, 2019*
<b>Orientation</b> (optional)	TBD (first week of September 2019)	TBD (first week of January 2020)
Start of Classes	September 5, 2019	January 13, 2020
End of Classes	December 6, 2019	April 15, 2020
Exam Period	December 9 – 19, 2019	April 18 – 29, 2020

*\*We recommend sending nominations, and students completing applications, for Winter term as early as possible, as course registration for the full academic year is done annually in March.*

**PLEASE NOTE:** Permission for a late nomination and/or application must be sought **in advance of the nomination deadline**. Otherwise late nominations and/or applications will not be considered.

## Nomination & Application Procedures

**Nomination:** Partner institutions will receive an email with a blank nomination form when nominations are open for the upcoming term. Please complete the nomination form and return via email to [exchange@haskayne.ucalgary.ca](mailto:exchange@haskayne.ucalgary.ca) by the deadline noted above.

**Application:** After nominations have been received and processed, students will be emailed directly with an individualized link to the online application. A separate email will be sent with instructions for completing the application.

### Supporting Documentation:

- Official transcripts: Upload as part of the online application process. Applications without a transcript uploaded/attached **will not be processed**.
- Proof of English Language Proficiency (ELP): If required, email to [exchange@haskayne.ucalgary.ca](mailto:exchange@haskayne.ucalgary.ca).

## Academic Information

Students must provide a list of 6 to 8 courses on their application; current timetable is online here: [csprd.ucalgary.ca/psauthentic/class-search/public](https://csprd.ucalgary.ca/psauthentic/class-search/public). Once the application has been processed, students will be emailed with a list of approved/denied courses, and instructions for completing registration. If students want to register in courses not included on their original application, they must email [exchange@haskayne.ucalgary.ca](mailto:exchange@haskayne.ucalgary.ca) to obtain permission to register first.

Most undergraduate courses offered by the Haskayne School of Business are permitted for incoming exchange students to register in, provided the students have the course prerequisites. **The following courses are not permitted for incoming exchange students to take: MGST 217, SGMA 217, ENTI 317, SGMA 591, as well as courses that are offered in block week.** We also strongly discourage students from taking BSEN 395 and RMIN 317 due to the strong Canadian content in these courses.

Students may be allowed to take courses from other faculties on campus, depending on prerequisites and space availability. Please note that Economics is **not** part of the business faculty here. Permission to take non-business courses must be sought from the department offering the course.

### Course levels:

- 200-level: junior level, intended for students in 1<sup>st</sup> and/or 2<sup>nd</sup> year
- 300-level: senior level, intended for students in 2<sup>nd</sup> and/or 3<sup>rd</sup> year
- 400-level: senior level, intended for students in 3<sup>rd</sup> and/or 4<sup>th</sup> year
- 500-level: senior level, intended for students in 4<sup>th</sup> and/or 5<sup>th</sup> year
- *600-level & 700-level: graduate level courses, not open to incoming undergraduate exchange students*

**Incoming exchange students must take a minimum of 2 business courses (6 units) and a minimum of 3 courses (9 units) total per semester. The maximum course load is 5 courses (15 units) per semester. Each course is worth 3 units, equal to 3 class hours per week per course, for 13 weeks total. Labs and tutorials are extra.**

**Time conflicts or overlaps are not permitted for any student at the University of Calgary; please ensure the classes you select do not have any time conflicts between any of the lectures, labs, tutorials, and/or seminars.**

Many courses have a registrar-scheduled final examination, held during the exam period (see Important Dates above). If students register in classes with registrar-scheduled final examinations, they are required to be available for the entire exam period. The exam schedule is typically released one month after classes have started, and exams can be scheduled until 10:00pm on the last day of the exam period. **Incoming exchange students should not plan any travel until after the last possible day for final exams.**

**At the end of the exchange term, incoming exchange students are responsible for ordering official transcripts to be sent to their home institution.** Instructions for ordering transcripts are online here: <https://www.ucalgary.ca/registrar/student-centre/transcripts>.

## Student Services & Housing

On-Campus housing is organized through [Residence Services](#).

All incoming exchange students are required to obtain a UPASS (\$145.00 CAD) upon arrival for each exchange semester. This allows students unlimited access to public transportation (busses and c-trains) for the duration of their exchange term. Transcripts will not be released to students with outstanding fees.

The [International Business Students' Association \(IBSA\)](#) runs a Buddy Program for incoming exchange students, and organizes group events.

[International Student Services](#) offers events for international and incoming exchange students, and can advise on Immigration questions (including study visa/permit and working while here). They also organize the [international orientation](#), recommended for all incoming exchange students to attend.