

# COURSE ASSESSMENT GUIDELINES

Please follow the steps below when choosing classes to take on your exchange. These steps have been set up to benefit you. Remember that you can contact a Haskayne exchange advisor at [undergrad.exchange@haskayne.ucalgary.ca](mailto:undergrad.exchange@haskayne.ucalgary.ca) if you have any questions.

**Note: BComm students are not permitted to take any of the “common core” classes for the BComm on exchange; you are only permitted to take concentration courses (maximum 2 total; min. 4 concentration courses must be completed at UCalgary), commerce and non-commerce options. If you are participating in a UCI Study Abroad program, you will likely take all non-commerce options; if you are participating in a Haskayne program, you must take a minimum of 2 business courses.**

1. **Search for classes to take at your host institution.** Start by checking the website for courses they offer. Here are some questions you should be asking yourself:
  - Are exchange students eligible to take this course?
  - Do I meet the prerequisites for this course?
  - Is this a junior or senior course at this institution?
  - What requirements in my own program am I trying to meet on exchange?
2. **Check the Exchange Course Equivalency spreadsheet for more options.** Download the most recent copy from our website. Note that this is a living document containing courses that have been previously assessed. It is not an exact representation of what our partner institutions offer, and the information contained is subject to change without notice.
3. **Know what your exchange courses are worth.** Whether you want to take a full course load (15 units) or just a couple courses on exchange, you will want to know how much credit you will get when you return. Questions to ask yourself:
  - How does my host institution measure credit and how much is one course worth?
  - Is it a 1:1 transfer rate or is this course worth more or less than our 3.0 units?
  - How many credits/units/points do I need to take on exchange to get my desired number of units at the University of Calgary?

## STANDARD RULES

Region/Institution	Host credits/units/courses	Equivalent UCalgary credits/units
Asia	3 units	3 units (1 course)
Europe	6 ECTS	3 units (1 course)
Australia	4 courses 3 courses	15 units (5 courses) 9 units (3 courses)
New Zealand	12 points	3 units (1 course)
United Kingdom	12 points/credits	3 units (1 course)

## EXCEPTIONS

Region/Institution	Host credits/units/courses	Equivalent UCalgary credits/units
Japan (all but Senshu) <b>*39 hours = 3 units at UCalgary</b>	Language courses: 2 credits/45 hours  Faculty courses: 4 credits/45 hours	Language courses: 3 units (1 course)  Faculty courses: 3 units (1 course)
Senshu (Japan) <b>**Students should confer with Haskayne exchange advisor, and we will speak to Admissions/SLLLC to confirm.</b>	Language courses: 2250 min  Faculty courses: 4500 min	Language courses: 3 units (1 course)  Faculty courses: 3 units (1 course)

- Gather and submit course outlines.** Once you know what classes you are interested in taking, submit the official course outlines for assessment using the [Course Assessment Request form](#) on our website. You may submit up to 6 course outlines through the form. **Note that course assessments can take up to 4-6 weeks to complete so please plan ahead.** For a successful course assessment, the official outline should be in English and contain the following information:
  - Course name and description
  - Schedule and outline of topics covered
  - Assessment methods and weighting
  - Required textbooks and readings
  - Whether it has prerequisites and/or level of course (example: year 2)
- Review your courses with a Haskayne exchange advisor.** Once your course assessments have been completed, meet with a Haskayne exchange advisor to make sure they will fit in your program.
- Get informed on how and when to register in courses at your host institution.** You will often find this information on the host institution website, or in their welcome email once they reach out.
- Submit your Letter of Permission (LOP).** Once you have registered and/or finalized your courses at the host institution, you can submit your LOP, indicating where you are studying and what courses you are taking. You can access the LOP on your Student Centre under the “Program and Academic Advising” page. It is very difficult to make changes to your LOP after submitting it so please be sure of your choices.