

# BBA TIP SHEET

## INTERNATIONAL EXCHANGES

This information is provided to Bachelor of Business Administration (BBA) students to provide further information about topics of interest to students. For students in other programs, please speak directly to your faculty advisor for more information about how this information may pertain to your particular degree.

### Initial Application

To prepare for your initial application, you need to decide on up to 3 institutions you may want to travel to. Academic considerations that may influence your short list include the following:

- Their course offerings (number available, variety and how they transfer back)
- Their start and end dates/term availability (How many MRU terms do you need to miss to attend overseas)?
- Their timeliness for providing official transcripts to MRU after course completion (perhaps this is touched on in the reports from previous students)

Steps to determine transferability of course work:

1. Review the other institution's incoming exchange student webpages to see what information they provide interested students with respect to their course offerings for particular terms.
2. Review the spreadsheet provided by the transfer credit department to see established equivalencies.
3. Meet with your Academic Advisor to review your current progress in your degree, your remaining requirements, and what might be potential preferred requirements to fulfill abroad. Before meeting with your advisor, ensure your mruGradU8 accurately reflects your intended program.

Note that the international credit system is not always the same as MRU's 3-credit system. In most cases, you will need to take one 6-ECTS credit course overseas to equal a 3-credit course at MRU. In some circumstances multiple smaller credit courses (1, 2 or 3 credits) can be combined to equal one course at MRU.

### Examples of transfer equivalencies:

Course specific - eg, INBU 3302

If you are hoping to fill a particular degree requirement, the transfer credit office must specify that the course you take abroad will return to MRU as that specific course. If you are looking to fulfill a GNED requirement, the course must return to MRU as an approved GNED course. For example, if IPAG's 'International Business' has been approved as MRU's INBU 3302 on the Transfer Credit equivalencies spreadsheet, chances are good that it would transfer back to MRU as INBU 3302 and work as such in your degree requirements (eg, MKTG major options or T3 GNED).

Unspecified equivalency - UNSP 1XXX or MKTG 2XXX

There are many courses offered by other institutions that are quite different than ones offered by MRU. For example, if you are a Marketing major and the school you want to go to offers a Fashion Retail Marketing course, you could approach the Chair of Marketing (with a course outline for the course) to ask if she would allow you to use this fashion MKTG course as an option in your MKTG major (MKTG 2XXX as a MKTG option).

Another example might be a German Language course. MRU does not offer GERM language courses, but it may still meet the pedagogical intent for a GNED requirement. You would contact GNEDadvising@mtroyal.ca to ask if this is possible in your case.

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If you are interested in taking a course and it only comes back as UNSP 2XXX (3 credits) and you have not received approval to use it elsewhere in your degree, you can only use it as an elective (if you still have room for electives in your degree).

For more information, please contact your Business Advisors at [businessadvising@mtroyal.ca](mailto:businessadvising@mtroyal.ca).

### After Accepted/Finalizing Transfer equivalencies

As you start receiving firm equivalency approvals from the transfer credit department, if you plan to seek approval to use unspecified equivalencies as GNED or other specific degree requirements, your advisor can help navigate who to approach for which approvals (depending on the degree requirement sought).

Follow application deadlines. Once you are accepted, and are finalizing your planned courses abroad, meet with your advisor to confirm your future terms' course taking plan, noting considerations for prerequisites, and course availability for your remaining terms at MRU.

### While Overseas

There may be changes to registration once you arrive – course are full, rescheduled, conflict or are cancelled and you need to choose alternate courses. You should prepare for this in advance by having a larger number of approved courses you want to take than the actual number you plan to keep.

Keep future MRU registration dates and deadlines in your calendar. Even though you are on a term away, you still need to register on your Registration Access Date (RAD) for your future terms. Prepare your future planned courses before you leave and consult with your advisor via email if there are scheduling issues - before your registration access date. Note the time zone difference for your RAD too.

In some cases you can/need to order and pay for your official transcript before you leave your exchange institution. Note their timelines and have a contact person ready if MRU has not received your transcripts in the specified time.

Make sure you have copies of all of your course outlines. You may still need these if courses need to be re-evaluated, or for future transfer equivalencies if you change institutions or start a new program at another institution in future.

### Upon Your Return

Once MRU receives and inputs your transfer equivalencies, review these on mruGradU8 and ensure the equivalencies are what you expected. If you were previously approved to use an unspecified course as a specific degree requirement, now is the time to forward that approval to [studentrecords@mtroyal.ca](mailto:studentrecords@mtroyal.ca) and ask them to show the substitution in your mruGradU8.