

## STATEMENT OF UNDERSTANDING

I, the undersigned, understand and accept that for the Queen's University International Academic Exchange Program, the following conditions apply, as evidenced by my signature below:

1. By the end of the 2nd year of study, the student must have maintained a cumulative academic average of at least 2.7 GPA; have accrued no failures during 2nd year; not be on academic probation (or a candidate for academic probation); and must otherwise maintain good academic standing in the Stephen J.R. Smith Faculty of Engineering and Applied Science at Queen's University program up until the commencement of the academic exchange.
2. Students participating in the academic exchange program are bound by the terms of the Queen's University Student Code of Conduct prior to, during, and following the exchange period. In the event that the student violates the Student Code of Conduct, permission to participate in the academic exchange program may be revoked.
3. Students on exchange are also subject to the rules and regulations of the Host University and laws of the host country. Students are required to stay at the host campus until the completion of all courses and the associated examination period.
4. In the event that the student lodges an appeal of a decision relating to either non-academic or academic matters, the appeal must be resolved prior to the expected date of departure or the offer to participate in the exchange program will be rescinded.
5. Students are expected to complete their Queen's degree requirements in order to graduate from Queen's University.
6. Tuition and ancillary fees are to be paid to Queen's University PRIOR to departure. Queen's University regulations for tuition payment and late fees are available at: <https://www.queensu.ca/registrar/tuition-fees/undergraduate>
7. Students on exchange are exempt from paying tuition fees to the host university but may be required to pay additional fees (other than tuition), such as mandatory health insurance, activity fees, etc., to the host university.
8. Students are responsible for all personal expenses, including transportation, medical insurance, food and accommodation at the host university. It is the responsibility of the student to secure accommodations.
9. Students participating in the exchange program must register at the host university as a Visiting Student rather than as a student on a degree program. Students who register on a degree program will jeopardize their registration status at Queen's University.
10. Students are responsible for obtaining the necessary immigration documentation as required. Please note that it may take up to 4 months to obtain such documentation.
11. Students are responsible for ensuring that appropriate and sufficient health insurance is obtained to cover the period of time while on the exchange and while travelling to and from the host country. Specific requirements apply at some host institutions.
12. Courses selected at the host university must be approved by the **Smith Engineering departmental undergraduate chair/academic advisor and Queen's course instructor (if applicable)** at Queen's before departure. In the event that changes are made to these course selections after arriving at the host university, the student must notify the **Smith Engineering departmental undergraduate chair/academic advisor** at Queen's of these changes and obtain approval for them. Participation does not guarantee enrolment in desired courses at the host university.
13. Transfer of credit for academic work completed while on exchange will be granted only for courses approved by in advance of the host institution's course registration period. Credit will be given only for Queen's-approved courses successfully completed at the host university. To transfer credit to Queen's for courses taken at the host university, a student must obtain a passing final grade in each course.
14. Upon return to Queen's University a student may be asked to speak on his/her off-campus experience. This may be through the Exchange Fair, Information sessions, or student reports
15. The student will attend all mandatory pre and post-departure sessions organized by FEAS
16. Students are responsible to ensure that an official transcript (bearing the official university seal) will be forwarded directly from the host university to: **Smith Engineering, Queen's University, Beamish Munro Hall, 45 Union St, Room 300, Kingston, ON, Canada K7L 3N6. If the official transcript is in digital copy, students are responsible to ensure that the digital copy will be forwarded directly from the host university to: [engineering.intladvisor@queensu.ca](mailto:engineering.intladvisor@queensu.ca).** It is also the student's responsibility to obtain any additional transcripts from the host university needed for his/her personal use. It is prudent to obtain a sufficient number of original transcripts for future employment, licensing, and graduate studies applications.

17. Study on an exchange falls under Queen's University's Off-Campus Activity Safety Policy (OCASP). As such an undergraduate student must submit the mandatory OCASP Safety Planning Record (SPR) process from completion of the record through to approval, which includes pre-departure orientation and registration in the Emergency Support Program (ESP), prior to the expected date of departure. If the student does not complete this mandatory requirements prior to departure, the SPR will not be approved.

18. In the event that the Canadian Department of Foreign Affairs, Trade and Development (DFATD) (see [www.voyage.gc.ca](http://www.voyage.gc.ca)) issues a travel warning advising against travel to the location or region of the host university following the issuance of the International Letter of Permission (ILOP) by Queen's, but prior to the student's departure to the host university, the ILOP will automatically be rescinded. In this circumstance, to seek an exception the student must apply in writing, giving reasons for the request and documenting how the hazards identified in the DFATD warning can be mitigated. The ILOP will not be reinstated unless the student is able to demonstrate to the satisfaction of Queen's University International Centre (QUIC) that the hazards identified in the DFATD warning can be mitigated appropriately.

19. In the event that DFATD issues a travel warning advising against travel to or visits within the location or region of the intended host university after the student's departure, under the OCASP the student is required to revise the OCASP Safety Planning Record (SPR) to reflect the new circumstances, and resubmit it to QUIC for review and approval. If the new hazards cannot be mitigated appropriately, Queen's University may require the student to leave the area of risk. Failure to revise and resubmit the SPR and to cooperate with Queen's University in managing the student's risk may result in the student not being granted academic credit by Queen's for the affected term of study.

20. It is the student's responsibility to decide whether to purchase travel cancellation insurance. Cancellation insurance may provide coverage in the event that travel plans are altered because of circumstances that lead to the issuance of a Travel Warning by DFATD.

Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel and personnel at the partner institution(s) identified by the student as desired partner institution(s) who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the [Freedom of Information and Protection of Privacy Act \("FIPPA"\)](#) Coordinator, Smith Engineering, Beamish-Munro Hall, RM 300, or phone 613-533-2055

I authorize Queen's University to release my Queen's academic record to the selection committee.

I understand that if this application for a Queen's University academic exchange is successful, Queen's will nominate me to ***my host university*** as a candidate for exchange.

**Student Signature:**

**Date:**