

STUDENT EXCHANGE PROGRAM IN MIE

(Updated January 1, 2011)

THE PURPOSE OF THIS SITE

MIE encourages student exchange both for inbound and outbound students. This site is intended to provide MIE students wishing to spend time abroad in a partner university with the information necessary to facilitate their study abroad in an efficient manner. In it, we outline the pathway required to satisfy MIE's and UofT requirements.

STUDYING ABROAD

The major challenge of studying in a new culture is not about achieving high grades but being surrounded by a new culture. Students abroad could encounter language difficulties, unusual social customs, difficulties in making new friends, and fitting in their new environment. Students intending to go abroad for studies must embrace the diversity experienced in their newly adopted society, respect its values and traditions, do as much networking and be proactive in creating new friendships to alleviate some of these challenges. Here are some tips to lessen the culture shock and avoid being lonely:

- Be positive, civil and treat your classmates with respect
- Be proactive and socialise with your classmates after classes
- Join clubs with other students who share your interests
- Participate in sports events and social gatherings
- Take part in festivities and enjoy the new culture, the sites and the cuisine
- Make use of international student services for additional help and advice

MIE's STUDENT EXCHANGE PATHWAY

In the following, we outline the pathway to follow to complete MIE's and the University's requirements for studying abroad. Interested students should:

1. Examine the [provided list](#) of partner universities with which MIE and UofT have exchange agreements.
2. Down load, carefully examine and complete [Course Authorisation Form](#) and [Study Plan for Degree Completion upon return from exchange](#).
3. Complete (a) their cover letter outlining the program of interest, timing and stating their first three choices in order of preference, together with (b) Statement of Purpose, (c) Study Plan, (d) Transcript, and (e) Statement outlining their financial commitment and viability, including travel, accommodation abroad and health insurance.
4. Submit [Forms \(Course Authorisation and Study Plan stated in 2 above\)](#) together with documents (a)-(e) stated above to The [International Student Exchange Office \(ISXO\)](#) . ISXO will carry out its first filtering process by interviewing the student(s) and outlining the possible destination for the exchange as a result of a ranking system, availability and suitability for the prospective student.
5. The International Student Exchange Office will then forward the documents with its recommendations to the [Chair](#) of MIE (or his/her representative - [undergraduate coordinator](#)) in a timely fashion for action.

6. The undergraduate coordinator will (a) register the student as a possible exchange student, (b) identify the appropriate semester(s) for the exchange, (c) identify the impact on the degree in terms of any possible short falls and how they can be overcome, and (d) will send the complete dossier and input to [MIE's International Student Exchange Advisor](#) (Advisor) for the final screening.
7. The Advisor will discuss the exchange issues with the student in person and outline the department's expectation of his/her stay abroad. The Advisor will outline all the challenges facing the student.
8. The Advisor will also discuss the study plan with the student and provide a clear outline to that student of how his study abroad will impact his degree. For example, how many additional courses he/she must take upon their return, if applicable.
9. The papers are returned to the [ISXO](#) with the recommendations of the Departmental Rep with a copy to the Undergraduate Coordinator.
10. The SEC contacts the representative in the host university and provides details of the student, his/her study plan, and seeking help for the student from the partner university.
11. The student begins planning for the move by seeking accommodation, travel arrangement, insurance, approach their prospective supervisor.
12. Prior to departure, an Orientation by [ISXO](#) could be arranged.

PARTNER UNIVERSITIES

Some of the [Partner Universities](#) stated below are applicable for third year MIE students wishing to study abroad:

Country	Partner Institution	Open to...	minimum GPA
Austria	University of Vienna	ArtSci, UTM, UTSc	2.25
China	Chinese University of Hong Kong	all	2.25
China	Fudan University	all	2.25
China	Hong Kong University of Science and Technology	Engineering	2.25
China	Shanghai Jiao Tong University	ArtSci, UTM, UTSc	2.25
China	Tsinghua University	all	3.00
China	Tianjin University	TBA	
England	Imperial College	TBA	
England	Cambridge University	TBA	
England	Oxford University	TBA	
Japan	Keio University	all	3.00
Japan	Kyoto University	all	3.00
Japan	Nagoya University	all	3.00
Japan	University of Tokyo	ArtSci, UTM, UTSc	3.00
Korea (South)	Korean Advanced Institute of Science & Technology	Engineering	2.25
Sweden	Lund University	all	2.25
Switzerland	ETH-Swiss Federal Institute of Technology, Zurich	all	2.25
Singapore	National University of Singapore	MIE	2.25
Singapore	Nanyang Technological University	MIE	2.25

STUDENT RESPONSIBILITIES

- Read the exchange website carefully
- Prepare all documents in a timely fashion
- Understand your rights and obligations to UofT, MIE and the host University
- Read and get acquainted with the host culture
- Clear understanding of the effect of the study abroad on the degree requirements
- Understand that he/she is our ambassador abroad
- Plan the trip well in advance (accommodation, insurance, travel, courses, etc.)
- Ensure financial viability

INTERNATIONAL STUDENT EXCHANGE OFFICE

[The International Student Exchange Office](#) is located at

Room 202, 214 College Street
University of Toronto
Toronto, Ontario, M5T 2Z9
Tel: 416-946-3138
Fax: 416-978-6110

It is responsible for facilitating students exchange both outbound and inbound and helps with non-academic matters relating to study abroad, such as guidance on visa requirements, accommodation, tax office, medical care, among many other important issues.

MIE's INTERNATIONAL STUDENT EXCHANGE ADVISOR

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RESIDENCE PERMITS FOR STUDY ABROAD

If you are not a citizen of the country you are visiting for exchange, you need a residence permit to be registered in that country. For most countries, you need to apply for a residence/study visa well in advance of your entry to that country.



Course Authorization Form for Engineering Students (Preapproved Partner University)

Student Name:

Student Number:

Host Institution:

Session Abroad:

Term Abroad (ie. 3F/3W):

Approved course list	
Course titles & codes	Approval from depts
Course A	
Course B	
Course C	
Course D	

Comments:

Authorization: I authorize the above student to pursue the courses listed.

Name of Department/Program: _____

Name of Department/Program Representative: _____

Signature of Representative: _____ Date: _____

**Students: Keep one copy and return one copy to the ISXO
Departments: Keep one copy**



**Study Plan for Degree Completion
upon Return from Exchange**

Student Name:	Student Number:
Home Engineering Dept:	Host Institution:
Session Abroad:	Term Abroad (ie. 3F/3W):
Returning from exchange and returning to UofT (ie. September 2011, 4F):	

Students are asked to provide a study plan of courses they need in order to graduate. This study plan outlines the outstanding courses a student must take upon return from an exchange. Please review this study plan with your home department's undergraduate office.

Study Plan		
UofT courses	When offered?	If not offered, is there a substitution available?

I have reviewed the above study plan with - _____ **(student name).**

Name of Department/Program: _____

Name of Department/Program Representative: _____

Signature of Representative: _____ Date: _____

**Students: Keep one copy and return one copy to the ISXO
Departments: Keep one copy**