



University of Alberta

Notes of Guidance Business School Exchange

Please check information on host University's website for accuracy.

The University of Alberta is a leader in innovation and discovery and is one of Canada's leading research and teaching institutions. There are 37,000 students studying at undergraduate and graduate levels, including 4,000 international students.

The University of Alberta is in the city of Edmonton which is the capital of Alberta, a modern city home to more than 1 million people. Edmonton is only a few hours away from the majestic Rocky Mountains which are known all over the world for their beauty. The main campus is located conveniently in the centre of Edmonton on the banks of the North Saskatchewan River.

The Faculty of Business, also known as the School of Business, was established in 1916 as a school of accounting. In terms of research, it is one of the top 50 in North America and ranked 35th in the world by the *Financial Times*. It was the first business school to be credited by the AACSB (American Assembly of Collegiate Schools of Business).

Further information on the University of Alberta: <http://www.ualberta.ca/>

Business exchange information:

<http://www.business.ualberta.ca/International/InternationalPrograms/IncomingExchange.aspx>

Study Dates 2011/12

Fall Term: 7 September to 22 December 2011
(Orientation for International Students 31 August - 3 September 2011)

Spring Term: 9 January to 30 April 2012
(Orientation for International Students 6 January 2012)

Further information: www.registrar.ualberta.ca/calendar. Dates not yet available for 2012/13 session.

Orientation

Arrival should be approx 1 week prior to the start of class. **Student orientation is mandatory.** Details will be given upon acceptance.

Academic Work

Selection of courses

Edinburgh exchange students are expected to take the normal course load which is 5 courses (15 credits) per term. Courses are assigned depending on availability of space in the classes and on priority of preferences. Third year level course codes are numbered 300-400.

It is the responsibility of the visiting student to ensure they meet all pre-requisites and co-requisites requirements for each course in which they register. Students will be monitored and will be removed from all courses where these criteria are not met. These actions will be at the penalty to the student and are, therefore, in their best interest to adhere to these restrictions. Please note the following courses are not available to exchange students at the School of Business: **BUS 201, BUS 490, SMO 201, SMO 441, FIN 436 and FIN 480.**

For further information on course selection:

<http://www.business.ualberta.ca/International/InternationalPrograms/IncomingExchange/AcademicInformation.aspx>

Your final course selection must be approved by the University of Edinburgh Business School and a Course Registration Form is available on http://www.business-school.ed.ac.uk/_data/assets/word_doc/0016/16054/course-registration-form.doc. Any course changes made whilst you are away must have your School's approval. Please ensure that you keep in regular contact during your year abroad.

Registration

Students can register for courses online through 'Bear Tracks' once they have received an ID number and password, which will follow an official admission letter. Registration should be done as quickly as possible after admission as courses fill up rapidly.

For detailed step by step instructions on registration please see:

<http://www.registraroffice.ualberta.ca/Registration-and-Courses/How-to-Register.aspx>.

Studies

Most courses have 3 hours lecture/contact time per week (either 3 classes at 1 hour each, or 2 classes at 1.5 hours each). At 13 weeks (excluding the exam period), most courses have a total contact time of 39 hours per semester. The contact hours do not include estimates for individual study, projects, exams or other work outside the classroom. Exam formats vary, not all courses have final exams and class participation often contributes to final grade. Class size varies – undergraduate classes average 50 students.

Finances

Financial evidence

When submitting your visa application, you will need to provide evidence of sufficient funds for the period of your stay. Suitable documentation might include:

- An original letter notifying you of the award of a maintenance grant and/or student loan.
- An original and signed letter from a bank stating your current financial situation.
- An original and signed letter from a parent or friend's bank stating their current financial situation, coupled with a letter from the bank account holder confirming their willingness to provide a stated level of financial support.

Costs

Additional costs should be restricted to travel, books and health insurance. You will be required to pay for the following (all figures are approximate):

- Tuition fees to the University of Edinburgh, as per usual – contact the agency which is paying your fees (e.g. LEA/SAAS) and ensure that payment is arranged for your time abroad
- Housing – room and board on campus was estimated at C\$517-\$819/month (single room), \$328-\$626/month (double room)
- Health insurance (mandatory) - C\$38/month
- Books – textbooks must purchased, C\$450/semester
- Transportation – C\$82/semester
- Return air travel – £500+
- Everyday living expenses C\$200– C\$300per month
- Total per semester (on campus) approx C\$4,500 - \$6,000

Further information on estimated costs:

<http://www.business.ualberta.ca/International/InternationalPrograms/IncomingExchange/EstimatedExpenses.aspx>

Employment

Employment would be based on the student's visa status. The student should check with the International Student and Scholar Program Office upon arrival for answers to this question.

Grants and loans

If you are in receipt of a maintenance grant and/or a student loan, you should inform the awarding body that you have been selected to participate in the exchange. The awarding body will need payment instructions, namely details of a bank account into which it can be paid directly, or a nominated individual to whom cheques can be posted. Do not forget to obtain the necessary grant or loan application forms for the following year.

Insurance

All students are required by law to have mandatory health insurance. You will be automatically billed for the University of Alberta medical insurance plan. The cost of

UAHIP is **\$38 per month** for single students and you can pay this bill once you are on campus.

Further information:

http://www.international.ualberta.ca/current/uahip.cfm#Shorter_periods_of_study_UAHIP

International Student Exchange Identity Card - ISE Card

The ISE Card is a student discount card which allows students to enjoy discounts, concessions, or other benefits at transportation companies, museums, attractions, national parks, accommodations, restaurants and numerous other venues all over the world. For further information visit <http://www.isecard.com>.

Visas

Entry visas

Citizens of certain countries and territories will require a visa to visit Canada. View list on www.cic.gc.ca/english/visit/visas.asp.

Study permit

Students from many countries may require a permit in order to study in Canada. To obtain a permit you must contact a Canadian embassy or consulate. The process can take up to 3 months.

Further information at:

<http://www.international.ualberta.ca/current/nav02.cfm?nav02=67520&nav01=67530>
www.cic.gc.ca.

Documents required for entry into Canada

- Valid passport.
- Letter approving Study Permit application (issued by Canadian visa office).
- Temporary Resident Visa (if required, not to be confused with your Study Permit).
- Original letter of acceptance from the University of Alberta.
- Proof of funds available (e.g.: bank draft, transfer, letter of credit, scholarship or assistantship letter, or other proof).

Housing

Students can choose to live either on or off campus.

Further information on University of Alberta accommodation can be found at:

<http://www.uofaweb.ualberta.ca/residences/>.

Safety

We hope your stay at your exchange destination will pass without any undue incident with regard to your safety. However, as you will be staying in a different environment and culture, you should be prepared to take necessary precautions if appropriate.

We would advise you to consult with the Study Abroad Office on your arrival and also look at the following website which will give you up-to-date government information on the country you will be visiting.

<http://www.fco.gov.uk/en/travel-and-living-abroad/>

If you find yourself without any access to cash, without your passport, or in any other serious kind of trouble, the British Consulate will try to help. In the unlikely event of you being arrested for a serious offence, insist on the Consulate being informed; a consular officer who can advise on local procedures etc will contact you as soon as possible.

Please also inform the International Office and your Director of Studies of any problems relating to your health or safety whilst on your study abroad exchange.

DISABILITY STATEMENT

Some destinations may be more accessible than others for disabled students. If you require any adjustments due to disability or specific learning difficulties and you wish to study abroad please contact the Business School in the first instance (adjustments@business-school.ed.ac.uk). We will liaise with you and the Disability Office at Edinburgh to explore the help available at your host institution. It would also be helpful if you discuss this with your Director of Studies and the Disability Office.

Contacts

<p>Alberta</p> <p>Caroline Simpson Student Exchange Program Liaison International Exchange Office Room 3-21B, Business Building School of Business University of Alberta Edmonton, Alberta Canada T6G 2R6 Tel: +1 (780) 492-4895 Fax: +1 (780) 492-0280 E-mail: caroline.simpson@ualberta.ca</p>	<p>Edinburgh</p> <p>Lorraine Edgar/Janet Ellis The University of Edinburgh Business School Undergraduate Office 29 Buccleuch Place Edinburgh, EH8 9JS Tel: +44 (0)131 650 3828/651 3798 Fax: +44 (0)131 650 8337 Email: Lorraine.Edgar@ed.ac.uk or Janet.Ellis@ed.ac.uk</p>
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These notes are for guidance only. We have tried to keep them up to date, but it is very difficult to do so without your input. So, if you can keep notes of any inaccuracies in this information we should be glad to hear of them on your return to Edinburgh. Any other observations and impressions about your stay will also be useful and will help those students who participate in the exchange in future years.

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