Information required for the smooth functioning of the BCI student exchange program

2019-2020

December 14, 2018
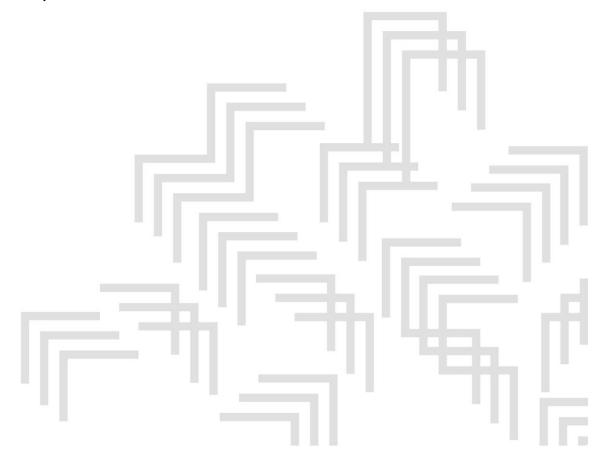
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1. SEP WEB SITE

http://echanges-etudiants.bci-qc.ca.

To register online for the BCI student exchange program, your students need to access the SEP Web site at http://echanges-etudiants.bci-qc.ca.

The SEP site is an excellent source of information and may serve as a promotional tool for exchange program in your institution. We invite you to visit, too.

2. INTRANET RESERVED FOR ADVISORS

On the SEP Web site, the tab "Partners" and "Sign in" allows you to consult the intranet. This is a Web page for the exclusive use of advisors outside Québec where you will find various management documents, links, as well as a vast array of useful information for managing SEP.

To consult the intranet, you will need to enter a user code and a password; these codes are sent to all outside Québec advisors:

- The user code is RESP100

- The password is BCI100

IMPORTANT: When entering your codes, you absolutely must input the letters in uppercase or you will be refused access to the site.

3. TO ACCESS THE MANAGEMENT SYSTEM

The site is at the following address:

http://echanges-etudiants.bci-qc.ca/gestion/

The use of this site is restricted. You therefore need to enter your user code and your password in order to access it. These codes are different from those for accessing the intranet reserved for advisors. When entering your codes, it is important to **respect the case** (upper or lowercase) or you will be refused access to the site.

If you can no longer find the user code and password you were assigned, please follow these steps:

- Click on the link "I forgot my user code or my password" on the management system home page

- Enter the name of your institution

- Tick the appropriate name

- Press the button "Confirm information".

The system will automatically send you your user code and your password by e-mail.

When you enter the management system for the first time, we suggest that you enter a new user code and password; verify the contact information of your institution's advisor; and notify us of any change at: echanges-etudiants@bci-qc.ca.

To **modify** the **user code** and **password** you have been assigned, please follow these steps:
- On the management system home page, enter the management system using your user code and password

- In the section "Other functions / User code and/or password for management site", select "modification"

- Make the necessary modifications.

It is important to inform us, by e-mail to echanges-etudiants@bci-qc.ca, of any changes in your institution's advisors. Please note that BCI does not systematically generate new user codes and passwords when a new advisor takes over. The new representative is responsible for making the necessary changes.

4. ACCESS CODES

You will be able to generate access codes via the management system for the students from your institution who want to apply for a SEP.

The access codes and forms correspond to a specific management year. Would you therefore please ensure that you generate access codes for the correct management year and use them with the form for that same year? Would you also please advise us as soon as possible of any errors you encountered at: echanges-etudiants@bci-qc.ca.

TO GENERATE ACCESS CODES

Before beginning a work session, it is very important that you **select the management year**, for example, 2019-2020.

To generate the access codes that will enable your students to access the online Application form, please proceed as follows:
- In the section "functions related to file management" on the right of the screen, opposite sub-section "Request for access codes", click on the link "Request"

- Indicate the number of codes desired (maximum 100 per request) in the appropriate box

- Click on the button "Reserve the new codes"

- Print the list

- Then close the page using the button "Close the window". You will automatically receive the list by e-mail.

It is important that you assign only one access code per candidate.

5. ONLINE FORM

It is essential for the smooth functioning of the SEP that your students use the **online form** rather than a form from the home institution. Files accompanied by a non-compliant form will be rejected automatically by the host institution. However, some universities require exchange-student candidates to complete their institution's application for admission in addition to the online SEP form.

Under no circumstances must students who wish to apply for exchange program established under **bilateral agreements** use the online BCI Application form. There is therefore no point in giving them an access code; please enquire about the procedure to be followed from the partner institution.

5.1. INSTRUCTIONS AND INFORMATION FOR ADVISORS

RECOMMENDATIONS

Before beginning a work session on the management system, it is very important that you select the management year for which you want to process files. The system will display the most recent year by default.

It is essential that you consult the online guide for advisors outside Québec before accessing the management system. The online help is available on the SEP Web site (http://pee-aide.bci-qc.ca/spip.php?article265).

VALIDATION OF ONLINE FORMS

You need to validate all the online requests from your students.

The validation step is crucial for the smooth functioning of the management system: Québec advisors only have access to validated/authorized files. It is thus the validation of the form that will enable you to monitor the evolution of the student files later.

To access "requests to be validated and authorized" by the advisor, please proceed as follows:

- Enter the section reserved for advisors

- In the section "Management Functions", select "Validation authorization and follow-up", then check the "Applications to validate and authorize" check box.

During the validation, you may either authorize or reject a request. If you authorize it, please ensure that all the information has been given. If you make any corrections, print the form again so it can be signed by the student.

IMPORTANT: In the "Follow up of a Student's Application", accessible on the management system, the date of the validation is evidence that the complete file has been sent to the first host institution (when the request is authorized). Would you therefore please **authorize the request when you are ready to mail the complete file.**

MAILING COMPLETE ELECTRONIC FILES* TO THE HOST INSTITUTION

You are responsible to send your candidates' complete files to the Québec institutions, marked for the attention of the advisor concerned (see the section "Lists of Advisors" below). A signed copy of the online application form must be submitted along with the applicant's file. For Université Laval, it is the student that is responsible for sending his application file to the university.

*Hard copy for UQAM, UQTR and Université de Sherbrooke.

IMPORTANT: You **only** need to send the complete file to the host institution shown as the student's first choice. It will be the responsibility of that institution's advisor to send a rejected file to the institution chosen second, as the case may be.

You no longer need to send BCI a photocopy of the candidates' forms from your institution, or the admission letters you send to Québec students.

5.2 INSTRUCTIONS AND INFORMATION TO BE GIVEN TO STUDENTS

RECOMMENDATIONS

Please ensure that you give your students access codes for the current year since they can only be used for just one management year. It is most important that you not give codes for a different year.

Please encourage your students to consult the online help before beginning to complete their form. To do so, they must select the "FAQ" tab. In the section called "Need help

with the form", they must click "online help". A new menu will appear on the left-hand side of the screen, allowing them to select the desired information. To access the online form, click on "I am enrolled at a partner institution abroad" in the SEP website, then go to the "Submitting my request for participation" section, and select "Filling out my Participation Request form". It will also be possible to access the online help section by clicking the "?" button, which can be found on each page of the form.

SPECIFICATIONS ON THE UNIVERSITIES SELECTION ORDER

The following Québec institutions: Bishop's University, Université Laval, Université du Québec à Montréal (UQAM), Université du Québec à Trois-Rivières (UQTR), Université du Québec en Outaouais (UQO) and École de technologie supérieure (ETS) — will ONLY process requests when their institution is indicated as first choice. It will be impossible to select these institutions as second choice from the pull-down menu on the form.

Université de Sherbrooke, Université du Québec à Rimouski (UQAR), Université du Québec en Abitibi-Témiscamingue (UQAT) and École nationale d'administration publique (ENAP) will only process requests when their institution appears as first or second choice.

The following institutions will not accept any student for the summer session: Bishop's University, Université Laval, Université du Québec à Montréal (UQAM), Université du Québec à Trois-Rivières (UQTR), Université du Québec à Rimouski (UQAR), Université du Québec en Abitibi-Témiscamingue (UQAT) and Université du Québec en Outaouais (UQO).

Students may complete only one application form; candidates who do not respect this instruction will see their request rejected.

ACCESS TO THE FORM

Once he or she is on the SEP website, the student must select the "I am enrolled at a partner institution abroad" tab, then go to the "Submitting my request for participation" section, and lastly, click the "Filling out my Participation Request form" link.

To return to Application form, the student has to follow the same steps as on the first visit. If the system does not allow the student to return to his/her form, you can access it as an advisor via the management system.

CHOOSING A STUDY PROGRAM

Students need to register their proposed study program for each choice of host institution. To do so, they should first consult the list of "Study programs open to students outside Québec" provided by each Québec institution. These lists can be

accessed by selecting the "I am enrolled at a partner institution abroad" tab, then going to the "Selecting my host institution" section, then clicking on "Search for a host institution", "Check if your host institution has additional conditions for participation", then the name of a host institution, and finally, the "Study programs open to students from outside of Quebec/to exchange students" link.

To complete his/her file, candidates need to include with their application form an approved a list of the courses that he/she intends to take at the host institution. Note that some of the courses chosen may not be offered during the planned participation period; in that case, the host institution concerned will propose equivalent courses to the candidate.

In all such cases, it is essential that the student consult the appropriate authority at his/her home institution to ensure that the planned courses will allow him/her to satisfy some of the requirements established for obtaining the degree sought at the home institution.

EQUIVALENCE

Since there is no exact equivalence between levels of studies in other countries, a host institution may determine, based on the candidate's file, that the student does not have the prerequisites needed to register in the planned study program. The institution may then suggest that the student register in a study program at a level below that selected on the application form. This is seen particularly in disciplines such as Pure and Applied Science and Engineering. It will be up to the host institution to determine the level of studies for which the student may register.

Because of the question of equivalencies mentioned above, the host institution may determine that the student does not have the prerequisites needed to take the courses chosen and approved by the home institution. In that case, the candidate could be offered courses at a different study level.

6. LIST OF SEP ADVISORS

Names and contact information for the people of Quebec in charge of the SEP in participating institutions can be found on the SEP website by selecting the "I am enrolled in a Quebec institution" tab, then clicking on "Finding the person in charge" and "List of persons in charge by university". To obtain contact information for people in charge of SEPs outside of Quebec, select the "I am enrolled at a partner institution abroad" tab, then click on "Finding the person in charge" and "List of people in charge".

Would you please verify the address shown on the SEP Web site for your institution's advisor? Please note that this person serves as an intermediary for all communications concerning SEP.

That person will thus be contacted by Québec advisors, as well as by students in your institution who want to check on their application or require information. Would you please let us know immediately if there is any change in advisor at the following electronic address: echanges-etudiants@bci-qc.ca.

IMPORTANT: Would you please not ask students at your institution to contact BCI or Québec advisors to obtain information? If the SEP Web site does not have the answers to their questions, we suggest you consult the documentation available on the intranet. If necessary, you can then contact the SEP advisor at the Québec institution concerned, if it is a question about processing of a candidate's file, or BCI, if it is a general question about managing SEP.

7. CANDIDATE MANAGEMENT

7.1 IMPORTANT STEPS

Advisors:
- Promote the exchange programs within their own institutions

- Coordinate the recruitment and selection of candidates

- Assign a code to each candidate at their university so they can access the application form

- Provide whatever assistance is needed to prepare the application files

- Validate the electronic applications for students at their university using the Advisor file management system

- Send complete files for their institution's candidates to the Québec Advisor at the host institution listed as the candidate's first choice on the Student Exchange Program Application Form, **and be sure to meet the host universities' deadlines**

- Receive the complete application files for Québec candidates from Québec Advisors

- Coordinate review of application files from Québec candidates by appropriate administrative and academic bodies

- Communicate results directly to Québec candidates in an official letter of admission (original copy) accompanied by all the relevant information or documentation relating to their program of study, accommodations, the university calendar, etc.

- Inform the Québec Advisors of all decisions

- Forward denied applications, as appropriate, to the Advisor at the institution listed as the candidate's second choice

- Inform the candidate and the home university Advisor by letter, e-mail or fax that the application has been forwarded

- Arrange for reception and supervision of Québec students.

Please note that the Québec Advisors are responsible for entering the decisions in the management system regarding their candidates and the students they will host.

7.2   2019-2020 DEADLINE FOR RECEIVING APPLICATIONS

If there is any discrepancy between this list and the dates published on our Web site, use the Web site dates.

- Bishop's University   April 1, 2019

- Université Laval   March 1, 2019

- Université de Sherbrooke   March 31, 2019

- UQAM   April 1, 2019 for the Fall semester
  September 15, 2019 for the Winter semester

- UQTR   April 1, 2019 for the Fall semester
  October 1, 2019 for the Winter semester

- UQAR   April 30, 2019 for the Fall semester
  September 14, 2019 for the Winter semester

- UQO   March 15, 2019

- UQAT   May 1, 2019 for the Fall semester
  October 1, 2019 for the Winter semester

- ENAP   April 1, 2019 for the Fall semester
  September 1, 2019 for the Winter semester

- ÉTS   April 1, 2019 for the Fall semester
  October 1, 2019 for the Winter semester

7.3   2019-2020 RECEPTION MODES FOR RECEIVING APPLICATIONS

If there is any discrepancy between this information and the information published on our Web site, use the Web site information.

▪	Bishop's University	Electronic copy
▪	Université Laval	Electronic copy
▪	Université de Sherbrooke	Hard copy
▪	UQAM	Hard copy
▪	UQTR	Hard copy
▪	UQAR	Electronic copy
▪	UQO	Electronic copy
▪	UQAT	Electronic copy
▪	ENAP	Electronic copy
▪	ÉTS	Electronic copy

Please note that the following institutions **do not participate** in our student exchange program:
- Concordia University
- McGill University
- Université de Montréal
- Polytechnique Montréal
- UQAC
- INRS

echanges-etudiants@bci-qc.ca
echanges-etudiants.bci-qc.ca

PÉÉ
PROGRAMME D'ÉCHANGES ÉTUDIANTS

L'équipe du Programme d'échanges étudiants BCI (PÉÉ)   **BCI Student Exchange Program Team (SEP)**