



EXCHANGE PARTNER INFORMATION

Incoming Exchange Students

Institution: Royal Roads University
Location: Victoria, British Columbia, Canada

GENERAL CONTACT INFORMATION

Exchange Office	Office of International Collaboration and Development
Address	Royal Roads University Office of International Collaboration and Development Arbutus 114, 2005 Sooke Road, Victoria, British Columbia V9B 5Y2
Email	Go.Global@RoyalRoads.ca
Telephone	250.391.2514 or toll-free 1.800.788.8028
Website	https://international.royalroads.ca/
University Website	www.royalroads.ca
Director, International Collaboration & Development	Tasha Welch Tasha.1Welch@RoyalRoads.ca 250.391.2542
Manager, International Partnership Development	Soojin Kim Soojin.2Kim@RoyalRoads.ca 250.391.2600 ext. 4530
Education Abroad Coordinator	Harry Nakayama Harry.Nakayama@royalroads.ca 250.391.2600 ext. 4011

SEMESTER INFORMATION

Academic Calendar	Contact go.global@royalroads.ca for detailed program schedules of each stream.
	<p>Bachelor of Arts – International Hotel Management (BAIHM) & Bachelor of Arts – Global Tourism Management (BAGTM)</p> <ul style="list-style-type: none"> • Term 1: September - December 2020 • Term 2: January – April 2021 • Term 3: September – December 2021 • Term 4: January – April 2022 <p>Bachelor of Business Administration (BBA)</p> <ul style="list-style-type: none"> • Term 1: September - December 2020 • Term 2: January – April 2021 • Term 3: September – December 2021 • Term 4: January – April 2022 <p>Bachelor of Professional Communication (BAPC)</p> <ul style="list-style-type: none"> • Term 1: September – December 2020 • Term 2: January – March 2021 • Term 3: April – June 2021 • Term 4: July– September 2022

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	<p>Master of Arts in Tourism Management (January intake)</p> <ul style="list-style-type: none"> • Term 1: January – April 2021 • Term 2: May – August 2021 • Term 3: September 2021- April 2022 *excluding internship <p>Master of Arts in Tourism Management (May intake)</p> <ul style="list-style-type: none"> • Term 1: May – August 2021 *excluding internship • Term 2: September – December 2021 • Term 3: January – April 2022 *excluding internship <p>Master of Global Management</p> <ul style="list-style-type: none"> • Term 1: September – December 2020 • Term 2: January - March 2021 • Term 3: April – June 2021 • Term 4: July – September 2021 <p>Master of Arts in Intercultural and International Communication</p> <ul style="list-style-type: none"> • Term 1: September - December 2020 • Term 2: January– April 2021 • Term 3: April - July 2021 • Term 4: July– December 2021 (*online) • Term 5: Jan – March 2022
<p>Statutory Holidays (Fall 2020)</p>	<p>Labour Day: Monday, September 7, 2020 Thanksgiving: Monday, October 12, 2020 Remembrance Day: Wednesday, November 11, 2020 Christmas Day: Friday, December 25, 2020</p>
<p>Statutory Holidays (Winter – Summer 2021)</p>	<p>New Year’s Day: Friday, January 1, 2021 Family Day: Monday, February 15, 2021 Good Friday: Friday, April 02, 2021 Easter Monday: Monday, April 5, 2021 Victoria Day: Monday, May 24, 2021 Canada Day, Thursday, July 1, 2021 B.C. Day: Monday, August 2, 2021</p>
<p>APPLICATION INFORMATION</p>	
<p>Nomination Procedure</p>	<p>Students must be nominated by their home university’s International Office before submitting their application package. The following details are required and must be sent to go.global@royalroads.ca by the exchange coordinator at the home institution:</p> <ul style="list-style-type: none"> • Student’s full name • Email address • Date of birth • Field/program of study • Study level (i.e. 3rd year, 4th year, etc.) • Start date and duration of exchange

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Application Form	Exchange applications cannot be submitted online. A fillable PDF application form must be submitted. Please contact go.global@royalroads.ca for a copy of the application form.
Nomination Deadlines	Fall Term: April 30 th (BBA, BAGTM, BAIHM, BAPC, MAPC, MGM, MAIIC program) Winter Term: September 30 th (BAPC, BBA, BAGTM, BAIHM, MGM, MAIIC, MATM program) Spring Term: November 15 th (MATM, MAIIC, MGM, BAPC program) Summer Term: February 15 th (BAPC, MGM program)
Application Deadlines	Fall Term: May 15 th Winter Term: October 15 th Spring Term: November 30 th Summer Term: February 28 th
Language Requirements	International English Language Testing System (IELTS) <ul style="list-style-type: none"> IELTS Academic: 6.5 overall; minimum 6.5 in writing and speaking; minimum 6.0 in listening and reading Test of English as a Foreign Language (TOEFL) <ul style="list-style-type: none"> Internet-based Test (IBT): 88 overall; minimum 24 in writing, minimum 20 in listening, reading and speaking University of Cambridge English Examinations <ul style="list-style-type: none"> Advanced (CAE): 176 overall, 169 in each language skill *Due to Covid-19, we are currently accepting Duolingo test as well <ul style="list-style-type: none"> Score of 115 Full list of accepted English Language proficiency score report: http://www.royalroads.ca/prospective-students/english-language-requirements
Admissions Requirements	Undergraduate: Applicants for undergraduate programs will have completed two full years or 60 credits of post-secondary education in an area relevant to the program for which they wish to apply. Applicants should have a minimum “B” average , or equivalent grade point average of 3.0 when on a 4.33 scale, and at least 24 of the credits at a second-year level are required. **For tourism and hospitality program applicants: Business-related work experience is essential for consideration and acceptance into the program. Applicants with the appropriate post-secondary background will also have a minimum of 400 hours tourism/hospitality related experience (reviewed on a case-by-case basis). Graduate: Applicants for graduate programs must meet the program-specific admission requirements: http://www.royalroads.ca/prospective-students/admission-requirements
Required Application Documents	<ol style="list-style-type: none"> Completed and signed application form Proof of English Proficiency (if required) Academic Transcripts (copy sent directly from applicant’s home institution’s international office) Statement of Intent (1-2 pages) Detailed Resume

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Statement of Intent	<p>The Statement of Intent should consist of (but is not limited to) a 2-3-page essay, addressing the following four questions:</p> <ul style="list-style-type: none"> • What influenced your decision to apply to Royal Roads University? • What do you hope to gain from your experience as an exchange student? • How do you hope to contribute to the program and to the university? • In what ways do you believe this student exchange experience will contribute to your future as a student and a professional?
Detailed Resume	<p>Your detailed resume should include the following:</p> <ul style="list-style-type: none"> • Education: List all post-secondary education, degrees, diplomas, and certificates you have achieved. • Training and professional development • Work Experience: Please include name of organization, length of service (documenting hours per week worked to ensure a minimum of 400 hours business related experience) and a brief description of duties. • Voluntary / Unpaid Work Experience: List and describe any voluntary/unpaid post-secondary employment and/or community service experience. Please include the name of the organization, length of service, and a brief description of the position and duties. • Information Technology Training and Experience: Briefly describe your level of training and experience in the use of information technology including computers, software and telecommunications networks as tools for business, education, teaching and personal use. • Professional Memberships and Affiliations • International experience: please include any international or intercultural experience you have, in the form of travel, work, education, or volunteer experience.
Fees	<p>Incoming exchange students are responsible for paying the following mandatory student ancillary fees while at RRU. Please note that fees are subject to change every year.</p> <ul style="list-style-type: none"> • Student Services Fee \$46.43 (Undergraduate), \$53.60 (Graduate) • Learning Support Fee \$88.04 (both Undergraduate and Graduate) • Student Association Fee \$67 (only for Undergraduate) • UPASS 4 months \$21.25/month (only for Undergraduate) <p>*UPASS is not applicable for virtual exchange students</p>
Letter of Acceptance (LOA)	<p>The LOA will be sent by email; application processing time is approximately 4-6 weeks from the time that a completed application is received (including supporting documents).</p>

COURSE INFORMATION

University Departments Accepting Exchange Students	School of Business School of Tourism and Hospitality School of Communication and Culture
Language of Instruction	English
Course Restrictions	Incoming exchange students may only select courses being offered during the term/semester during which they intend to study at RRU (i.e. the course must start and finish during the term/semester during which the student is studying at RRU).
Standard Full-time Workload	In order to be considered a full-time student, students must complete a minimum of 9 credits within 24 weeks. A student enrolled in at least 60% of a normal course load is considered full-time.
Course Schedules	When completing the RRU exchange application, students must indicate which courses they wish to take during their time at RRU. Due to RRU's cohort learning model, <u>exchange students may only</u>

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	<p><i>choose courses from their selected program stream.</i> For example, a student who has selected the BA International Hotel Management stream may only select courses from the BA International Hotel Management program schedule. Furthermore, they may only select courses that start and finish during the term(s) during which they intend to study at RRU.</p> <p>Course availability will be confirmed with the student once the official nomination by the home institution has been received.</p>
Grading System	<p>Please find detailed information on RRU grading scales here: http://policies.royalroads.ca/academic-regulations/section-4-grading</p>
Transcript of Records	<p>Official transcripts will be sent to the home institution within four weeks following the announcement of final grades.</p>

PRE-ARRIVAL: THINGS TO CONSIDER

Housing Options	<p>RRU does not currently offer on-campus housing. Although students are responsible for organizing their own accommodation in Victoria, the staff in our international office will make every effort to assist incoming exchange students when in doubt or if they need further information or recommendations. Many private options such as studio apartments, rooms, or entire houses are close to campus. Alternatively, students may wish to live closer to downtown and commute to campus by bus. Websites with short-term accommodation listings:</p> <p>www.royalroads.och101.com http://victoria.en.craigslist.ca www.usedvictoria.com http://victoria.kijiji.ca http://ca.roommates.com www.sublet.com</p> <p>Students who are interested in the option of living with a Homestay family can visit http://www.canadahomestaynetwork.ca/students.html for further details.</p>
Estimated Cost of Renting in Victoria	<p>Depending on whether students rent a room or an entire apartment, rent prices in Victoria can range from \$500/month to \$1,500/month. A safe estimate for monthly rental of shared accommodation (including utilities) is CAD \$750.</p>
Where to Live?	<p>Victoria is a smaller city and nothing is ever very far. Royal Roads University is located in Colwood, which is about a 20-30 minute drive from downtown Victoria, depending on traffic. Some neighbourhoods that provide easy access to the RRU campus:</p> <p>Colwood Langford View Royal</p> <p>If students prefer to live downtown Victoria or in a neighbourhood closer to downtown Victoria, please note that commuting times can run as long as one hour in each direction depending on traffic and number of bus transfers required. Some good neighbourhood options for students are as follows:</p> <p>Burnside Downtown James Bay</p>

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	Fairfield Fernwood Oak Bay Quadra Village
Estimated Cost of Living in Victoria	Students can learn more about the cost of living here: http://www.esdc.gc.ca/en/student_loans/needs_assesment.page In general, students can expect to spend anywhere between CAD \$500 and \$1,000 a month on food, bills and entertainment, depending on lifestyle.
Visa Requirements	Depending on a student's country of origin and the duration of the exchange, incoming exchange students may require a visa to come to Canada. The easiest way to find out what immigration documents are required is by completing the Government of Canada's Come to Canada questionnaire. Please contact go.global@RoyalRoads.ca for assistance. Come to Canada Questionnaire: http://www.cic.gc.ca/ctc-vac/cometocanada.asp
Medical Insurance	It is very important for incoming exchange students to have medical insurance when they arrive in Canada. Students can purchase it with guard.me International Insurance at a cost of CAD \$2/day. If students arrange their own travel medical insurance, <i>they must provide confirmation of their enrolment.</i>
RRU Buddy System for Incoming Exchange Students	All exchange students are offered the opportunity to be connected with a buddy (a current RRU student from their selected program) with whom they can connect over the months prior to their arrival in Victoria. To be connected with a buddy, please confirm by emailing go.global@RoyalRoads.ca .

*This document was last updated September 2020 and is subject to change.