

PROPOSED COMPLETION PLAN

*To transfer exchange credits, courses you take during the exchange need to be approved by your program head before you go on exchange. Use this form to identify which courses you will take and how those credits will be transferred to your program.

Step 1: Fill out the form where applicable. Do your research and list courses that you would like to take.

Step 2: Set up a meeting with your program head, discuss, and fill out the rest. Don't forget to bring the course descriptions to the meeting.

Step 3: After the meeting, send the complete form to Go.Global@RoyalRoads.ca. Based on this form, an Education Aboard Coordinator will fill out the exchange student completion plan and have you signed to be ready for an exchange.

First Name:	Last Name:
Student Number:	Date:
RRU Program Name:	RRU Program Completion Date:
Host Institution:	

Host institution courses and their RRU program credit equivalencies

Please list courses that you plan to take at host institution. Please do your best to select courses that are equivalent/similar to the RRU courses offered during your exchange term.					*Fill out this part with your program head Please list the equivalent RRU courses and credits the student will be approved to receive transfer credit for toward RRU program	
Course ID	Course Title	Host Credit Value*	Course Start (YYYY/MM/DD)	Course End (YYYY/MM/DD)	RRU Course ID**	RRU Credit Value

*List the number and type of units used by the host institution (e.g. 5 ECTS) for this course

**If there is no equivalent RRU course for the host institution’s course, but the student will still receive transfer credit toward the RRU program, please list “Unspecified, X00 level” [where X corresponds to the level of the credit transfer, e.g. 3 for 300 level course credit transfer]. If the student will not receive transfer credit toward the RRU program for the host institution course, please list “not eligible for transfer credit”

Group Credit Transfer?: Y/N If some of all of the transfer credit should be processed as a group instead of on an individual or course-to-course (line-by-line) basis, please highlight or circle the groups of RRU course IDs and external courses that are equivalent (by highlighting with colour, or by removing lines in the table above to clearly indicate how the groups of courses transfer).

Example of Group Credit Transfer:

Course ID	Course Title	Host Credit Value*	Course Start (YYYY/MM/DD)	Course End (YYYY/MM/DD)	RRU Course ID**	RRU Credit Value
MUAS Does not provide ID	Special Aspects in Tourism: Current and Future Challenges in Health Tourism	5 ECTS	2019/03/15	2019/07/28	Unspecified 400 level	2.5
	Product Management of a Tour Operator	3 ECTS	2019/03/15	2019/07/28	(IHMN320 – Hospitality Finance; IHMN430 – Sustainability in Tourism and Hospitality; IHMN354 – The Leadership experience)	9.5
	Intercultural Competence: Focus on Latin America	5 ECTS	2019/03/15	2019/07/28		
	Sustainability Management in Tourism	3 ECTS	2019/03/15	2019/07/28		
	Introduction to Leadership – Theory and Basics	3 ECTS	2019/03/15	2019/07/28		
	Tourism Economics	5 ECTS	2019/03/15	2019/07/28		