

School of Urban and Regional Planning International Student Exchange Information

Winter 2023



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1. Participating Academic Institutions

For the most up to date list of global institutions partnered with the Ryerson School of Urban and Regional Planning for exchange, please refer to the [Exchange Database](#). The information on the Database should be considered as accurate over the information provided below.

- 1) [Royal Melbourne Institute of Technology \(RMIT\)](#) - Melbourne, Australia
School of Global Studies, Urban and Social Studies
[Bachelor of Urban and Regional Planning](#)
For information about courses as an exchange student, please read through [RMIT's Exchange Course Guide](#).
- 2) [Birmingham City University](#) - Birmingham, England
School of Engineering and the Built Environment
[Bachelor of Property Development and Planning](#)
Course availability changes each year, and will be confirmed closer to exchange start date.
- 3) [Curtin University](#) - Perth, Australia
Faculty of Humanities, School of Design and the Built Environment
[Bachelor of Urban and Regional Planning](#)
For information on courses for exchange students, refer to the [Selecting Courses webpage](#).
- 4) [Cardiff University](#) - Cardiff, Wales
College of Arts, Humanities and Social Sciences - School of Geography and Planning
[Urban Planning and Development](#) (BSc)
For information on courses for exchange students, refer to the [Browse Modules](#) web page.

2. Eligibility and Participation Requirements

Ryerson students will participate in the exchange during the Winter Term of their third year of study. It is advisable for Ryerson students not to enrol in year-long courses beginning in the Fall Term.

At time of application, students must:

- have a minimum 2.5 Cumulative Grade Point Average
- an academic standing of CLEAR at the time of application

Students must maintain those standards in both Winter and Fall Terms prior to their departure in order to participate in an exchange.

Please note that participation in the exchange program requires acceptance into the Ryerson Exchange Program, as well as the partner institution exchange program. Partner institution applications for inbound exchange students can happen months after your acceptance into the Ryerson exchange program. Until you are formally accepted into the partner exchange program for inbound students, your participation in the exchange program is tentative.

3. Enrollment, Course Selection & Credits

At the partner institution, Ryerson students take undergraduate courses in Planning or subjects similar to those required in their Ryerson program. Ryerson students will be enrolled as full-time students at the partner institution.

The selection of courses will depend on course availability at the host institution for the semester. You must consult with your program advisor **prior to departure** about the courses you intend to take while abroad to ensure your courses are approved for transfer credit upon your return. If you need to change your courses at any point while abroad, **you must consult with your program advisor first.**

Ryerson students will meet all course requirements, and follow all academic/non-academic policies and procedures of the partner institution.

At the end of the exchange program, transcripts will be sent to Ryerson by the partner institution. Transfer credits will be processed for courses which were passed, and which had been previously approved by your program advisor.

Credits will not be processed should you fail a course, or if the course is taken on a pass/fail basis.

4. Important Curriculum Advice

Please be aware that students participating in out-going exchange programs will miss instruction in some core technical skills offered in PLAN 06. It is the responsibility of the student to gain proficiency in these areas through self-study. Students will be required to take PLG610- Planning Law II in Winter 2024.

5. Scholarships & Financial Aid

The cost of participating in exchange varies greatly, mainly depending on the cost of living and cost of transportation to the host country. We've highlighted resources and information for calculating the cost of exchange in the "Know Your Costs" section of our [Financing Your Participation](#) webpage. We particularly encourage you to look at the [Per-Term Costs Estimate for Ryerson Exchange Destinations sheet](#), as well as the [Budgeting for Exchange](#) blog post.

Ontario students who are eligible can receive OSAP while on exchange. The Ontario Student Assistance Program (OSAP) provides financial assistance for educational costs such as tuition fees, books, and basic living expenses. This includes potential [extra funding toward living costs](#). OSAP will not cover your travel expenses such as your airline ticket, visa application fees, or health insurance. The start date of your semester abroad will impact when you receive your funding. Make sure you check in with the Student Financial Assistance team about the dates you'll receive your funding.

Please email the Student Financial Assistance team for more information:

- Students with last names starting with A-M can contact [Kathryn Macmillan](#)
- Students with last names starting with N-Z can contact [Christine Micallef](#)

For out-of-province students, you should check with your provincial student loan organization to verify if you can continue to receive loans and bursaries while abroad. Many provincial programs will continue to provide funding for students in exchange programs. Student Financial Assistance may be able to provide you with more information.

Students accepted into the exchange program can apply for the Ryerson International Exchange Opportunity Scholarship (RIEOS), which provides successful applications with an award of \$2000.00 CAD. Please visit the [Financing Your Participation](#) website for more information (information found under “Funding Opportunities, Ryerson International”).

The “Todd Hesselink International Exchange Memorial Award” is offered to one full-time undergraduate student in Urban and Regional Planning and participating in the Ryerson University International Exchange program. Detailed criteria and guidelines (including how to apply) can be obtained from the School of Urban and Regional Planning website. You may apply for this award during the regular awards cycle through AwardSpring (ryerson.awardspring.ca)

6. Tuition

Students accepted into the exchange program will be enrolled in the EXC 999 course placeholder at Ryerson for their exchange semester. You will be charged full-tuition for your program for the semester, equivalent to 5-7 credits.

At the end of the Fall semester, once you have received confirmation of your acceptance into your host university, you must drop all course intentions and registrations for the following Winter semester so as to avoid additional tuition fees.

7. Additional Costs

Each student is responsible for any additional costs related to the exchange program, including but not limited to housing, health insurance, books, equipment, travel, food, etc.

Creating an accurate budget of your expected costs can go a long way in helping you understand the financial implications of participating in an exchange program. Please review the [Things to Consider website](#) and the [Financing Your Participation](#) website for tips and information on what costs to consider when going on exchange and how to create a budget.

8. Identity Abroad

When planning to travel and live abroad, it's important to take into consideration and prepare for how local laws, rights, perceptions, resources and communities for your various identities will impact your experience.

We encourage you to check out the [Identity Abroad section](#) of our website and read through the various resource pages we've created. You will find resources for students with disabilities, queer students, racialized students, Indigenous students, students of faith communities, as well as mature students and students with families.

9. Visas, Immigration and Employment

The responsibility for obtaining a student visa for the relevant country lies with the outgoing student. Obtaining the correct immigration documentation may take several months depending on individual country requirements.

Students should check with each country's embassy or consulate for information on visa processes. Your host institution's exchange office may also be able to provide you with support and information on the appropriate Visa processes for exchange students.

Do not assume that you will be able to legally work while you are abroad. The ability to work is often dependent upon your visa conditions. You should check with your host country's embassy or consulate, and with your host institution's exchange office about your ability to work while abroad.

10. Mandatory Pre-Departure Steps

All students accepted into the exchange program are required to complete the [Mandatory Pre-Departure Risk Management](#) steps.

Note: Some partner institutions require students to purchase their own health insurance plan for students. You must ensure that this health insurance plan meets Ryerson's minimum requirements, otherwise you will need to purchase an additional plan to provide the necessary coverage.

11. Application Process and Timelines

Application Deadline: Monday, January 31, 2022 for Winter 2023.

Application Process

1. **Prepare Your Application:** As part of your online application, you will need to submit the following documents:
 - a. Letter of Motivation: A one-page (max) letter in PDF outlining why you want to go on exchange - i.e. what are your personal, professional and academic goals in going on exchange to your selected host institutions, and how will participating in exchange help you achieve those goals?
 - b. Two (2) Letters of Reference: One letter should be from a URP faculty member. The second letter can be from a non-family member of the community.
 - c. Research & Select Your Top Three Host Institutions: You will be asked to rank your top three host institutions. It is important that you properly research these institutions in advance to ensure that they are a good fit for you, both academically and personally. While we do our best to ensure that you get your top selection, students have been placed in their second or third selection in the past. As such, it is important that you are truly comfortable with being placed in those schools if you include them in your top three. For tips and guidance on ensuring your selections are a good personal fit for you, please review our [Making Your Decision](#) resources.
2. **Complete the Exchange Application Form:** Complete the [Outgoing Student Exchange Application Form](#) by the application deadline. You will be prompted to upload the required documentation specific to your academic program and faculty. Please note that you do not need to complete your application in one shot. You can start your application, save it, come back to it later, and then submit it. You can also navigate to other sections of the application without completing them to see what you need to do in advance.
3. **Applicant Interviews:** Students who submit their applications on time will be contacted for an interview by their exchange coordinator. The goal of these interviews is to evaluate how ready you are to go on exchange. Interviews will ask questions about the thought and research you've put into selecting your exchange destination, your personal preparations and understanding of potential challenges you'll face while abroad, and your preparedness for exchange, both on a personal and academic level.
4. **Notification of results:** Students will be notified of the status of their exchange application a few weeks after their interview.

Post-Acceptance Timeline:

- March - September:
 - **Course Planning:** It is important that you still do your Ryerson course intentions for the Winter semester that you are supposed to be abroad. This will serve as a back-up, in case your exchange semester is cancelled unexpectedly. You will drop any course intentions and registrations before you leave in the Fall.
 - **Personal Planning:** As you will only be going abroad in the following Winter semester, students accepted into the exchange program will have a few months of down-time before the exchange process picks up again. Our recommendation is to spend this time researching your host country and gaining a good understanding of the cost of living while abroad. Take advantage of the long lead-time to your departure to save as much money as possible and to ensure you have a good budget for your time abroad. Please refer to our [Financing Your Participation](#) website for more tips and information.
- Sep - Dec:
 - **Partner Applications:** You will be required to complete an exchange application form to your host institution. Exact dates will vary depending on the institution, but most application deadlines take place during the months of September to October. You will be contacted by the host institution directly with information on the application procedures. It is important that you complete these applications in a timely manner. Failure to complete the host institution application could result in your withdrawal from the program.
 - **Course Planning:** Once you have been accepted into your host institution's exchange program, you should begin planning your course selections with your program coordinator. Make sure to drop all of your Winter course intentions and course registrations by the end of the Fall semester.
 - **Mandatory Pre-Departure Risk Management Steps:** During these months, you should start completing the [Mandatory Pre-Departure Risk Management Steps](#). Note: Do not attend a general pre-departure session. A mandatory session specific to exchange will be organized and you will be invited to attend.
 - **Planning for Life Abroad:** Finally, you will start the process of finalizing your life abroad. This will include finalizing things like housing, visas, transport and health coverage, as well as researching things like how you will access money while abroad, phone plans, internet, etc.

- Jan - Sep:
 - **Down-time:** Depending on the semester dates of your host institution, you may have a few months of free time before you have to depart (e.g. your host institution may only start their semester in April). You are free to do what you want during this time as you will not be attending Ryerson courses.
 - **Departure:** You will depart for your host destination and institution. If an Orientation week or day is organized, we strongly recommend that you attend as this will go a long way towards helping you get settled.
 - **Return:** At the end of your semester abroad, you will return to Toronto. Returning from exchange can be a difficult experience. We will have resources available to help you during this transition period.

- Sep - Dec:
 - **Transfer Credits Processed:** Host institutions will send us official transcripts throughout the semester. They will be processed and transfer credits will be awarded.

12. Contact Information

Questions? Please contact:

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