

PROCEDURES TO BE FOLLOWED BY EXCHANGE STUDENTS 2022-2023

It is with great pleasure that we receive students from our partner institutions in the context of exchange agreements. To accelerate the admission process and to assure the best guidance possible for these students, we invite you to take note of the following procedures.

1. Deadlines for the reception of a complete application

For undergraduate programs

- April 30th (Fall session) September – December
- April 30th (Academic year) September – April
- October 1st (Winter session) January – April

For graduate programs

- February 1st (Fall session) September – December
- February 1st (Academic year) September – April
- September 1st (Winter session) January – April

2. Student applications must be sent to the following address:

The documents must be sent by email to: mobilite@umoncton.ca

Please write “**Exchange agreement**” in the subject of your email

***Please do not submit any applications online via our website.**

3. Required documents

- ✓ Application form [here](#) or in attachment (please fill the form on the computer)
- ✓ Official Academic Transcripts
 - Please note that we require the official academic transcripts so that each person responsible of greeting the students may be sufficiently informed of their academic record in order to help them make a wise course choice by taking into account the courses they have already completed as well as their program’s objectives.*
- ✓ Letter of recommendation from the partner institution
- ✓ Preliminary list of courses that the student wishes to take during his or her semester at Université de Moncton
- ✓ Proof of full vaccination with a vaccine recognized in Canada
- ✓ Resume and letter of motivation (only for students wishing to come in the **Juris Doctor** program)

NOTE: *all courses presented in the course catalogue are not necessarily offered at each session.*

4. Vaccination requirements

From May 1, 2022, any student wishing to register must have:

- a) Provided proof that he/she has received a complete COVID-19 vaccination as well as any additional doses required by NB Public Health to remain fully vaccinated; or
- b) Provided a certificate of medical exemption ; or
- c) Confirmed that he/she will not attend any of the three campuses due to fully distance learning.

5. Language requirements

Students with another language than French as the native language will have to provide an attestation of French oral and written proficiency in order to be admitted, in particular the achievement of the B1 level on the TFI (Test de français international of the Educational Testing Service). We can also accept an equivalent level on the following exams: TCF (Test de connaissance du français of the Centre international d'études pédagogiques (CIEP), DALF (Diplôme approfondi de langue française) or the TEF (Test d'évaluation du français of the Chambre de commerce et d'industrie de Paris (CCIP).

Students wishing to take translation courses must have passed the C1 level for French written communication and the B1 level for French oral communication (according to the TFI standards).

Students who wish to take French courses will also have to write a placement test in French at the Université de Moncton upon their arrival.

ADDITIONAL INFORMATION

Health insurance during the stay in Canada

The university policy number 7.7 stipulates that “international students who decide to study full-time or part-time at the Université de Moncton are automatically registered to a mandatory collective health insurance and hospitalization for the duration of their studies as of its registration at the Université de Moncton and renewable each year.

***It is not possible to unsubscribe to our health insurance even if you have purchased your own insurance before coming to Canada.**

For detailed information concerning the health insurance coverage, please consult the websites: <https://www.umoncton.ca/umcm-etudiants/international/assurances/>

Please note that dental care is not covered by this health insurance.

Housing

Please note that the application for housing is the responsibility of the students. They can make the application from the following website:

<http://www.umoncton.ca/umcm-logement/>

It is highly recommended to stay in university housing to avoid any financial fraud from house-owners or landlords. Please take note that the Université de Moncton is not responsible for any financial fraud committed if students decide to live off-campus. For those who wish to stay off-campus, it will be your responsibility to make sure that you fully understand the terms and conditions of the lease. In the past, there has been some fraud issues with off-campus housing, we recommend staying on-campus or to wait upon arrival to find proper off-campus housing.

Arrival

It is possible to benefit from the airport arrival service for international students. To benefit from the service, you must confirm your travel schedule on the following link:

<https://www.umoncton.ca/umcm-etudiants/international/itineraire>

Course registration

Your host faculty at the Université de Moncton will be happy to help with the registration of your courses. Please contact the administrative assistant of the faculty before your departure or upon your arrival to finalize your course selection and registration.

For the academic year 2022-2023, the deadlines for registration are:

→ *Fall session: September 2nd, 2022*

→ *Winter session: January 9th, 2023*

The list of courses offered at the Université de Moncton can be found at the address <https://www.umoncton.ca/repertoire> for the undergraduate courses and at the address https://www.umoncton.ca/cycles_superieurs for graduate courses.

Please note that you must ensure that you have followed all the prerequisites to be able to register to some of the courses. Please note that some courses are only offered during the Fall semester while others are only offered during the Winter semester. You can view the courses offered during the Fall and Winter semesters at the following address:

https://socrate.umoncton.ca/socrat/bzskcour.P_CrseSearch

Calendar and university regulations

We invite you to consult the Université de Moncton's academic calendar and university regulations.

Please note that the exam period for the Fall 2022 semester is from December 11th to the 21st 2022 and from April 20th to the 30th 2023 for the Winter 2023 semester. You must plan to stay in Moncton until the end of the exam period.

For detailed information on our different university activities, please consult our university calendar at the following address: <https://www.umoncton.ca/repertoire/dates>

For our university regulations, please consult the following address: <https://www.umoncton.ca/repertoire/reglements>

It is the responsibility of the student to know all our regulations regarding student life.

***It is very important to arrive between August 22nd and September 1st, 2022 in order to participate in our mandatory integration activities.**

***It is the student's responsibility to request an official transcript of records before leaving the Université de Moncton. Student mobility cannot request transcripts for the student.**

For exchange students studying for one semester:

You must have a study permit to work on campus or do an internship on or off campus. The internship must be a requirement of your program of studies. If you came without a study permit, you are not authorized to work or do an internship.

Please take note that the study permit allows you to work on campus only, it does not allow you to work off campus.

For exchange students studying for one year:

The study permit that was mandatory for you to be able to come study at the Université de Moncton for a full year allows you to work on campus, however does not allow you to work off campus.

If you managed to find work on campus, you absolutely need to get a Social Insurance Number before you start working and in order to get paid. You can make an appointment with the Service aux étudiantes et étudiants internationaux et à la mobilité

étudiante and will be able to help you obtain this Social Insurance Number once you have obtained work.

Work Permit

If you intend to work or do an internship while studying at the Université de Moncton, here is some important information:

Students are responsible for checking their study permit when they are at the Canadian Customs in order to ensure that it is well indicate that they have the right to work on campus. Students must do that verification before leaving the customs agent and must ask to do the required rectification, if needed, before leaving the immigration.

For exchange students in nursing

Students are registered for a mandatory clinical internship in a workplace at Vitalité Health Network. As a student enrolled in a workplace clinical internship course, New Brunswick Workers Compensation Act considers any intern to be a worker. Therefore, the student must obtain a work permit allowing him or her to access a social insurance number and will then be registered for indemnity insurance with WorkSafe NB.

It is the responsibility of the student in nursing to provide a letter to the embassy explaining the obligation to obtain a work permit in order to complete their clinical internship. You can contact the School of Nursing to receive a letter of support explaining the situation. Without work authorization, the student will not be able to obtain a social insurance number and therefore will not be able to do their internship.

You can consult the following link from Immigration, Refugees and Citizenship Canada (IRCC), under the heading “ineligible programs of study” for additional information:
<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html>

Coop internships (Coop program)

All coop internships are administered by the Bureau de l’enseignement coopératif and the academic units responsible for coop programs, and this academic service must adhere to the Université de Moncton policies and administrative procedures.

Students enrolled in a double degree program in the master's degree in business administration (M.B.A. - cooperative program) have the opportunity to do a coop internship in Canada. Students wishing to return to their native country or to another

country to do a coop internship must, however, adhere to the requirements of the coop internship at the Université de Moncton.

- The coop internship is planned for the spring-summer session (May to August).
- The coop internship lasts from twelve to sixteen weeks during the session mentioned above.

Note: Since the maximum requirement is sixteen weeks, the Université de Moncton cannot issue a coop internship agreement that exceeds this duration. Any coop internship agreement required by an international employer must be issued by the partner university.

The student must meet all the requirements required by the Bureau de l'enseignement coopératif and the academic units responsible for coop programs, such as:

Coop pre-internship training - Compulsory at M.B.A. – coop

- "Introduction" session, in September
- "Individual meeting" with the coop coordinator - student development, in October or November
- Workshop "Employability II - networking", in November
- Workshop "Coop process", in January
- Workshop "Pre-internship and work ethics", in March

Students doing an internship in Canada must subscribe to the compulsory group health and hospital insurance plan of the Université de Moncton for the duration of the coop internship.

The coop internship, wherever it takes place in the world, must be approved by the Université de Moncton and the partnering institution in order to comply with the requirements of the double degree.

MBA double degree

Students participating in the MBA double degree must comply with the regulations of the Université de Moncton.

The MBA-Coop program consists of 15 three-credit courses and two paid coop internships each lasting 14 weeks in a company.

The study period is under the responsibility of the Université de Moncton and students must conform to exams and any other form of evaluation in accordance with the regulations of this institution.

Students must meet the requirements of the Université de Moncton MBA-Coop program at all times. Students who no longer meet the requirements after the first semester will be excluded from the program.

The Université de Moncton is committed to offering students from the partner university:

- assistance in carrying out administrative procedures;
- assistance in finding accommodation;
- educational advice and guidance;
- access to additional services (libraries, IT, cafeterias).

Exchange students must conform to the rules of the Université de Moncton. Throughout the duration of the exchange, students will have access to all the facilities of the host institution and will benefit from available services, in accordance with the standards and conditions applied by each institution with respect to its own students.

Methods of payment

The expenses for health insurance and housing (if the student lives in a university housing) are payable in full at the beginning of each session.

For the academic year 2022-2023, the deadlines for payment are:

→ *Fall session: September 16th, 2022*

→ *Winter session: January 20th, 2023*

Please note that Université de Moncton is not accepting credit cards for the payment of your housing and medical insurance, we offer the following options:

Via debit card, cash, certified cheque, bank transfer and money order to the following services:

- Service counter, room 115, Student center
- Continuing Education, room 111, Léopold-Taillon building
- Housing Service, room 117, Médard-Collette Residence

Via internet

Through the electronic system for payment of invoices of your financial institution (enter your student ID).



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Via Bank transfer

Through your financial institution by asking them to make a bank transfer from your bank account to the Université de Moncton, Moncton Campus bank account. It is very important that your name and your student ID are indicated on the transfer.

Any counter of the UNI Financial Cooperation (this service is free)

You need to give your name and your student ID to complete your transaction. There is a branch of UNI Financial Cooperation on our campus.
