



Information required for the smooth functioning of the BCI Quebec Student Exchange Program

2021-2022

1. QSEP WEBSITE

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

To register online for the BCI Quebec Student Exchange Program (QSEP), your students need to access the QSEP website at <https://echanges-etudiants.bci-qc.ca/en/>.

The QSEP site is an excellent source of information and may serve as a promotional tool for the exchange program in your institution. We invite you to consult it also.

2. ONLINE FORM

Students must use the QSEP online form to use our services. They should not use a form from their home institution. Applications attached to a non-compliant form will be rejected automatically by the host institution. However, some universities require candidates to complete their own admission form in addition to the QSEP form.

Students who wish to apply for an exchange program established under **bilateral agreements** should never use the QSEP online form, and therefore do not need to have an access code. In those cases, please ask the partner institution the procedure the candidates should follow.

SENDING COMPLETE ELECTRONIC FILES* TO THE HOST INSTITUTION

UPV/EHU is responsible for sending candidates' complete application to the relevant advisor representing a Quebec institution (see **List of QSEP Advisors** below). A signed copy of the online form must be submitted along with the applicant's application file. **The only situation where a student is allowed to send their application themselves is when their first choice is either Université Laval, Université du Québec à Montréal (UQAM) or Université du Québec à Trois-Rivières (UQTR).**

Hard copy for Université de Sherbrooke.

REGARDING THE SELECTION ORDER OF INSTITUTIONS

Among participating Quebec institutions, the Université du Québec à Rimouski (UQAR) and the Université du Québec en Abitibi-Témiscamingue (UQAT) will only process applications when they are a candidate's **first or second choice**. Other institutions will only process applications when they are a candidate's **first choice** (you will not be able to select these institutions as a second choice from the pull-down menu).

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).

**Applications for graduate engineering programs are allowed.

Students may only fill out a single application form. Students who send multiple applications will automatically be rejected from the program.

THE FOUR STEPS OF THE APPLICATION PROCESS

Interested candidates select the **International Students** tab on the QSEP website. They scroll down the page until they see the section entitled **A Simple Four-Step Process**.

1) Step 1: The student selects the institutions they want to apply to, including the fields of study and graduate level (cycle). They can then click on **Conditions of Admission** to obtain the relevant information for each selected institution. They can see a list of all programs which accept exchange students under **Fields of Study** on that page.

Fields of study

- Administration
- Applied Sciences (Engineering)
- Applied Sciences (other than Engineering)
- Fine Arts
- Humanities
- Literature

LIST OF PROGRAMS OFFERED TO EXCHANGE STUDENTS

The student indicates the program they want to apply to for each institution they selected.

2) Step 2: The candidate contacts their exchange program advisor.

3) Step 3: Preparing the application. The **Conditions of Admission** page should list the documents students need to include with their application. You should also contact the host institutions to see if there are any other documents that the candidate might need to provide which do not appear on that list (or possibly documents they will need to omit from their application).

They should also include a list of all the courses they plan to attend at the host institution during the exchange. This list must be approved by their advisor. Note that some of the courses chosen may not be offered during the exchange period; in that case, the host institution will propose equivalent courses.

In any case, the list of courses must be validated by academic bodies representing your home institution to ensure that the host's program will contribute to their degree.

4) Step 4: Candidates fill out their application. You must use the Management System (<http://echanges-etudiants-db.bci-qc.ca/4dstatic/accueil.html>) to generate the student's access code. See page 7 for details.

If a student needs to access the online help, they can simply click on the question mark (?) at the bottom of each page of their application form.

They will need to provide their access codes to return to the form, however. You can also access and modify their form through the Management System.

EQUIVALENCES

Since there is no exact equivalence between programs in Quebec and those in foreign countries, a host institution may determine, based on the candidate's application, that a student does not have the prerequisites needed to attend certain classes. The institution may then suggest such a candidate register for a program that is below the initial graduate level requested. This frequently occurs in scientific or engineering programs.

3. DEADLINES FOR RECEIVING APPLICATIONS FOR 2021-2022

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, 2021
▪ Université Laval	March 1, 2021
▪ Université de Sherbrooke	March 31, 2021
▪ UQAM	April 1, 2021 for the Fall semester September 15, 2021 for the Winter semester
▪ UQTR	March 10, 2021 for the Fall semester September 15, 2021 for the Winter semester
▪ UQAR	April 30, 2021 for the Fall semester September 14, 2021 for the Winter semester
▪ UQO	March 15, 2021
▪ UQAT	May 1, 2021 for the Fall semester October 1, 2021 for the Winter semester
▪ ÉTS	April 1, 2021 for the Fall semester October 1, 2021 for the Winter semester

IMPORTANT: Students should never contact the BCI or advisors of other institutions directly to obtain information. If the QSEP 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 QSEP advisor at the other institution if it is a question about a specific application, or the BCI if it is a question about managing the QSEP.

4. APPLICATION METHODS FOR 2021-2022

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

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

Please note that the following institutions **do not participate** in our Quebec student exchange program:

- Concordia University
- McGill University
- Université de Montréal
- École nationale d'administration publique (ENAP)
- Polytechnique Montréal
- UQAC
- INRS



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