



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 Grant 130, 2005 Sooke Road, Victoria, British Columbia V9B 5Y2
Email	International@RoyalRoads.ca
Telephone	250.361.2900 ext. 4011 or toll-free 1.800.788.8028
Website	www.international.royalroads.ca
University Website	www.royalroads.ca
Director, International Collaboration & Development	Tasha Welch Tasha.Welch@RoyalRoads.ca 250.391.2542
International Liaison Coordinator (Student Exchange Coordination)	Ruth Wax Ruth.Wax@royalroads.ca 250.391.2600 ext. 4145

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</p> <ul style="list-style-type: none"> • Term 1: September - December 2018 • Term 2: January – March 2019 • Term 3: March – May 2019 • Term 4: September - December 2019 <p>Bachelor of Business Administration (BBA)</p> <ul style="list-style-type: none"> • Term 1: September– December 2018 • Term 2: January – April 2019 • Term 3: September – December 2019 • Term 4: January – March 2020 <p>Bachelor of Professional Communication (BAPC)</p> <ul style="list-style-type: none"> • Term 1: September – December 2018 • Term 2: January – March 2019 • Term 3: April – June 2019 • Term 4: July– September 2019 <p>Master of Arts in Tourism Management</p> <ul style="list-style-type: none"> • Term 1: May– August 2018

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	<ul style="list-style-type: none"> • Term 2: July – November 2018 • Term 3: November 2018- February 2019 • Term 4: February – May 2019 <p>Master of Global Management</p> <ul style="list-style-type: none"> • Term 1: May – August 2018 • Term 2: August - November, 2018 • Term 3: November 2018 – February 2019 • Term 4: February – May 2019 <p>Master of Arts in Intercultural and International Communication</p> <ul style="list-style-type: none"> • Term 1: September - December 2018 • Term 2: January– April 2019 • Term 3: April - July 2019 • Term 4: July– December 2019
Statutory Holidays (Fall 2018)	<p>Labour Day: Monday, September 3, 2018 Thanksgiving: Monday, October 8, 2018 Remembrance Day: Sunday, November 11, 2018 Christmas Day: Tuesday, December 25, 2018</p>
Statutory Holidays (Winter – Summer 2019)	<p>New Year’s Day: Tuesday, January 1, 2019 Family Day: Monday, February 11, 2019 Good Friday: Friday, April 19, 2019 Victoria Day: Monday, May 20, 2019 Canada Day, Monday, July 1, 2019 B.C. Day: Monday, August 5, 2019</p>
APPLICATION INFORMATION	
Nomination Procedure	<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 host 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
Application Form	<p>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.</p>
Nomination Deadlines	<p>Fall Term: April 15th Winter Term: September 15th Spring Term: October 1st Summer Term: January 15th</p>
Application Deadlines	<p>Fall Term: May 31st Winter Term: October 15th Spring Term: November 15^h</p>

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	Summer Term: February 1 st
Language Requirements	<p>International English Language Testing System (IELTS)</p> <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 <p>Test of English as a Foreign Language (TOEFL)</p> <ul style="list-style-type: none">• Internet-based Test (IBT): 88 overall; minimum 24 in writing, minimum 20 in listening, reading and speaking <p>University of Cambridge English Examinations</p> <ul style="list-style-type: none">• Advanced (CAE): 176 overall, 169 in each language skill <p>Full list of accepted English Language proficiency score report: http://www.royalroads.ca/prospective-students/english-language-requirements</p>
Admissions Requirements	<p>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.</p> <p><i>**For tourism and hospitality program applicants:</i> 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).</p> <p>Graduate: Applicants for graduate programs must meet the program-specific admission requirements: http://www.royalroads.ca/prospective-students/admission-requirements</p>
Required Application Documents	<ol style="list-style-type: none">1. Completed and signed application form2. Proof of English Proficiency (if required)3. Academic Transcripts (copy sent directly from applicant’s home institution’s international office)4. Statement of Intent (1-2 pages)5. Detailed Resume
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



	<p>per week worked to ensure a minimum of 400 hours business related experience) and a brief description of duties.</p> <ul style="list-style-type: none"> • 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 \$44.00 • Learning Support Fee \$82.00 • Student Association Fee \$67 • UPASS 4 months \$85 <p>Total : \$278</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	<p>School of Business School of Tourism and Hospitality School of Communication and Culture</p>
Language of Instruction	<p>English</p>
Course Restrictions	<p>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).</p>
Standard Full-time Workload	<p>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.</p>
Course Schedules	<p>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 choose courses from their selected program stream</u>. 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</p>

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of final grades.

PRE-ARRIVAL: THINGS TO CONSIDER

<p>Housing Options</p>	<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 style="text-align: center;"> 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>
<p>Estimated Cost of Renting in Victoria</p>	<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>
<p>Where to Live?</p>	<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><i>Colwood</i> <i>Langford</i> <i>View Royal</i></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 Fairfield Fernwood Oak Bay Quadra Village</p>
<p>Estimated Cost of Living in Victoria</p>	<p>Students can learn more about the cost of living here:</p> <p>http://www.esdc.gc.ca/en/student_loans/needs_assesment.page</p> <p>In general, students can expect to spend anywhere between CAD \$500 and \$1,000 a month on food, bills and entertainment, depending on lifestyle.</p>
<p>Visa Requirements</p>	<p>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</p>



	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 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 November 2017 and is subject to change.*