

## **MBA EXCHANGE STUDENT APPLICATION FAQs**

**DEADLINE:** **March 20th, 2024**

### **Requirements for Exchange:**

- Minimum 70% Average
- Students are selected/approved by Sauder

## **EXCHANGE APPLICATION: BEFORE YOU GET STARTED**

### **Where can I see the list of MBA Exchange Schools?**

You can see the list of MBA Exchange Partner Schools here:

<https://blogs.ubc.ca/rhlprogramcontent/outbound-mba-exchange-program/>

### **How can I find more information for each School?**

Each listing on the [Outbound MBA Exchange Program](#) page has a link to the School's main website, Factsheet and Brochure. Typically, the Factsheet contains the most relevant information for exchange. Most Factsheets have been updated for 2024. If your school choice has an old Factsheet, you can use it for now, until we receive the new one and update it.

### **May I apply to more than one Exchange School?**

You are encouraged to apply for three different exchange schools. You will list your choices in order of preference. If your first choice is oversubscribed, we will consider your placement in your second or 3<sup>rd</sup> choice. You will only be selected for one school, so your order of preference is important. The RHL puts our best effort into placing students into their first choice, however, given the competitive nature of our partner schools, we can't guarantee placement.

### **What is I am only interested in one school?**

You can apply for one school only. In this case, if for any reason your top choice is not available, you will not be placed on exchange. You will need to enter the same school 3 times on the application form if the form requires a response for each entry.

### **Do I need to write a separate essay for each school?**

Yes, you will need to make an essay entry for each school. However, you may have common paragraph for general reasons for participating in exchange, and then also separate paragraph/s with reasoning for each of the schools you're applying for.

### **What is a Proposed Study Plan?**

A Proposed Study Plan is a list of courses that you might be able to take at the exchange partner university. You need to find an exchange partner that offers sufficient courses to fulfill your degree and track requirements. Proposed Study Plan is tentative, and will not be necessarily the same as your Final Study Plan, once you are accepted into the exchange program.

## How do I develop a Proposed Study Plan?

- 1) Use the calendar (course catalogue) of the exchange program university or universities in which you are interested. Resource materials and course calendars are located on the host School's website.
- 2) You should list more courses than you are required to take, in order to ensure that there are sufficient courses at the partner university that are suitable for your track.
- 3) Course selection will not be precise at this point. Do your best to research what courses the school offers during the Fall term so you have a good understanding of what could be available for you.

## How many courses will I need to take?

Courses at other universities will not normally be worth the same number of credits as the UBC MBA courses. A 1.5 credit UBC MBA course is equivalent to 20 contact hours.

The total program credit requirements for UBC MBA are 51.5 credits. Generally, MBA students complete 38.5 credits by the end of Year 1, prior to their final fall term. This leaves 13 credits for the Fall Term, including 12 credits of electives and 1 credit of Capstone.

Generally, **you are expected to complete the equivalent of 160 contact hours** which equals to 12 UBC credits while on exchange for the full term, provided you are returning to UBC MBA in December to participate in the Capstone.

If you are unable to return in December to take the **Capstone** with your Cohort, then you will need an equivalent of **13 credits or 170 contact hours**.

If you complete less than **38.5 credits prior to starting exchange**, then your credit requirements on exchange will be higher to make up the credits to 51.5 total for the program.

Students are required to take a full-time course load at the exchange university. At this stage, just do your best to estimate what a full course-load at your host school will be for the term/half-term.

## Do I need to get my Proposed Study Plan approved?

Formal approval of this **Proposed** Study Plan is **NOT** required. This is a preliminary list in support of the academic rationale of your application. You must choose an exchange program that offers significant course work relevant to your area of academic interest because not all courses listed will be offered each year or in the fall term.

## What if my course selection changes?

We understand that not all courses are available every year, that you may not be eligible to take some courses, and that timetable conflicts may prevent you from taking all of your selected courses. At the application stage, we expect you to do some basic research on which courses might be available for you to take at your host school.

## Who do I contact if I have any other questions?

You can contact Manager Global Learning, TBC or the RHL Global Learning Team  
Email: [RHLglobal@sauder.ubc.ca](mailto:RHLglobal@sauder.ubc.ca)  
Phone 604.827.5283