

INBOUND EXCHANGE LEARNING AGREEMENT

As an exchange student at Seneca, you can take courses from a maximum of two programs, but **at least** 80 per cent of your courses must be from one program, which is termed your 'primary program'. [Explore your program and course options](#).

This Learning Agreement is a required component of your exchange application, and it allows you to list the courses you are interested in taking at Seneca. In order of preference, list below no less than 10 courses for which you would like to request enrolment. While your preferences will be taken into consideration, enrolment in courses is subject to space and eligibility. In order to determine your eligibility, you are also required to upload an Academic Transcript as part of your application to Seneca.

Please note: There will be a period during the first week of your semester when you will be able to make changes to your timetable. Any changes to your timetable must be reflected in a newly signed Learning Agreement no later than one week after the beginning of the semester.

Frequently Asked Questions

1. Which program at Seneca can exchange students request enrollment in?

Seneca offers 4 different types of credentials: degrees, diplomas, certificates and graduate certificates. The credential for each program is listed under 'Credential Awarded' on each program page. For example, [Business - International Business \(BUI\)](#) is a Diploma program.

Admission eligibility criteria is listed under the "Admission Requirements" tab on each program page. As a general rule, entry into Graduate Certificate programs is limited to students who have already earned a degree or diploma.

Once completed, your application –including the signed Learning Agreement – is sent to the relevant academic areas for review. Upon review, the academic program you are accepted into at Seneca is listed on your Offer of Admission, which you can expect to receive by email within 6 weeks of the application deadline.

2. How many credits is each course at Seneca worth?

Each professional course at Seneca is worth 3 Canadian credits or 6 European credits (ECTS).

3. How many courses should I enroll in at Seneca?

A full course load at Seneca is generally 4-7 courses, depending on the program. Students taking less than 3 courses are not considered full-time students. Exchange students must be enrolled in a minimum of 3 courses at Seneca during their exchange semester.

4. Will the courses I am interested in taking be offered during my exchange semester?

Seneca has three semesters per year. The Fall semester begins in September, the Winter semester begins in January and the Summer semester begins in May. Each program page at Seneca lists the month(s) that the program starts in; this should help you in determining whether the courses you are interested in will be offered during your semester at Seneca.

5. How is my schedule created?

Your completed and signed Learning Agreement is sent to your designated Advisor or Coordinator at Seneca, who will place you in your requested courses (space and eligibility permitting). Full-time students at Seneca can expect to be studying on campus up to 5 days per week, from Monday to Friday.

INBOUND STUDENT LEARNING AGREEMENT

Section A. Student Information			
Name:			
Email:		Sex:	
Home Institution:		GPA: (cumulative)	
Program of Study: (at home institution)			

You are permitted to request enrollment in courses from a **maximum of two programs** at Seneca, and 80 percent of your courses must be from one program (Primary Program). Explore your program and course options [here](#). List your selected Program(s) below.

Section B. Details of the Proposed Study Program at Seneca College	
Primary Program (at least 80% of your studies)	
Secondary Program (if applicable)	

What is the maximum number of courses you would like to enroll in at Seneca? _____

In order of preference, list below **no less than 10 courses** for which you would like to request enrollment. While your preferences will be taken into consideration, enrolment in courses is subject to space and eligibility.

Course Code	Course Title	Program	Number of Credits

Section C. Approvals		
(Student) I confirm the proposed courses above.	_____ STUDENT SIGNATURE	_____ DATE
(Home Institution) We confirm the approval of the proposed program of study / learning agreement	_____ COORDINATOR NAME & SIGNATURE	_____ DATE

Section D: List of Courses Approved for Enrollment (FOR INTERNAL USE TO BE COMPLETED BY PROGRAM COORDINATORS)		
Course Code	Course Title	Program Code

Section E: Seneca College Program Coordinator Approval (INTERNAL USE ONLY)		
(Primary Program Coordinator) I confirm the above listed program of study.	_____ COORDINATOR NAME & SIGNATURE	_____ DATE
(Secondary Program Coordinator) I confirm the above listed program of study.	_____ COORDINATOR NAME & SIGNATURE	_____ DATE

Section F: Freedom of Information and Protection of Privacy Act

Your personal information is collected for the administrative and statistical purpose of Seneca and will be released to the parties and for the reasons stated in the Internship Registration Form and Release and Waiver of Liability form under the authority of the Ministry of Colleges and Universities Act, RSO 1990, and Regulation 770 and the Ontario Colleges of Applied Arts and Technology, 2002, Regulation 34/03, as well as the Freedom of Information and Protection of Privacy Act, specially sections 21, 39 and 49.

Seneca collects and stores personal information of individuals under the governance of the European Union in accordance with the General Data Protection Regulation (GDPR). All requests or inquires pertaining to information subject to GDPR can be directed to Seneca's Privacy Office: (416) 491-5050 ext.77846 or privacyoffice@senecacollege.ca.

Please refer any questions regarding this Learning Agreement to the International Mobility Coordinator at Hamza.Syed@senecacollege.ca.