



DEPARTMENT OF MECHANICAL
AND MATERIALS ENGINEERING

McLaughlin Hall, 130 Stuart Street
Queen's University
Kingston, Ontario, Canada K7L 3N6
Tel 613 533-2575
Fax 613 533-6489
<http://me.queensu.ca/>

MECHANICAL AND MATERIALS ENGINEERING EXCHANGE INFORMATION

Are you thinking about going on an exchange to another university? Many found this to be a life-changing experience, a great opportunity to expand their horizons. Below are things the MME department recommends you do before you decide to take part:

- Become familiar with your Queen's program and option—determine which core courses you will want/need to take abroad and seek substitutions for. Some courses in our program are fairly common standard mechanical engineering courses and many universities will have courses that can be readily substituted for them:
 - MECH 321 F (Solid Mechanics II)
 - MECH 328 F (Dynamics and Vibration)
 - MECH 346 W (Heat Transfer)
 - MECH 350 W (Automatic Control)
- There are several courses for which it will be more difficult to find satisfactory substitutions:
 - MECH 396/398 F and MECH 397/399 W (the third-year labs),
 - MECH 323 W (Machine Design)
 - APSC 221 F/W (Economics and Business Practices in Engineering).
 - MECH 302 F (Mathematical and Computational Tools for Mechanical Engineers III)
- The MECH program does have a lot of flexibility with respect to electives, which are normally taken in fourth year. Many exchange courses are suitable substitutes for technical elective or complementary study course credits; complementary study course requirements are the easiest to find equivalencies for. Take note that the technical elective exchange course credits will be allocated to our program's List 1, 2, 3, 4 or ANY course (free elective), and complementary studies credits will be allocated to List A or List B. You will need to make sure that you have the sufficient number of credits by list type as required for your MECH Option.
- Review course offerings at the partner universities abroad with whom you are seeking a nomination. Some flexibility is possible with core course content, but equivalent course weighting is key due to Canadian Engineering Accreditation Board (CEAB) requirements, and requesting approval of additional courses is a good idea in the event courses may be cancelled on arrival. On occasion, additional technical elective credits may be given due to the exchange course having higher weight than the Queen's equivalent. It is important to consider not only the course content, but also the term the course is offered, its campus location, and whether the course is taught in English.
- After researching and selecting the potential university, prepare and include a study plan with your substitution requests. This plan should clearly indicate the Queen's courses that you wish to substitute while on exchange for your year and option. The documentation should include the course title and as

much detailed information about the course as possible (syllabus, number of Lecture/Lab/Tutorial hours, course grading scheme, etc.) for each of the courses you wish to request as a substitution. You may find this information via the web pages of the specific partner universities.

- Once you complete the above tasks and your request package is complete, your first point of contact are the Undergraduate Program Advisors, who can be reached through MME.advisor@queensu.ca. Please meet with an advisor to ensure your application package is complete, and your package will then be forwarded for review by the Undergraduate Chair, or designate. Afterwards, you will receive an email with the results of the review.
- After the review by the Undergraduate Chair, you will need to confirm whether you would like to proceed or make modification to your application if needed. If you decide to go ahead, the package will be sent to the Faculty of Engineering and Applied Science (FEAS) Office for review by the Academic Progress Chair. After this review, you will receive an emailed Letter of Permission (LOP), which is what is typically required for registration into the courses at the exchange university.

IMPORTANT NOTES ...

For some core course substitution requests, you may need to obtain approval from the Queen's instructor for that course. Please make sure to include with your submitted package print-outs of all emailed course approvals (if any) that you receive. This will serve as proof of instructor's approval and will be attached to the relative course substitution form.

Technical elective and complementary studies course requests are generally reviewed and signed-off without contacting the Queen's course instructor.

MECH Exchange Opportunities include many options, and in the past we have had particularly successful exchanges along with relatively good core course matches at the following institutions:

- Lund University (Lund, Sweden)
- University of Strathclyde (Glasgow, Scotland)
- National University of Singapore
- University of Canterbury (Christchurch, New Zealand)
- University of Otago (Dunedin, New Zealand)
- University of New South Wales (Sydney, Australia)
- University of Queensland (Brisbane, Australia)
- University of Western Australia (Perth, Australia)

While listings of previously granted course substitutions are available, each must still be requested in the academic year the student is leaving due to course curriculum and instructor changes.

The department cannot guarantee that a student can complete their B.A.Sc. program requirements in the four-year typical time span when participating in an exchange. On occasion, scheduling and curriculum changes can impact the four-year completion plan. Exchange experiences should be taken with an open mind even though every effort is made to accommodate students for a normal four-year completion plan.

For a full listing of all Faculty of Engineering and Applied Science Exchange partners please refer to our webpage <https://engineering.queensu.ca/Current-Students/exchange-programs/outgoing/find-university.html>

Faculty Exchange Coordinator, Julie Hao engineering.intladvisor@queensu.ca

Updated November 27, 2020