

**Information required for
the smooth functioning of
the CREPUQ student
exchange programs**

1. SEP WEB SITE

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

To register online for the CREPUQ student exchange programs, your students need to access the SEP Web site at <http://echanges-etudiants.crepuq.qc.ca>.

The SEP site is an excellent source of information and may serve as a promotional tool for exchange programs in your institution. We invite you to visit, too.

2. INTRANET RESERVED FOR ADVISORS

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

On the SEP Web site, the tab "Reserved for Advisors" allows you to consult the intranet. This is a Web page for the exclusive use of Belgian, French and Swiss advisors where you will find various management documents, links, as well as a vast array of useful information for managing SEPs.

To consult the intranet, open the tab "Reserved for Advisors", then click on the link "Advisors outside Québec". You will then need to enter a user code and a password; these codes are sent to all outside Québec advisors:

- the user code is RESP009
- the password is CREPUQ009

IMPORTANT – When entering your codes, you absolutely must input the letters in uppercase or you will be refused access to the site.

3. TO ACCESS THE MANAGEMENT SITE

The site is at the following address:

<http://echanges-etudiants.crepuq.qc.ca/gestion/>

The management site is optimized for the following browsers: Internet Explorer version 6 or more recent; FireFox 2 or more recent.

The use of this site is restricted. You therefore need to enter your user code and your password in order to access it. These codes are different from those for accessing the intranet reserved for advisors. They will be sent to you by e-mail. When entering your codes, it is important to RESPECT THE CASE (upper or lowercase) or you could be refused access to the site.

IF YOU CAN NO LONGER FIND THE USER CODE AND PASSWORD you were assigned, please follow these steps:

1. click on the link "I forgot my user code and/or my password" on the management site home page;
2. enter the name of your institution;
3. tick the appropriate name;
4. press the button "Confirm information".

The system will automatically send you your user code and your password by e-mail.

When you enter the management system for the first time, we suggest that you enter a new user code and password; verify the address of your institution's advisor; and notify us of any change of address at: <http://echanges-etudiants.crepuq.qc.ca>.

To MODIFY the USER CODE and PASSWORD you have been assigned, please follow these steps:

1. on the management site home page, enter the management system using your user code and password;
2. in the section "Other functions / User code and/or password for management site", select "modification";
3. make the necessary modifications.

4. ACCESS CODES

You will be able to generate access codes via the management site for the students from your institution who want to apply for a SEP.

The access codes and forms correspond to a specific management year. Would you therefore please ensure that you generate access codes for the correct management year and use them with the form for that same year. Would you also please advise us as soon as possible of any errors encountered when using the following address: echanges-etudiants@crepuq.qc.ca.

TO GENERATE ACCESS CODES

Before beginning a work session, it is very important that you SELECT THE MANAGEMENT YEAR, for example, 2007-2008.

To generate the access codes that will enable your students to access the online Application form, please proceed as follows:

1. in the section "functions related to file management" on the right of the screen, opposite sub-section "Request for access codes", click on the link "Request";
2. indicate the number of codes desired (maximum 100 per request) in the appropriate box;

3. click on the button "Reserve the new codes";
4. print the list;
5. then close the page using the button "Close the window". You will automatically receive the list by e-mail.

It is important that you assign only one access code per candidate.

5. ONLINE FORM

It is essential for the smooth functioning of the SEP that your students use the ONLINE FORM rather than a form from the home institution. Files accompanied by a non-compliant form will be rejected automatically by the host institution.

Under no circumstances must students who wish to apply for exchange programs established under BILATERAL AGREEMENTS use the online CREPUQ Application form. There is therefore no point in giving them an access code; please enquire about the procedure to be followed from the partner institution.

5.1 INSTRUCTIONS AND INFORMATION FOR ADVISORS

RECOMMENDATIONS

Before beginning a work session on the management system, it is very important that you select the management year for which you want to process files. The system will display the most recent year by default.

It is essential that you consult the online guide for advisors outside Québec before accessing the management site. The online help is available on the SEP Web site (see section on the intranet).

VALIDATION OF ONLINE FORMS

You need to validate all the online requests from your students.

The validation step is crucial for the smooth functioning of the management site: Québec advisors only have access to validated/authorized files. It is thus the validation of the form that will enable you to monitor the evolution of the student files later.

To access "requests to be validated and authorized" by the advisor, please proceed as follows:

1. enter the section reserved for advisors;
2. in the section "Functions related to file management" select "requests to be validated and authorized".

During the validation, you may either authorize or reject a request. If you authorize it, please ensure that all the information has been given. If you make any corrections, print the form again so it can be signed by the student.

NOTE – In the “Follow up of a Student’s Application”, accessible on the management site, the date of the validation is evidence that the complete file has been sent to the first host institution (when the request is authorized). Would you therefore please AUTHORIZE THE REQUEST WHEN YOU ARE READY TO MAIL THE COMPLETE FILE.

MAILING COMPLETE FILES TO THE HOST INSTITUTION

You need to send your candidates’ complete files to the Québec institutions, marked for the attention of the advisor concerned (see the section “Lists of Advisors” below). A printed and signed copy of the online application form must accompany each candidate’s file. All the documents must be originals.

IMPORTANT – You ONLY need to send the complete file to the host institution shown as the student’s first choice. It will be the responsibility of that institution’s advisor to send a rejected file to the institution chosen second or third, as the case may be.

Please note that, given the number of applications received by Québec institutions, it is unlikely that they will be able to examine requests that come to them as a third choice within the timeframe prescribed the Agreement.

REMINDER – You no longer need to send CREPUQ a photocopy of the candidates’ forms from your institution, or the admission letters you send to Québec students.

5.2 INSTRUCTIONS AND INFORMATION TO BE GIVEN TO STUDENTS

RECOMMENDATIONS

Please ensure that you give your students access codes for the current year since they can only be used for just one management year. It is most important that you not give codes for a different year.

Please encourage your students to consult the online help before beginning to complete their form. To do so, they need to open the tab “Students registered at an institution outside Québec”, click on “Application form”, and then click on the link “Online help” or the button “?”, which appears in the fourth paragraph. A new menu will be displayed on the left of the screen to select the type of information desired. Later, when students are completing their form, they will only have to click on the “?” button to obtain help.

IT IS IMPORTANT TO NOTE

The following Québec institutions: Bishop's University, Concordia University, McGill University, Université Laval, Université de Montréal, Université du Québec à Montréal (UQAM), Université du Québec à Trois-Rivières (UQTR), Université du Québec à Chicoutimi (UQAC), Université du Québec en Outaouais (UQO) and École de technologie supérieure (ETS) – will ONLY process requests when their institution is indicated as first choice. It will be impossible to select these institutions as second or third choice from the pull-down menu on the form.

École Polytechnique de Montréal, Université de Sherbrooke and Université du Québec à Rimouski (UQAR) will only process requests when their institution appears as first or second choice. It will be impossible to select these institutions as third choice from the pull-down menu on the form.

The following institutions will not accept any student for the summer session: Bishop's University, Concordia University, McGill University, Université Laval, École Polytechnique de Montréal, Université du Québec à Montréal (UQAM), Université du Québec à Trois-Rivières (UQTR), Université du Québec à Chicoutimi (UQAC), Université du Québec à Rimouski (UQAR) et Université du Québec en Outaouais (UQO).

Students may complete only one application form; candidates who do not respect this instruction will see their request rejected.

ACCESS TO THE FORM

Once on the SEP site, students need to select the tab "Students Registered at an institution outside Québec", then the heading "Application form", and finally click on the link "Access to online form". Students then have to input their name, first name and the access code you assigned earlier (see above).

To return to Application form, the student has to follow the same steps as on the first visit. If the system does not allow the student to return to his/her form, you can access it as an advisor via the management system.

USEFUL INFORMATION

Students need to register their proposed study program for each choice of host institution. To do so, they should first consult the list of "Study programs open to students outside Québec" provided by each Québec institution. These lists can be accessed by opening the tab "Students Registered at an institution outside Québec", and then selecting the heading "Selection of the host institution" then the name of the host institution and finally the link "Study programs open to students outside Québec".

Since there is no exact equivalence between levels of studies in other countries, a host institution may determine, based on the candidate's file, that the student does not have the prerequisites needed to register in the planned study

program. The institution may then suggest that the student register in a study program at a level below that selected on the application form. This is seen particularly in disciplines such as Pure and Applied Science and Engineering. It will be up to the host institution to determine the level of studies for which the student may register.

To complete his/her file, candidates need to include with their application form an approved a list of the courses that he/she intends to take at the host institution. Note that some of the courses chosen may not be offered during the planned participation period; in that case, the host institution concerned will propose equivalent courses to the candidate.

Because of the question of equivalencies mentioned above, the host institution may determine that the student does not have the prerequisites needed to take the courses chosen and approved by the home institution. In that case, the candidate could be offered courses at a different study level.

In all such cases, it is essential that the student consult the appropriate authority at his/her home institution to ensure that the planned courses will allow him/her to satisfy some of the requirements established for obtaining the degree sought at the home institution.

6. LIST OF SEP ADVISORS

The names and addresses of SEP advisors in participating institutions can be found on the SEP Web site by opening the tab "Students Registered at a Québec University", then click on the link "Québec Advisors". To obtain the address of advisors outside Québec, open the tab, "Students Registered at an institution outside Québec", then click on the link "Advisors outside Québec".

You can also access these lists from the intranet in the section reserved for "Advisors outside Québec". Once on the intranet, click on the links you want (Québec Advisors, Belgian advisors, French advisors, Swiss advisors or Advisors outside Québec).

Would you please verify the address shown on the SEP Web site for your institution's advisor. Please note that this person serves as an intermediary for all communications concerning SEP. That person will thus be contacted by Québec advisors, as well as by students in your institution who want to check on their application or require information. Would you please let us know immediately if there is any change in advisor at the following electronic address: echanges-etudiants@crepuq.qc.ca.

IMPORTANT – To facilitate communications concerning SEPs, would you please not ask students at your institution to contact CREPUQ or Québec advisors to obtain information. If the SEP 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 SEP advisor at the Québec institution concerned, if it is a question about processing of a candidate's file, or CREPUQ, if it is a general question about managing SEPs.

7. “TEST” MANAGEMENT SITE

<http://echanges-etudiants-db-t.crepuq.qc.ca/gestion>

We are also putting at your disposal a “test” management site so you can explore the functions available. We draw your attention to the fact that any information you input is not transferred to the management site. To avoid any confusion, you will see the words “Test site” all along the right side of the screen.

Please note that the passwords you have been assigned for the management site and for the “test” management site are different. If you can no longer find the user code and the password we assigned you for the “test” management site, please click on the link “I forgot my user code and/or my password” on the home page of the “test” management site and follow the instructions. When entering your codes, it is important that you respect the case (upper or lowercase) or you could be refused access to the site.

IMPORTANT – You have to process the files of your students on the management site. The “test” management site should be used **ONLY** for simulation purposes.

CREPUQ Student Exchange Program Team (SEP)
E-mail: echanges-etudiants@crepuq.qc.ca
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