

Exchange Program Guidelines for Common Law Students

As a first step, students must follow the [International Office's procedures and guidelines](#) as indicated on their website.

Eligibility:

- A candidate must have a minimum GPA of 5.0 when applying to the exchange program;
- For first year students, a preliminary decision will be based on the partial marks obtained at the end of the first fall term of the program. However, any acceptance into the program will be subject to obtaining a final GPA of at least 5.0 at the end of first year. Any candidate who is unable to meet this requirement will automatically be withdrawn from the exchange program.
- Academic Affairs must wait to obtain the approved marks from the Fall Term in order to authorize the exchange and prepare the eligibility letter.

Student Mobility Scholarship for Common Law Students:

For students in the Faculty of Law (Common Law), the amounts are as follows:

- \$500 for one session
- \$1,000 for two sessions

Unique characteristics of certain destinations:

- Certain universities (particularly in Europe) restrict access to certain courses to students who have completed at least two years of studies in law;
- Students interested in participating in an exchange in Australia must be aware of the different academic sessions in Australia and plan accordingly. Depending on the university, sessions can be from February to July or from July to December. Furthermore, a student could go on exchange relatively soon after an offer by a university. If a student wishes to go on exchange in their last term of third year and go from February to July, this will cause a delay in obtaining the degree and could have an impact on the Bar Admission Course.
- Students who choose a location where courses and/or exams finish in January following our regular Fall Term must be back for the beginning of classes of the Winter Term (usually beginning of February).
- There are no restrictions when choosing a destination for Common Law students. Students can also choose to study in civil law countries (France, Norway, Argentina, Mexico, Chili, etc.). If this is the case, students are encouraged to register in international law courses (whose principles will be the same no matter the judicial system of the country.)

Choosing an exchange period:

Common Law students are free to participate in an international exchange during their second or third year of studies. The exchange can be for a single term or for a whole academic year (NOTE: the choice of destination may affect the length of the exchange) with the exception of *Programme de droit canadien* students who are limited to one term on exchange or Letter of permission (maximum of 15 credits).

Various events can occur while you are away. The relative importance of these events depends on your career choice. It is up to you to take these factors into account when deciding to participate in an exchange.

Events which generally take place in the fall (September to December):

- On-Campus interviews (summer jobs – Toronto firms)
- East-West Day (summer jobs and articling – firms from Eastern and Western provinces)
- Bar Admission Course Registration (and Admission)
- Photo shoots for the graduating class composite
- Deadline for articling applications (Clerkships with various courts and tribunals)

Events which generally take place in the winter (January to April):

- Career Day (large fair geared towards articling positions)
- Deadline for articling applications (Ottawa firms)

Other particularities pertaining to the overall exchange process for Common Law students:

- Students must complete the equivalent of 15 uOttawa credits (equivalent to 195 teaching hours) for one term abroad on exchange, or 30 uOttawa credits (equivalent of 390 teaching hours) for 2 terms on exchange abroad.
- Please include hours of teaching per week per course and numbers of teaching weeks per course (excluding holidays and exams)
- Students must abide by the host university's regulations and cannot make special arrangements in order to modify the teaching or exam schedule during the exchange in order to satisfy the student's personal obligations (employment, articling obligations, etc.).
- Students who go on exchange for one or two terms cannot obtain a yearly ranking. Credits completed on exchange are counted in the yearly credits but the marks obtained at the host university will not appear on the student's University of Ottawa transcript and are not counted in calculation of the GPA).
- Students must submit for approval a preliminary and a final course selection with course descriptions to the Academic Affairs Office.
- Students are responsible to ensure that their program requirements are satisfied and will not be compromised by the exchange program.
- Students must register in a regular full-time course load at the University of Ottawa until they are certain they are going on an exchange. Once the letter of acceptance is received from the host

university, students must cancel their course registration for the term(s) they will be away and register for the course code TRF3000 at the Academic Affairs Office.

- Students are responsible for requesting an official transcript from their host university so that it may be sent to the International Office.