
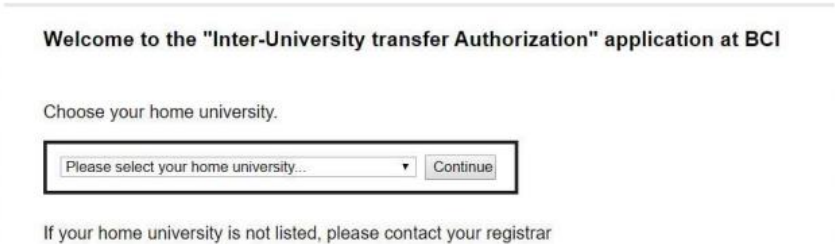


Inter-University Transfer Application

For a detailed version, please consult BCI web site

http://www.bci-qc.ca/wp-content/uploads/2019/12/AEHE-Phase-2-Student-User-Guide_20191218.pdf.

How to apply	<p>CONNECTING TO the BCI site www.bci-qc.ca.</p> <p>Click on Authorization to transfer credits:</p> <p>4.2 LOGGING INTO THE AEHE SITE</p> <p>In the BCI site, click on <i>Inter-University Transfer Authorization</i>.</p> 
Authentication	<p>Select your home university from the picklist.</p>  <p>* To access the application, you will need to enter the Username STUDENT and Password you use to access your home university's student information system. <u>DO NOT use your employee ID or student ID</u></p>
Accept the terms	<p>* You have to accept the terms of use by checking the box "I have read and agree to the terms of this application" and then the Accept button at the bottom of the screen.</p>
New application	<p>* If there are no applications in your file and you want to create a new application for the first time, you must use the following menu:</p>

Before you create a new application, you must check that the information is correct and confirm it. First check the box **“I confirm that the above information accurately matches the personal and academic information on my student record at my home university”** to confirm that the information is accurate, then click on the **I confirm button**.

Note: Your personal information appears on every page of the application. If the information is not accurate, click on **No**.

Creating a new application

- *Once your personal information is confirmed, you may proceed to the main menu. Click on the **New Application** button to create a new application from the main menu
- * Select the program for which you want to submit

- * Select the term in which you wish to complete one or more activities at a host university.

Note: Your application is associated with a specific program and term, you will need to create another application if you wish to complete another for a different program or term.

When you click on **Confirm** button to create an application, the following screen displays to allow you to add activities:

ach Inter-University Transfer Authorization

Home University: Université Laval
 ID Number - Home University: 111138737
 Program: Doctorat en médecine (M.D.)
 Campus: Université Laval
 Term: Fall 2019

You may now enter your activity selection
 You must complete and submit your request within 72 hours. After this point, your request will be removed from the system. Please note that the system times out following 10 minutes of inactivity.

1st Activity

+
Add an activity

Submit Save for Later Cancel

In the 1st Activity section on the screen, click on the **Add an activity** box to add an activity. Otherwise, click on **Save for Later** or **Cancel** if you want to go back to the main menu.

ach Inter-University Transfer Authorization

Activity Search

Term : Fall 2019
 Host University : Ecole nationale d'administration publique
 Campus : Québec
 Search (by Code or Description of activity) :
 Level : (empty)

Code	Description	Level	Campus	Credits
ENP7341-15	Transports et aménagements urbains durables	2nd cycle of study	Québec	1
ENP7341-6	Enjeux autochtones et administrations publiques	2nd cycle of study	Québec	1
ENP7341-7	Gestion de projet: méthodes AGILES	2nd cycle of study	Québec	1
ENP7402	Management public et internationalisation	2nd cycle of study	Québec	3
ENP7429	Droit municipal	2nd cycle of study	Québec	3
ENP7505	Principes et enjeux de l'administration publique	2nd cycle of study	Québec	3
ENP7507	Éthique et intégrité dans les services publics	2nd cycle of study	Québec	3
ENP7521	Analyse de politiques publiques	2nd cycle of study	Québec	3
ENP7522	Analyse de politique étrangère	2nd cycle of study	Québec	3
ENP7810	Gestion financière du secteur public	2nd cycle of study	Québec	3

Previous 1 2 3 Next

Select this activity Cancel

Search for the activity you want to take at a host university.

* select the host university → select the campus where you want to take the activity → You can narrow your search by entering the initial letters of the code or activity title in the appropriate box → Select the cycle: 1st cycle, 2nd cycle or 3rd cycle.

* Once you have selected the activity, ▪ click on **Select This Activity** to finish entering it or click on **Cancel**. The following screen displays to finalize the entry:

The screenshot shows a web form titled "Add Activities - Term : Fall 2019". The form is divided into two columns. The left column contains labels for various fields: Host University, Campus, Code, Description, Level, Number of Credits, Schedule *, Group/Section *, Transfer Activity Equivalent - Number and Title, and Comments. The right column contains the corresponding input fields. The "Host University" field is filled with "École nationale d'administration publique". The "Campus" field is filled with "Québec". The "Code" field is filled with "ENP7341-7". The "Description" field is filled with "Gestion de projet: méthodes AGILES". The "Level" field is filled with "2nd cycle of study". The "Number of Credits" field is filled with "1.00". The "Schedule *" field is filled with "Wednesday 1:00-4:00 pm". The "Group/Section *" field is filled with "32". The "Transfer Activity Equivalent - Number and Title" field is filled with "ADM-1205" and "Gest. projet & chang. organis.". The "Comments" field is empty. At the bottom of the form, there are three buttons: "Add", "Change Activity", and "Cancel". The "Add" button is highlighted with a mouse cursor. A dashed box around the "Schedule *" field contains the text: "If this is an on-line course, specify the desired start date."

- Enter the information in the Schedule, Group/Section, and Transfer Activity Equivalent – Number and Title boxes.

If the activity is an online course, you must specify the desired start date in the Schedule field.

* **IMPORTANT** : In order for the equivalence for the off-site course to be recognized in your program, you must specify it by indicating on the registration form the "Transfer Activity equivalent".

* You can add a substitute activity if your first choice cannot be satisfied. To do this, right-click on + **Add a substitution activity**.

* You can choose another activity if you want to take several courses in the same establishment by clicking on + **Add an activity**.

Review Application(s) - Fall 2019

Home University Université Laval
 ID Number – Home University 111138737
 Program Doctorat en médecine (M.D.)
 Campus Université Laval
 Term Fall 2019

You may now enter your activity selection
 You must complete and submit your request within 72 hours. After this point, your request will be removed from the system. Please note that the system times out following 10 minutes of inactivity.


1st Activity - Université TÉLUQ

1 LIT 4102	or	2 ADM 2015	or	3
<p>Title Création littéraire 2 : l'essai</p> <p>Campus Université TÉLUQ</p> <p>Level 1st cycle of study</p> <p>Credits 6 Credits</p> <p>Desired Start Date 2019-12-09</p> <p>Documentation on hand Non</p> <p>Transfer Equivalent Activity LIT-7043</p> <p>Status Formulation of the request</p> <p>Comments N/A</p>		<p>Title Comportement du consommateur</p> <p>Campus Université TÉLUQ</p> <p>Level 1st cycle of study</p> <p>Credits 3 Credits</p> <p>Desired Start Date 2019-12-02</p> <p>Documentation on hand Oui</p> <p>Transfer Equivalent Activity</p> <p>Status Formulation of the request</p> <p>Comments N/A</p>		<p>+ Add a substitution activity</p>

2nd Activity

+
Add an activity

Withdrawing or cancelling a request

* Click on the  icon beside the activity you want to withdraw or cancel.

* The following message displays to ask you to confirm withdrawal or cancellation of the request:


Are you sure you want to remove the activity INF 4018 to Université TÉLUQ from this request?

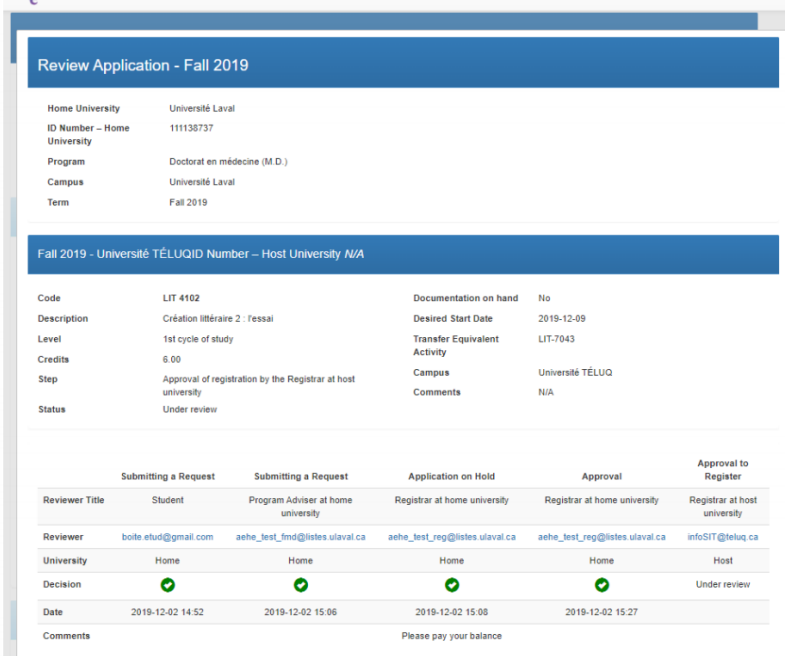
Comments
 I don't need this course anymore

OK Cancel

Note: Once your application has been submitted, you can remove an activity unless it has a status of confirmed by the host university's registrar. Once the request has a status of confirmed by the host university's registrar, you can't withdraw the activity, but you can request to cancel it. When the host university registrar has made a decision on the cancellation request, you will be informed by email. You can no longer cancel a request once it has been refused.

Viewing a request

* When you access an application, you can consult each request associated with it. ▪ Click on the  icon for the request you want to consult and follow up on.



Review Application - Fall 2019


Home University: Université Laval
 ID Number – Home University: 111138737
 Program: Doctorat en médecine (M.D.)
 Campus: Université Laval
 Term: Fall 2019

Fall 2019 - Université TÉLUQ ID Number – Host University N/A

Code	LIT 4102	Documentation on hand	No
Description	Création littéraire 2 : l'essai	Desired Start Date	2019-12-09
Level	1st cycle of study	Transfer Equivalent Activity	LIT-7043
Credits	6.00	Campus	Université TÉLUQ
Step	Approval of registration by the Registrar at host university	Comments	N/A
Status	Under review		

Reviewer Title	Student	Program Adviser at home university	Registrar at home university	Registrar at home university	Registrar at host university
Reviewer	boite.etud@gmail.com	aehe_test_fmd@listes.ulaval.ca	aehe_test_reg@listes.ulaval.ca	aehe_test_reg@listes.ulaval.ca	infoSIT@teluq.ca
University	Home	Home	Home	Home	Host
Decision					Under review
Date	2019-12-02 14:52	2019-12-02 15:06	2019-12-02 15:08	2019-12-02 15:27	
Comments	Please pay your balance				

Consulting an application

* In the main menu, click on an application's  icon to consult it and follow up on the requests associated with it. The application can be active, inactive or closed.

Inter-University Transfer Authorization

Mrs. LéiaFrançais

Review Application(s) - Fall 2019

Home UniversityUniversité Laval

ID Number - Home University111130737

ProgramDoctorat en médecine (M.D.)

CampusUniversité Laval

TermFall 2019

1st Activity - Université TÉLUQ

LT 4102

TitleCréation illégitime

CampusUniversité TÉLUQ

Level1st cycle of study

Credits6 Credits

Desired Start Date2019-12-09

Documentation on handNon

Transfer LT-7043

Equivalent Activity

StatusDecision of program adviser at home institution Under review

CommentsN/A

ADM 2015

TitleComportement du cours...

CampusUniversité TÉLUQ

Level1st cycle of study

Credits3 Credits

Desired Start Date2019-12-02

Documentation on handOui

Transfer

Equivalent Activity

StatusDecision of program adviser at home institution Under review

CommentsN/A

INF 4010

TitleProjet d'attribution

CampusUniversité TÉLUQ

Level1st cycle of study

Credits3 Credits

Desired Start Date2019-12-09

Documentation on handNon

Transfer GPL-3907

Equivalent Activity

StatusDecision of program adviser at home institution Under review

CommentsN/A

2nd Activity - École nationale d'administration publique

ENP7345-2

TitleGestion de projet m...

CampusOulbae

Level2nd cycle of study

Credits1 Credits

ScheduleWednesday 1:00-4:00 pm

Group/Section32

Transfer ADM-1200

Equivalent Activity