**Proposed Course List Requirements**

For each program and in order of preference, list each of the courses you wish to take according to the directions below. Failure to do so will result in the application being returned for edits. You should consult the handout on each program to ensure that you fully understand the program requirements.

You must use the current year’s course list at the study abroad university, as the next year’s class list is not available until the summer months, with the exception of Melbourne. Students may make changes in their proposed class list after selection through a petition process.

*Note that courses do not need to be equivalent to Caltech courses and can earn elective option credit, equivalent credit, HSS, or general credit. While students can take equivalent classes, one of the advantages of studying abroad is being able to take courses not offered at Caltech!*

*To find out if a course will definitely be given equivalent course credit, you can email the Caltech instructor or your option rep. Provide a course description link in order to compare topics taught. You do not need to get faculty approval to list the instructor as an evaluator on your proposed course list. We also have an* ***Equivalent Course Guide*** *available in our office and posted online, but students should be aware that courses sometimes change. It is not appropriate in most situations to list the same faculty member as the evaluator for all courses. Note that the Executive Officer for* ***Humanities*** *(currently Christopher Hitchcock)**should be listed as the evaluator for all humanities courses. The Executive Officer for* ***Social Sciences*** *(currently Prof. Robert “Bob” Sherman) should be listed as the evaluator for all social science courses. All CS classes should list the CS option rep as the evaluator.*

*However, after you are selected for a program, you will then need to ask each evaluator to complete the official Course Evaluation Agreement Form.*  ***If you do have concerns about course equivalency when preparing the course list for your proposal, it is advisable to consult with the relevant Caltech professor or instructor.***

*All units are granted by the evaluating instructor or option rep at Caltech, and it is up to the instructor as to how many units and what type of credit to grant. The following are the suggested amounts. Students must take a minimum of 36 CIT units abroad, not counting units from a course by correspondence.* ***All courses must be taken for option, Institute, or general credit.***

*All programs require students to take 18 units of their courses that must be some type of option requirement or elective credit. Minimum of 4 classes and 36 CIT units total must be completed abroad for every program.*

*If you are planning to take a* ***Course by Correspondence (remote class)*** *while abroad, it should be listed as the final class in your course list and does not count toward the 36 minimum units taken abroad. Taking a “Course by Correspondence” means you will enrol in that Caltech course on REGIS and complete all homework, papers, projects and examinations by the instructor’s due dates. A class taken remotely can be dropped abiding by Caltech drop/add dates.*

*For the study abroad course list, please provide a complete description of the course content by pasting in the course description from the host university’s web site. Please adjust the spacing to single. Be sure the description reflects what is taught in the term/semester in which you wish to take the course. You may need to consult with the instructor in cases where the description provides an overview of a course that has several parts, e.g., similar to CIT part, a, b, c to determine what is taught in the term/semester in which you wish to take the course.*

**Your Course list should be a Word document – no charts or PDFs are allowed. Please copy the format below for each program. You do not need to state the question before the answer. Please number each class. There are examples of what these should like look in our office.**

**Notes on uniting systems:**

**Cambridge** - Cambridge does not have units or credits of any kind, so you must note the number of *lectures.*Please consult the Cambridge Scholars Handout for each tripos’ rules on lectures and credit. Students should take enough lectures to equal at least 36 CIT units. All classes are in one tripos/subject and two classes must be in taken in the subject closest to you option.

**Copenhagen** - Students should take a total of 35 ECTS including the Danish language or culture classes. All classes are equal to 9 CIT units unless equivalent to a Caltech class that is 12 units. No credit is given for the optional summer language class which is just taken for enrichment. Courses must total at least 36 CIT units. You must include UCPH taught Danish Language if at UCPH or DTU. Students at DTU will take 20-30 units plus Danish Language. If at UCPH, you may list a Danish Culture class, two block 1 classes and 1 block 2 class. Note that you must choose either DTU or UCPH for your STEM classes.

**Ecole Polytechnique** – Courses are worth 9 CIT units each. The French Language course and any HSS course get 3 units of HSS credit. Courses must total at least 36 CIT units. All 4 classes must be in your discipline or concentration area, plus French Language. The 3rd year of the *Ingénieur Polytechnicien* Program enables students to choose a **Scientific Concentration**.
Advanced scientific studies, with a focus on related applications, are available in the following [Concentration Tracks](https://www.polytechnique.edu/en/year-3-concentrations):
> Biology
> Bioinformatics
> Chemistry
> Economics
> Electrical Engineering
> 21st Century Energies
> Computer Science
> Technological Innovation
> Pure Mathematics
> Applied Mathematics
> Mechanics
> Physics
> Science de la cognition and complex systems
> Science for Environmental Challenges (suitable for GPS students)

**Edinburgh** – Edinburgh classes are have units of 10 or 20. Since each department has its own unit system all classes are counted as 9 Caltech units. Students must take a minimum of 60 units and 4 classes. Students can take up to 80 Edinburgh credits. Most people take 70 credits in order to achieve the Caltech requirement that they take a minimum of 4 and max of 5 classes.  All classes are equal to 9 CIT units unless equivalent to a Caltech class that is 12 units. Two classes must be in the school and sub-school closest to your option. Students are only allowed to take 20 credits in the College of Arts, Humanities and Social Sciences (CAHSS) if they take 40 to 60 credits in their admitting college, the College of Science and Engineering (CSE). Students may take up to 40 credits in CAHSS provided they have at least 40 credits in the CSE of which two are in a subject equivalent to their option. Courses must total at least 36 CIT units.

* **Melbourne** – Students must take exactly 50 credit points, which equals 4 classes at 12.5 points each. Each class is worth 9-12 CIT units. However, you must list 10 classes (subjects) per Melbourne’s requirement. List classes in order of your preference, not based on whether the classes are in your option. Two classes must be in the subject equivalent to your option. *Students can take 2 to 40 units in the Biomedical Sciences track in the College of Medicine as long as they have 40 units in the College of Science and Engineering, do not exceed the 80 unit maximum and 5 class maximum for all colleges.*

**University of Chicago -** Students can only take 4 classes while on study away at the University of Chicago. No exceptions. You must take 2 of these classes in the subject closest to your primary option. Up to 2 classes can be taken in any subject (science, engineering, humanities, social sciences) provided a student meets prerequisites. Graduate level classes require the permission of the instructor. You may list up to two such classes, but if nominated for UChicago will need the permission of the instructor to register. You can take 1 class in the graduate school of business. Note well: use the current year’s fall course list when selecting classes and only search for fall quarter classes.

**UCL** – Students must take exactly 2 UCL credits at UCL, with 50% taken within the Admitting Department. The old uniting system was expressed as .5 UCL credits or .25 UCL credits and occasionally crops up.  The European credit transfer system credit translation of a UCL class is 7.5 ECTS = 9 CIT units. When stating credits ONLY use the New UCL credit system of 1 class equaling .5 or .25 credits. The .25 classes are primarily in Mechanical Engineering and if taking a .25 class you would need one .5 class and two .25 classes in Mechanical Engineering. Be certain not to list full year courses and you cannot list classes taught fall term in subjects such chemical engineering that do not admit fall term only students because such departments only give examinations at the end of the academic year.

**Examples of formatting for the proposed course list for each program are on the next two pages. USE A FULL PAGE format COURSE LIST. We have used the format below just for the examples. Note that the two required classes in the subject/department/school closest to your option should be listed first, then other classes in your option, other STEM classes, HSS classes and last, any course by correspondence.**

**Use the following formats\* for your Proposed Course Lists:**

**\*Make sure to list classes consecutively, do not group your list of classes in columns. The following are only examples of information to include on the course lists per program. This format is used to save space, do not put all of your courses for multiple programs on one page. List admitting department & option credit classes first. List them in order of preference and sequentially by program on separate pages.**

**Cambridge Proposed Course List**

***At the beginning of Cambridge Course List, please include:***

**Total CIT Units for term abroad:**

**Course by Correspondence/Units:**

***For each course, please list the following in this order.***

**1. Class/Module title**

Tripos

Subject (if in Natural Sciences)

Part

Term (Michelmas or Lent)

Number of lectures

Lecture times, if available (Check Timetable)

Caltech units

Caltech evaluator

Type of Caltech credit (option, general, etc.)

State CIT equivalent course, if applicable

Course description (paste in)

**UCPH Proposed Course List**

***At the beginning of UCPH Course List, please include:***

**Total ECTS (30-37.5 ECTS)**

**Total CIT Units:**

**Course by Correspondence/Units:**

***For each course, please list the following in this order.***

**1. Course Name and Number**

Faculty and Department

Level/Normal year taken

Semester

(UCPH) Block(s) and Schema Group

Teaching period

ECTS (UCPH, 7.5 or 15)

Caltech units

Caltech evaluator

Type of Caltech credit (option, general, etc.)

State CIT equivalent course, if applicable

Course description (paste in)

**DTU Proposed Course List**

***At the beginning of DTU Course List, please include:***

**Total ECTS (30-37.5 ECTS)**

**Total CIT Units:**

**Course by Correspondence/Units:**

***For each course, please list the following in this order.***

**1. Name and number of course**

Faculty and Department

Level/Normal year taken

Semester

(DTU) Block

Teaching period

ECTS (DTU, 5 or 10)

Caltech units

Caltech evaluator

Type of Caltech credit (option, general, etc.)

State CIT equivalent course, if applicable

Course description (paste in)

**Ecole Polytechnique Proposed Course List**

***At the beginning of EPT Course List, please include:***

**Total ECTS**

**Total CIT Units:**

**Course by Correspondence/Units:**

***For each course, please list the following in this order.***

**1. Name and number of course**

Department

Number of ECTS

Caltech units

Caltech evaluator

Type of Caltech credit (option, general, etc.)

State CIT equivalent course, if applicable

Course description (paste in)

**Edinburgh Proposed Course List**

***At the beginning of Edinburgh Course List, please include:***

**Total Edinburgh Credits (60-80 Edin. Credits):**

**Total CIT Units:**

**Course by Correspondence/Units:**

***For each course, please list the following in this order***

**1. Course Name and Number**

College (Science and Engineering or Humanities and Social Science)

School & sub-school if more than one subject per school

Level (SCQF 7, 8, 9, 10)

Semester/Period

Credits (10 or 20)

Caltech units

Caltech evaluator

Type of Caltech credit (option, general, etc.)

State CIT equivalent course, if applicable

**U. Chicago Proposed Course List**

***At the beginning of Course List, please include:***

**Total Chicago Credits:**

**Total CIT Units:**

**Course by Correspondence/Units:**

***For each course, please list the following in this order.***

**1. Course Name and Number:**

Level/Undergrad or Grad:

Department:

Is this in your Admitting Department? If so, please write “Admitting Department”

Term:

University of Chicago credits:

Caltech units:

Type of Caltech credit (option, general, etc.):

State CIT equivalent course, if applicable:

Caltech evaluator:

Course description (paste in)

**Melbourne Proposed Course List**

*You must list 10 courses (subjects) for Melbourne, even though you will only take 4.*

***At the beginning of Melbourne Course List, please include:***

**Total ECTS Credits (should be 50):**

**Total CIT Units:**

**Course by Correspondence/Units:**

***For each subject, please list the following in this order***

**Name and number of each subject (class)**

Subject number (e.g. ENGL3009)

Level

Faculty (department)

Number of ECTS

Caltech units

Caltech evaluator

Type of Caltech credit (option, general, etc.)

State CIT equivalent course, if applicable

Course description (paste in)

**UCL Proposed Course List**

***At the beginning of UCL Course List, please include:***

**Total ECTS/UCL Credits (30 ECTS /60 UCL Units):**

**Total ECTS/UCL Credits in Admitting Dept. (50% of coursework):**

**Total CIT Units:**

**Course by Correspondence/Units:**

***For each course, please list the following in this order and list Admitting Department classes first & designate as such.***

**1. Course Name and Number:**

Level/Normal year taken:

Faculty:

Department:

Is this in your Admitting Department? If so, please write “Admitting Department”

Term:

UCL credits (15):

Caltech units:

Type of Caltech credit (option, general, etc.):

State CIT equivalent course, if applicable:

Caltech evaluator:

Course description (paste in)