

## **Study Abroad & Away Proposed Course List Directions**

Part of the application packet for study abroad is to have a proposed course list for each program applied to. Note that it is possible to make changes to the list after nomination and selection through the required Caltech Course Change Petition process and with the approval of the host university. You will have to use the current year's course information to create each course list since the catalog for the term you will be abroad is not available except for the University of Melbourne since it is Southern Hemisphere country.

For each program following the application directions, 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.

NOTE WELL: Classes should be listed in this order:

- Classes in your option or for option credit (note that at least 2 classes/18 credits must be taught by the partner university's department that is equivalent to your primary Caltech option.
- Other STEM classes
- HSS type classes
- The Course by Correspondence (if any) that you plan to remotely at Caltech while abroad.

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 is equivalent, you can email the Caltech instructor or 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, but students should be aware that course offerings can change. The instructor should be listed as the Caltech evaluator for equivalent courses. The option rep should be listed for other classes in your option.

For Humanities and Social Sciences DO NOT LIST THE OPTION REP OR INSTRUCTOR. 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.

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 professor at Caltech with the signature of the Director of Studies Abroad, and it is up to the instructor as to how many units and what type of credit to grant. Students must take a minimum of 36 CIT units abroad/4 classes with a maximum of 45 units, not counting units from a course by correspondence, which cannot cause the unit total to exceed 51 units. **All courses must be taken for option, Institute, or general credit.**

Provide a complete description of the course content by pasting the most pertinent information in the course description from the partner 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. Only classes that have a fall assessment may be taken.

**Your Course list should be a PDF.** Please copy the format below for each program. Note that this is an example, and you should not use the “mini” page format in the example. Each course list should be on a normal page format.

You do not need to state the question before the answer. Please number each class. There are examples of what these should look like in our office. Do NOT list ECTS units except in the case of UCPH, DTU and Ecole Polytechnique.

### **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.

**Copenhagen** - Students should take a total of 30 minimum to 35 maximum ECTS combined from UCPH and DTU. Note that UCPH students must take a Danish culture class plus two 7.5 ECTS classes in your primary STEM option in block 1 and one 7.5 ECTS class in your option in block 2. The block system at UCPH and DTU is not the same – read the handout for Copenhagen to get further information. Count the Danish Culture class as 7.5 ECTS.

All classes are equal to 9 CIT units unless equivalent to a Caltech class that is over 9 units, e.g., 12. No credit is given for the optional summer language class which is just taken for enrichment if desired at UCPH or DTU depending on your primary STEM university in this program. Courses must total at least 36 CIT units.

**Ecole Polytechnique** – The 3rd year of the Ingénieur Polytechnicien Program has **Scientific Concentration areas**. Choose the area equivalent to your option. Some options such as earth sciences are not available, but the Courses are worth 9 CIT units each, except French language and other HSS elective classes, which meet only once per week and receive 3 units. 4 classes must be in the Scientific Specialization equivalent to the applicant’s primary STEM option at Caltech. Students also take French Language, which is a 3 unit class. The 3rd year of the Ingénieur Polytechnicien Program enables students to choose a **Scientific Concentration**. Caltech students take 4 classes in one area of specialization. It may be possible to take one of the four classes in another specialization if schedules permit and the student has background in this field sufficient to take the proposed class. Such a class should be listed as an alternate at the end of the Ecole Polytechnique course proposal list. Advanced scientific studies, with a focus on related applications, are available in the following Concentration Tracks:

<https://programmes.polytechnique.edu/en/ingenieur-polytechnicien-program/program-details/year-3-of-the-ingenieur-polytechnicien-program>

- > Biology
- > Bioinformatics
- > Chemistry
- > Economics (must have Economics as the primary option)
- > Electrical Engineering
- > 21st Century Energies
- > Computer Science
- > Technological Innovation
- > Pure Mathematics
- > Applied Mathematics
- > Materials Science
- > Mechanics
- > Physics
- > Spatial Science and Challenges (Planetary Science or Astrophysics)
- > Science for Environmental Challenges (suitable for GPS students)

**Edinburgh** – Students are admitted to the school (department) in the College of Science and Engineering most equivalent to their Caltech primary STEM option. Students must take a minimum of 60 Edinburgh units and 4 classes/36 Caltech unit minimum. Students can take up to 80 Edinburgh credits/5 classes max. All classes are equal to 9 CIT units unless equivalent to a Caltech class that is 10-12 units. Students can take 20 credits in the College of Arts, Humanities and Social Sciences. If a student has 40 units in the College of Science and Engineering (CSE), e.g., then that student could take up to 40 units/2 classes in the College of Arts, Humanities and Social Sciences (CAHSS). Note well: Check the DRPS (Degree Regulations and Programmes of Study) course catalog to determine if a class is open to visiting students (SV1 classes) and taught in Semester 1: <http://www.drps.ed.ac.uk/22-23/>

**Melbourne** – Students must take exactly 50 credit points, which equals 4 classes at 12.5 points each. Each class is worth 9 units unless a 10 to 12 unit class at Caltech. However, you must list 10 classes (subjects) per Melbourne's requirement. List classes in order of your preference with option primary classes first and alternates then other STEM and finally HSS classes and alternates up to a total of 10 classes combined, not 10 in each field.

**University of Chicago** - Students take 4 classes while on study away at the University of Chicago. No exceptions. This program requires you to take 2 courses (18 Caltech units) in the department equivalent to your primary option. Note that UChicago does not have electrical or mechanical engineering departments. Such students can investigate a science field such as computer science, data science, or physics to see if sufficient classes related to their Caltech EE option are available. Up to 2 classes can be taken in subjects not in or outside the student's primary option including HSS fields. Only search for fall quarter classes. List of UCL undergraduate majors: <https://www.uchicago.edu/education-and-research/undergraduate-programs>

**UCL** – Students must take exactly 60 UCL credits at UCL, with 50% taken within the Admitting Department, which is the option equivalent to your Caltech option. Be certain not to list full year courses. The Subjects list shows what term a class is taught in. Only choose Fall Term classes, not Spring or Year. Note that the following departments at UCL in Stem will not accept fall term only students: Biochemical Engineering, Chemical Engineering, Electronic and Electrical Engineering, Mathematics, Physics and Astronomy, and Statistical Sciences. 3.3 is the minimum required GPA for UCL. Some subjects such as Biomedical Sciences, Biological Sciences, Neuroscience requires a 3.7 cumulative GPA. Check the Subject List for GPA minimums: <https://www.ucl.ac.uk/prospective-students/study-abroad-at-ucl/subjects>. Note that some departments such as computer science and biomedical sciences are highly selective due to application numbers and tend to choose students with A-/A cumulative GPA's. **Students applying to UCL are strongly encouraged to have an alternate program selection that is not Cambridge if only applying to two programs.**

**Examples of formatting for the proposed course list for each program are on the next two pages. There are also examples of course lists in the FASA library available for review during normal office hours: Monday-Friday, 8am-5pm, but the office is closed for one hour at 12pm. During the pandemic, students must schedule a library time on the FASA Doodle sent out via the directory or email: Samantha Skinner [sskinner@caltech.edu](mailto:sskinner@caltech.edu) to ask about scheduling a library time.**

***Use the following format\* for your Proposed Course Lists – but use a full page for each list. Do not use page quadrants. The list below is formatted to save space.***

**\*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 use the column format in the example below. It is used to provide an overview. List admitting department/option credit classes first for each study abroad program applied to. Then list other STEM classes, HSS, then any one Course by Correspondence.**

#### **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**

Trip

Subject (if in Natural Sciences)

Part

Term (Michémas or Lent)

Number of lectures

Lecture times, if available

Caltech units

Caltech evaluator

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

State CIT equivalent course, if applicable

Course description (paste in paragraph)

#### **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 7.5

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

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

Course description (paste in)

### **Melbourne Proposed Course List**

You must list 10 courses 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 course, 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)

### **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)

### **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.**

#### **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)