

## **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. Students selected for study abroad sometimes have to make changes in their proposed class list, due to changes in the courses available, but will have help in doing so.

*Note that courses do not need to be equivalent to Caltech courses and can earn advanced option credit, HSS, or general credit. 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 should talk to a professor at Caltech and discuss the proposed course. It is best to do this with a course description and syllabus to compare topics covered. You do not need to get their approval to list them 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 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** (Prof. Catherine Jurca) should be listed as the evaluator for all humanities courses. The Executive Officer for **Social Sciences** (Prof. Colin Camerer) should be listed as the evaluator for all social science courses.*

*Also note well that at this point you do not need the evaluator's permission to list him/her. However, after you are selected for a program, you will then need to ask each evaluator to complete the official Course Evaluator 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.***

**Math students:** Dinakar Ramakrishnan, Executive Officer (EO) of Math, requires that Math option students consult with him during the application process regarding any Math option required courses, such as Math 108a. You must bring a full description of the proposed class with you. If one is not posted online, contact the math teaching office in Cambridge to obtain one. **Applied Math** students do not need to obtain course clearance from the Math EO.

*All units are granted by the evaluating professor at Caltech, and it is up to them how many to grant per class abroad. 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 50% of their courses in their field or a closely related field.*

*If you are planning to take a **Course by Correspondence**, it should be listed last.*

*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. 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 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.

**Copenhagen** - Students should take a total of 30 - 37.5 ECTS. All classes are equal to 9 CIT units unless equivalent to a Caltech class that is 10-12 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 Danish Language if at KU or DTU. If at KU, you must list a Danish Culture class.

**Ecole Polytechnique** – Courses are worth 9 CIT units each. The French Language course and any HSS course are usually too minimal to receive CIT credit. Courses must total at least 36 CIT units.

**Edinburgh** - Students must take 60 - 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 6 classes. All classes are equal to 9 CIT units unless equivalent to a Caltech class that is 10-12 units. Students are only allowed to take 20 credits in the College of Humanities and Social Sciences. 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 6 classes (subjects) per Melbourne's requirement.

**UCL** – Students must take exactly 30 ECTS (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 is still frequently used. The new system uses the European Credit Transfer System (ECTS), which is standard for all of Europe. .5 UCL/7.5 ECTS = 9 CIT units. .25 UCL/3.75 ECTS = 4 CIT units. (Note that Mechanical Engineering has mostly .25 classes). ME students may have to take 5 or 6 classes total to reach the 30 ECTS minimum due to the 3.75 uniting of most ME classes. When stating credits, please use the old UCL Credits system. Be certain not to list full year courses.

## **Use the following formats for your Proposed Course Lists.**

### **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**

Triplos

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)

### **KU Proposed Course List**

***At the beginning of KU 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

(KU) Block(s) and Schema Group

Teaching period

ECTS (KU, 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

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 6 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

### **UCL Proposed Course List**

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

**Total ECTS/UCL Credits (30 ECTS / 2 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 (.25 or .5):

Caltech units:

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

State CIT equivalent course, if applicable:

Caltech evaluator:

Course description (paste in):

