



# FACT SHEET

## For Incoming Exchange Students

**Institution:** Royal Roads University  
**Location:** Victoria, British Columbia, Canada

### GENERAL CONTACT INFORMATION

<b>Exchange Office</b>	Global Partnerships and Business Development
<b>Address</b>	Royal Roads University Global Partnerships and Business Development Sherman Jen Bldg. 201, 2005 Sooke Road, Victoria, British Columbia V9B 5Y2
<b>Email</b>	<a href="mailto:Go.Global@RoyalRoads.ca">Go.Global@RoyalRoads.ca</a>
<b>Telephone</b>	250.391.2514 or toll-free 1.800.788.8028
<b>Website</b>	<a href="https://www.royalroads.ca/current-students/study-abroad">https://www.royalroads.ca/current-students/study-abroad</a>
<b>University Website</b>	<a href="http://www.royalroads.ca">www.royalroads.ca</a>
<b>Director, Global Partnerships and Business Development</b>	Tasha Welch <a href="mailto:Tasha.1Welch@RoyalRoads.ca">Tasha.1Welch@RoyalRoads.ca</a> 250.391.2542
<b>Manager, Global Partnerships</b>	Harry Nakayama <a href="mailto:Harry.Nakayama@royalroads.ca">Harry.Nakayama@royalroads.ca</a> 250.391.2600 ext. 4011
<b>Global Education Coordinator</b>	Kanae Habu <a href="mailto:Kanae.Habu@royalroads.ca">Kanae.Habu@royalroads.ca</a> 250.391.2600 ext. 4462

### SEMESTER INFORMATION

<b>Academic Calendar</b>	<p>Contact <a href="mailto:go.global@royalroads.ca">go.global@royalroads.ca</a> for detailed program schedules of each stream.</p> <p><b>Bachelor of Arts - International Hotel Management (BAIHM) &amp; Bachelor of Arts - Global Tourism Management (BAGTM)</b></p> <ul style="list-style-type: none"> <li>Term 1: September - December 2024</li> <li>Term 2: January - April 2025</li> <li>Term 3: September - December 2025</li> <li>Term 4: January - April 2026</li> </ul> <p><b>Bachelor of Business Administration (BBA): Sustainability and Innovation</b></p> <ul style="list-style-type: none"> <li>Term 1: September - December 2024</li> <li>Term 2: January - April 2025 *not open for exchange except a few partners</li> <li>Term 3: May - August 2025 *not open for exchange</li> <li>Term 4: September - December 2025 *not open for exchange except a few partners</li> <li>Term 5: January-April 2026 (Internship) *not open for exchange</li> </ul> <p>*Our BBA is unique and it uses the <a href="#">project-based learning model</a> to teach. Please be well informed about this way of learning before you decide to take this program.</p>
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**Global Recruitment and Business Development**

Sherman Jen Bldg. 201, 2005 Sooke Road Victoria, BC, Canada V9B 5Y2

T 250.391.2514 F 250.391.2623 <https://www.royalroads.ca/current-students/study-abroad>



**Bachelor of Professional Communication (BAPC)**

- Term 1: September - December 2024
- Term 2: January - March 2025
- Term 3: March - June 2025
- Term 4: June- August 2025

**Master of Arts in Tourism Management (December intake)**

**\*There is also April intake**

- Term 1: December 2024 - April 2025
- Term 2: April - July 2025
- Term 3: September - November 2025

**Master of Global Management (September intake)**

**\*There are also January and May intakes**

- Term 1: September - December 2024
- Term 2: January - March 2025
- Term 3: April - June 2025
- Term 4: July - September 2025

**Master of Arts in Intercultural and International Communication**

- Term 1: September - November 2024
- Term 2: February- April 2025
- Term 3: May - July 2025
- Term 4: July- October 2025

**Master of Arts in Global Leadership**

- Term 1: October - December 2024 \*online
- Term 2: December 2024 - March 2025
- Term 3: March 2025 \*residency
- Term 4: March- November 2025\*electives

**APPLICATION INFORMATION**

<p><b>Nomination Procedure</b></p>	<p>Students must be nominated by their home university’s International Office <b><i>before</i></b> submitting their application package. The following details are required and must be sent to us through our <a href="#">online form</a> by the exchange coordinator at the home institution.</p> <ul style="list-style-type: none"> <li>• Student’s full name</li> <li>• Email address</li> <li>• Field/program of study at home institution</li> <li>• Interested program at Royal Roads University</li> <li>• Study level (i.e. 3<sup>rd</sup> year, 4<sup>th</sup> year, etc.)</li> <li>• Start date and duration of exchange</li> </ul>
<p><b>Application Form</b></p>	<p>Exchange applications cannot be submitted online. A fillable PDF application form must be submitted. Please contact <a href="mailto:go.global@royalroads.ca">go.global@royalroads.ca</a> for a copy of the application form.</p>
<p><b>Nomination Deadlines</b></p>	<p>Fall Term (Sept-Dec): April 30<sup>th</sup>          *If students want to study for two terms (Fall and Winter) or require a study permit, the deadline is March 31.          Winter Term (Jan/Feb-March/Apr) and Spring Term (May/June to July/August):          September 30<sup>th</sup></p>

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Application Deadlines	Fall Term: May 15 <sup>th</sup> *If students want to study for two terms (Fall and Winter) or require a study permit, the deadline is April 15. Winter Term and Spring Term: October 15 <sup>th</sup>
Language Requirements	International English Language Testing System (IELTS) <ul style="list-style-type: none"><li>• IELTS Academic: 6.5 overall; minimum 6.5 in writing and speaking; minimum 6.0 in listening and reading</li></ul> Test of English as a Foreign Language (TOEFL) <ul style="list-style-type: none"><li>• Internet-based Test (IBT): 88 overall; minimum 24 in writing, minimum 20 in listening, reading and speaking</li></ul> Pearson Test of English - Academic (PTE-A) <ul style="list-style-type: none"><li>• 60 overall with a minimum 60 in writing and speaking and 58 minimum in listening and reading</li></ul> Duolingo English Test <ul style="list-style-type: none"><li>• Score of 115 overall with a minimum 110 for literacy, comprehension, and conversation and a minimum 115 for production</li></ul> Full list of accepted English Language proficiency score reports: <a href="http://www.royalroads.ca/prospective-students/english-language-requirements">http://www.royalroads.ca/prospective-students/english-language-requirements</a>
Admissions Requirements	Undergraduate: Applicants for undergraduate programs will have completed two full years or 60 credits of post-secondary education in an area relevant to the program for which they wish to apply. Applicants should have a <b>minimum “B” average</b> , or equivalent grade point average of 3.0 when on a 4.33 scale, and at least 24 of the credits at a second-year level are required.  <i>**For tourism and hospitality program applicants:</i> Business-related work experience is essential for consideration and acceptance into the program. Applicants with the appropriate post-secondary background will also have a minimum of 400 hours tourism/hospitality related experience (reviewed on a case-by-case basis).  Graduate: Applicants for graduate programs must meet the program-specific admission requirements: <a href="http://www.royalroads.ca/prospective-students/admission-requirements">http://www.royalroads.ca/prospective-students/admission-requirements</a>
Required Application Documents	<ol style="list-style-type: none"><li>1. Completed and signed application form</li><li>2. Proof of English Proficiency (if required)</li><li>3. Academic Transcripts (copy sent directly from applicant’s home institution’s international office)</li><li>4. Statement of Intent (500-1000 words), if applicable</li><li>5. Detailed Resume, if applicable</li><li>6. Letters of reference, if applicable</li></ol>
Statement of Intent	The Statement of Intent should consist of (but is not limited to) a 500-1000 words essay, addressing the following four questions: <ul style="list-style-type: none"><li>• What influenced your decision to apply to Royal Roads University?</li><li>• What do you hope to gain from your experience as an exchange student?</li></ul>

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**LIFE.CHANGING**



	<ul style="list-style-type: none"> <li>• How do you hope to contribute to the program and to the university?</li> <li>• In what ways do you believe this student exchange experience will contribute to your future as a student and a professional?</li> </ul>
Detailed Resume	<p>Your detailed resume should include the following:</p> <ul style="list-style-type: none"> <li>• Education: List all post-secondary education, degrees, diplomas, and certificates you have achieved.</li> <li>• Training and professional development</li> <li>• Work Experience: Please include name of organization, length of service (documenting hours per week worked to ensure a minimum of 400 hours business related experience) and a brief description of duties.</li> <li>• Voluntary / Unpaid Work Experience: List and describe any voluntary/unpaid post-secondary employment and/or community service experience. Please include the name of the organization, length of service, and a brief description of the position and duties.</li> <li>• Information Technology Training and Experience: Briefly describe your level of training and experience in the use of information technology including computers, software and telecommunications networks as tools for business, education, teaching and personal use.</li> <li>• Professional Memberships and Affiliations</li> <li>• International experience: please include any international or intercultural experience you have, in the form of travel, work, education, or volunteer experience.</li> </ul>
Fees	<p>Incoming exchange students are responsible for paying the following mandatory student ancillary fees while at RRU. Please note that fees are subject to change every year.</p> <ul style="list-style-type: none"> <li>• Student Services Fee <b>\$49.27 (Undergraduate), \$56.89(Graduate)</b></li> <li>• Learning Support Fee <b>\$93.43 (both Undergraduate and Graduate)</b></li> <li>• Student Association Fee <b>\$67.00 (both Undergraduate and Graduate)</b></li> <li>• UPASS 4 months <b>\$85 (\$21.25/month -both Undergraduate and Graduate)</b> *UPASS is not applicable for virtual exchange students</li> </ul>
Letter of Acceptance (LOA)	<p>The LOA will be sent by email only if you are studying more than 6 months; application processing time is approximately 4-6 weeks from the time that a completed application is received (including supporting documents).</p>

### COURSE INFORMATION

University Departments Accepting Exchange Students	School of Business School of Tourism and Hospitality School of Communication and Culture
Language of Instruction	English
Course Restrictions	Incoming exchange students may only select courses being offered during the term/semester during which they intend to study at RRU (i.e. the course must start and finish during the term/semester during which the student is studying at RRU).
Standard Full-time Workload	In order to be considered a full-time student, students must complete a minimum of 9 credits within 24 weeks. A student enrolled in at least 60% of a normal course load is considered full-time.
Course Schedules	When completing the RRU exchange application, students must indicate which courses they wish to take during their time at RRU. Due to RRU's cohort learning model, <i>exchange students may only choose courses from their selected program stream.</i> For

	<p>example, a student who has selected the BA International Hotel Management stream may only select courses from the BA International Hotel Management program schedule. Furthermore, they may only select courses that start and finish during the term(s) during which they intend to study at RRU.</p> <p>Course availability will be confirmed with the student once the official nomination by the home institution has been received.</p>
<b>Grading System</b>	<p>Please find detailed information on RRU grading scales here:  <a href="https://www.royalroads.ca/grading-scales">https://www.royalroads.ca/grading-scales</a></p>
<b>Transcript of Records</b>	<p>Official transcripts will be sent to the home institution within four weeks following the announcement of final grades.</p>
<b>PRE-ARRIVAL: THINGS TO CONSIDER</b>	
<b>Housing Options</b>	<p>RRU does not currently offer on-campus housing. Although students are responsible for organizing their own accommodation in Victoria. Please visit our Off-campus housing website: <a href="https://www.royalroads.ca/current-students/student-life/where-stay/campus-housing-0">https://www.royalroads.ca/current-students/student-life/where-stay/campus-housing-0</a> Our staff in the international office will make every effort to assist incoming exchange students when in doubt or if they need further information or recommendations. Many private options such as studio apartments, rooms, or entire houses are close to campus. Alternatively, students may wish to live closer to downtown and commute to campus by bus.</p> <p>Students who are interested in the option of living with a Homestay family can visit <a href="http://www.canadahomestaynetwork.ca/students.html">http://www.canadahomestaynetwork.ca/students.html</a> or <a href="https://gvenglish.com/royal-roads-homestay/">https://gvenglish.com/royal-roads-homestay/</a> for further details.</p>
<b>Estimated Cost of Renting in Victoria</b>	<p>Depending on whether students rent a room or an entire apartment, rent prices in Victoria can range from \$800/month to \$1,800/month. A safe estimate for monthly rental of shared accommodation (including utilities) is CAD \$1,000.</p>
<b>Where to Live?</b>	<p>Victoria is a smaller city and nothing is ever very far. Royal Roads University is located in Colwood, which is about a 20-30 minute drive from downtown Victoria, depending on traffic. Some neighbourhoods that provide easy access to the RRU campus:</p> <p><i>Colwood</i>  <i>Langford</i>  <i>View Royal</i></p> <p>If students prefer to live downtown Victoria or in a neighbourhood closer to downtown Victoria, please note that commuting times can run as long as one hour in each direction depending on traffic and number of bus transfers required. Some good neighbourhood options for students are as follows:</p> <p>Burnside  Downtown  James Bay  Fairfield  Fernwood  Oak Bay  Quadra Village</p>
<b>Estimated Cost of Living in Victoria</b>	<p>Students can learn more about the cost of living here:  <a href="https://www.royalroads.ca/current-students/student-life/cost-living">https://www.royalroads.ca/current-students/student-life/cost-living</a>  <a href="https://studentaidbc.ca/help-centre/applying-loans/your-financial-need">https://studentaidbc.ca/help-centre/applying-loans/your-financial-need</a></p>

	In general, students can expect to spend anywhere between CAD \$500 and \$1,000 a month on food, bills and entertainment, depending on lifestyle.
Visa Requirements	Depending on a student's country of origin and the duration of the exchange, incoming exchange students may require a visa to come to Canada. The easiest way to find out what immigration documents are required is by completing the Government of Canada's Come to Canada questionnaire. Please contact <a href="mailto:go.global@RoyalRoads.ca">go.global@RoyalRoads.ca</a> for assistance.
Medical Insurance	Come to Canada Questionnaire: <a href="http://www.cic.gc.ca/ctc-vac/cometocanada.asp">http://www.cic.gc.ca/ctc-vac/cometocanada.asp</a> It is very important for incoming exchange students to have medical insurance when they arrive in Canada. Students can purchase it with <a href="#">guard.me International Insurance</a> at a cost of CAD \$1.45/day. If students arrange their own travel medical insurance, <i>they must provide confirmation of their enrolment.</i>
RRU Buddy System for Incoming Exchange Students	All exchange students are offered the opportunity to be connected with a buddy (a current RRU student from their selected program) with whom they can connect over the months prior to their arrival in Victoria. To be connected with a buddy, please confirm by emailing <a href="mailto:go.global@RoyalRoads.ca">go.global@RoyalRoads.ca</a> .

*\*This document was last updated July 2024 and is subject to change.*