

**Deadline for Submission:**

**Monday February 29<sup>th</sup> 2016**

**Independent Study Abroad:** study under an [International Letter of Permission \(ILOP\)](#) at an international institution through direct enrolment at the host university, for which the student registers at and pays tuition fees to the host university. See JD Academic Calendar at p. 69.

**PERSONAL INFORMATION**

Preferred Title:	Surname:	Given Name:
Student Number:	Gender:	Date of Birth:
Countries of Citizenship (countries from which you hold a valid passport)		First Language:
Program and Year of Study:	Option:	Queen's Email Address:
Current Address:		Current Telephone No.:
Permanent Address (if different from above):		Permanent Telephone No.:

**HOST UNIVERSITY INFORMATION (WHERE STUDENT PLANS TO STUDY)**

Host University Name:	Country:	Host Website:
Term(s) Away from Queen's University: <input type="radio"/> Fall <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer		
Term of Study:		
Start and End Dates at Host University:		

Faculty of Law, Student Services Office  
 Room 200, Macdonald Hall  
 128 Union St. Kingston, ON  
**Submit to the attention of**  
 Assistant Dean of Students [jane.emrich@queensu.ca](mailto:jane.emrich@queensu.ca)



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**COURSE INFORMATION AT HOST UNIVERSITY**

<b>Course Subject &amp; Number</b> Please attach course description(s)	<b>Course Weight</b> (i.e. 1.0 or 0.5 credit)	<b>Concentration or Elective Credit(s)</b>

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## STATEMENT OF UNDERSTANDING

I, the undersigned, understand and accept the following conditions which apply when traveling on an Independent Study Abroad activity through direct enrolment, as evidenced by my signature below:

1. It is the student's responsibility to apply for admission to the host university.
2. The student must complete and submit all documentation required by the host university, directly to the host university, by its stated deadlines.
3. The student must not be on academic probation (or a candidate for academic probation); and must otherwise maintain good academic standing in the Faculty of Law up until the commencement of the study abroad activity.
4. Students participating in study abroad activities are bound by the terms of the [Queen's University Student Code of Conduct](#) prior to, during, and following the study period. In the event that the student violates the Student Code of Conduct, permission to participate in the study abroad activity may be revoked.
5. Students participating in study abroad activities are also subject to the rules and regulations of the host university and laws of the host country. Students are required to stay at the host campus until the completion of all courses and the associated examination period.
6. In the event that the student lodges an appeal of a decision relating to either non-academic or academic matters, the appeal must be resolved prior to the expected date of departure or permission to participate in the study abroad activity will be rescinded.
7. Students are expected to complete their degree requirements on main campus in order to graduate from Queen's University.
8. Tuition and ancillary fees are to be paid to the host university, in accordance with the host university requirements. Students may be required to pay additional fees (other than tuition), such as mandatory health insurance, activity fees, etc. to the host university.
9. Students are responsible for all personal expenses, including transportation, medical insurance, food and accommodation at the host university. It is the responsibility of the student to secure their own accommodations.
10. Students participating in an independent study abroad activity must register at the host university as a Visiting Student rather than as a student on a degree program. Students who register in a degree program will jeopardize their registration status at Queen's University.
11. Students are responsible for obtaining the necessary immigration documentation as required. Please note that it may take up to 4 months to obtain such documentation.
12. Students are responsible for ensuring that appropriate and sufficient health insurance is obtained to cover the period of time while on the study abroad activity and while travelling to and from the host country. Specific requirements apply at some host institutions.
13. Courses selected at the host university must be approved by the Assistant Dean of Students, as delegate of the Academic Standing and Policies Committee at Queen's Faculty of Law. In the event that changes are made to these course selections after arriving at the host university, the student must notify the Assistant Dean of Students at Queen's Faculty of Law, [jane.emrich@queensu.ca](mailto:jane.emrich@queensu.ca) of these changes and obtain approval for them. Participation in an independent study abroad activity does not guarantee enrolment in desired courses at the host university.
14. Transfer of credit for academic work completed while on an independent study abroad activity will be granted only for courses approved by the Assistant Dean of Students at Queen's Faculty of Law in advance of the host institution's course registration period. Credit will be given only for Queen's-approved courses successfully completed at the host university. To transfer credit to Queen's for courses taken at the host university, a student must obtain a passing final grade in each course according to the grading standards at the host law school.

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15. Students are responsible to arrange for an official transcript (bearing the official university seal) to be forwarded directly from the host university to the attention of the Assistant Dean of Students, Student Services Office, Room 200, 128 Union St. Kingston ON K7L 3N6. It is also the student's responsibility to obtain any additional transcripts from the host university needed for his/her personal use. It is prudent to obtain a sufficient number of original transcripts for future employment, licensing, and graduate studies applications.
16. Independent study abroad falls under Queen's University's [Off-Campus Activity Safety Policy \(OCASP\)](#). Each ILOP student must complete the OCASP Safety Planning Record (SPR) process from completion of the record through to approval, and must register with the Emergency Support Program (ESP) prior to the expected date of departure. If the student does not complete all these mandatory preparations prior to departure, **the Safety Plan Record will not be approved and the ILOP will be revoked.**
17. In the event that the Canadian Canadian Global Affairs Department issues a [travel warning advising against travel](#) to the location or region of the host university following the issuance of the ILOP by Queen's, but prior to the student's **departure** to the host university, the ILOP will be rescinded. In this circumstance, to seek an exception the student must apply in writing, giving reasons for the request and documenting how the hazards identified in the DFTD warning can be mitigated. The ILOP will not be reinstated unless the student is able to demonstrate to the satisfaction of Queen's University International Centre (QUIC) that the hazards identified in the travel advisory can be mitigated appropriately. See also <http://travel.gc.ca/travelling/advisories/faq>.
18. In the event that Canadian government issues a travel warning advising against travel to or visits within the location or region of the intended host university **after the student's departure**, under the OCASP the student is required to revise the OCASP Safety Planning Record (SPR) to reflect the new circumstances, and resubmit it to QUIC for review and approval. If the new hazards cannot be mitigated appropriately, Queen's University may require the student to leave the area of risk. Failure to revise and resubmit the SPR and to cooperate with Queen's University in managing the student's risk may result in the student not being granted academic credit from Queen's for the affected term of study.
19. It is the student's responsibility to decide whether to purchase travel cancellation insurance. Cancellation insurance may provide coverage in the event that travel plans are altered because of circumstances that lead to the issuance of a Travel Warning by the Canadian government.

I consent to the terms and conditions of the ILOP and authorize Queen's University to release my Queen's academic record to the selection committee.

**Student Signature:**

**Date:**

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## APPLICATION, FEE AND SUPPORTING DOCUMENTATION

**Application Fee:** \$40 in exact change or by cheque payable to Queen's University submitted with application and supporting documents to the Student Services Office, Faculty of Law, Queen's, Room 200 Macdonald Hall, Monday to Friday, 8:30 a.m. to 4:30 p.m.

### **Supporting Documents:**

**NOTE:** It is the student's responsibility to ensure that the following official documentation is provided with the submission of your request. Applications that are not accompanied by this documentation will be considered incomplete and will not be considered.

- Course Syllabus and sessional dates of the host law school
- Course Grading and Credit Scheme, academic regulations regarding full course load per term
- Hard copy of approved OCASP if Government of Canada has issued a travel advisory to avoid travel to the destination.

Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Faculty of Law, Jane Emrich at [jane.emrich@queensu.ca](mailto:jane.emrich@queensu.ca).

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