BCI
BUREAU DE
COOPÉRATION
INTERUNIVERSITAIRE

Inter-University Transfer Application

Student User Guide

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INTRODUCTION

The AEHE (Inter-University Transfer Authorization application) is for all students who are enrolled as regular students at a Quebec University (called the home university) and who, in the framework of their program of study, want to do one or several activities (Course or Medicine Elective) at another Quebec University (host university).

This user guide provides all the information you need to use the AEHE system.

GLOSSARY

AEHE	Inter-University Transfer Authorization
Home University	University at which the student is enrolled.
Host University	University at which the student wishes to complete a course for transfer credit.
Activity	Course or Medicine Elective.
Application to complete	The application the student is currently filling out for which activities have not yet been submitted for approval (application created by the student but not yet finalized).
Active application	The application for which the selection of activities has been submitted to an advisor for approval.
Inactive application	An application in which all activities are “closed” (e.g., an activity for which a grade has been awarded, or a cancelled, withdrawn or refused activity).
Closed application	An application from a previous term.

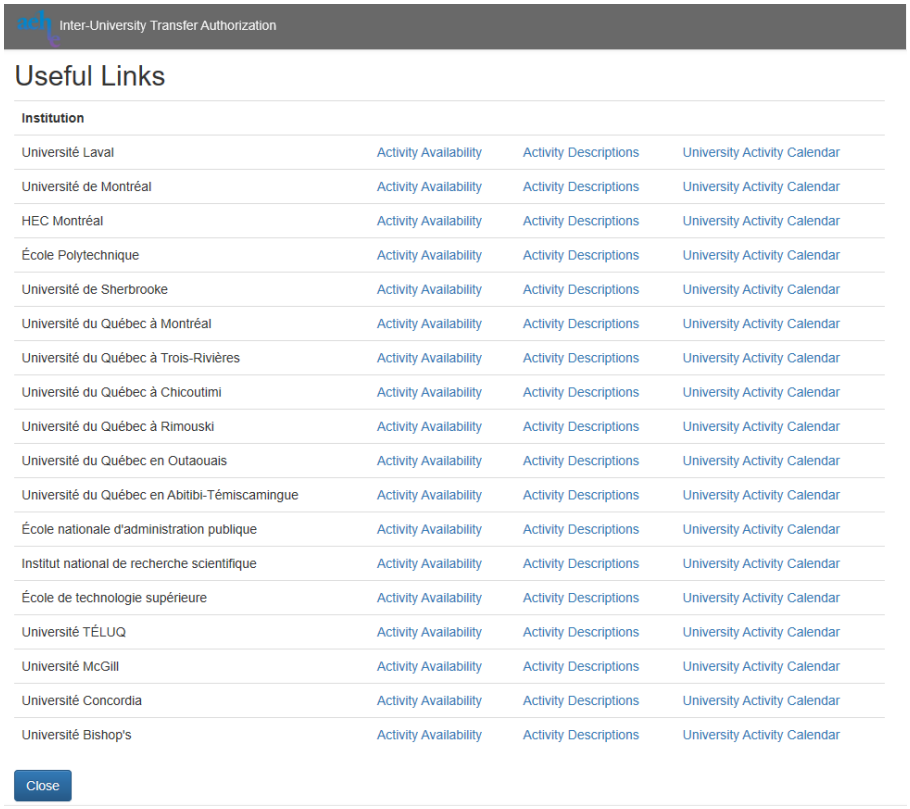
1. NAVIGATION BUTTONS

There are several buttons at the top right of each screen:

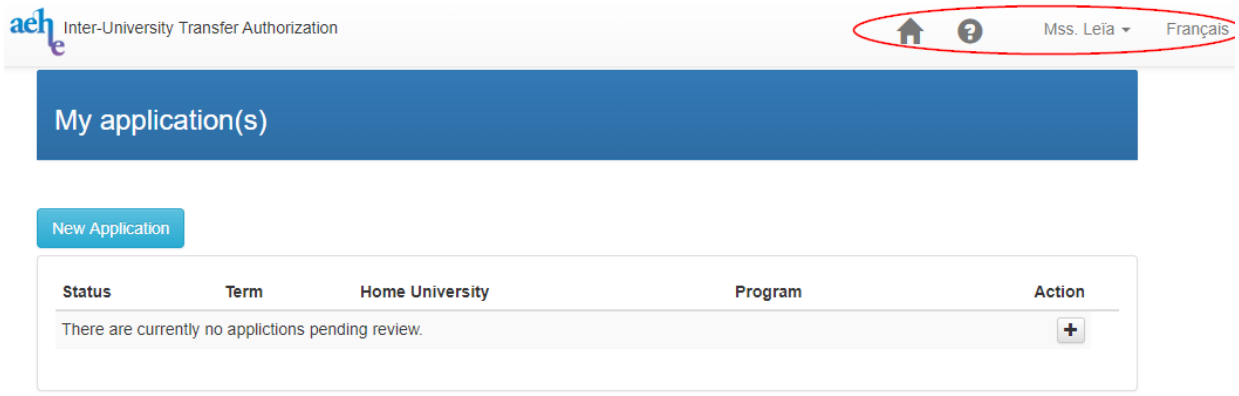
Returns to the main menu.

Accesses the AEHE application user guide and support for request details and technical or functional issues.

The icon also provides access to useful links to institution websites, information on activity availability, activity descriptions and university activity calendars:



Last Name and First Name	Displays the student's last name and first name. Clicking on it allows students to select ***Quit*** to log out securely.
Français or ***English***	Selects the screen display language.



The following icons are used for various actions:

To view an application or request.

To change an application or request.

To add a new application or request.

To delete, withdraw or cancel a request.

2. WHO CAN APPLY ?

You can apply if you are a regular full-time or part-time student enrolled in a degree program at a Quebec university. You cannot apply if you are attending a university as visiting, special or exchange student in a non-degree program.

3. WHAT YOU NEED TO ACCESS THE AEHE APPLICATION

To access the application, you will need to enter the **Username and Password** you use to access your home university's student information system.

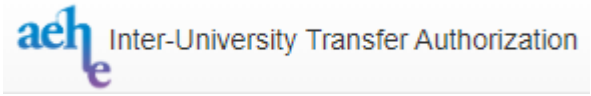
4. CONNECTING TO THE AEHE SITE

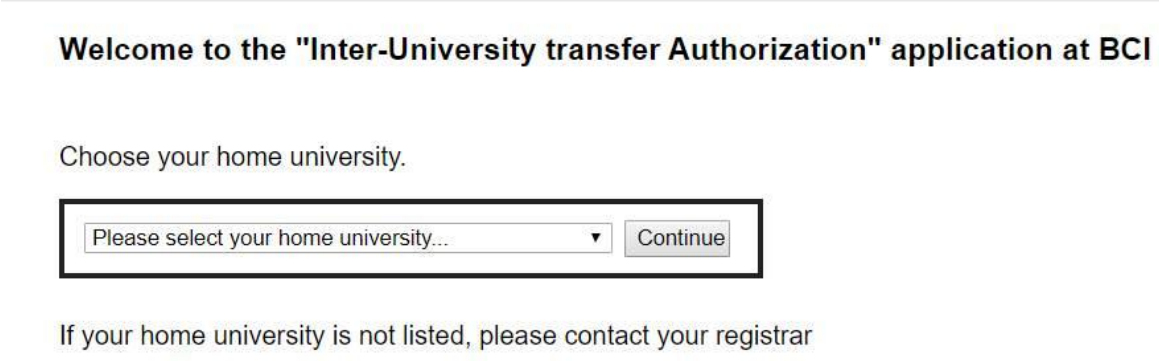
4.1 CONNECTING TO THE BCI SITE

To access the AEHE site, you must first log into the BCI site at the following address: www.bci-qc.ca.

4.2 LOGGING INTO THE AEHE SITE

In the BCI site, click on ***Inter-University Transfer Authorization***.

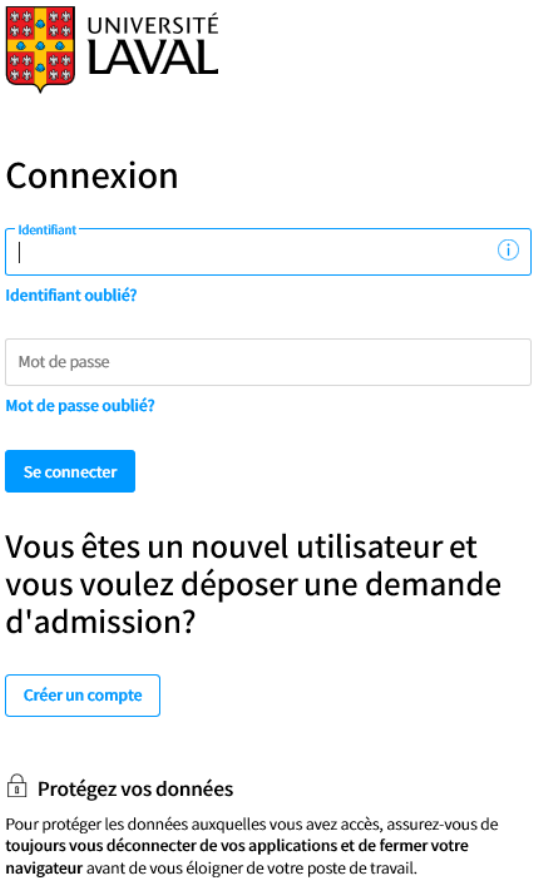




- Select your home university from the picklist.

5. AUTHENTICATION

To access the AEHE application, you must authenticate yourself by entering the ***Username and Password*** used to access your home university's student information system.

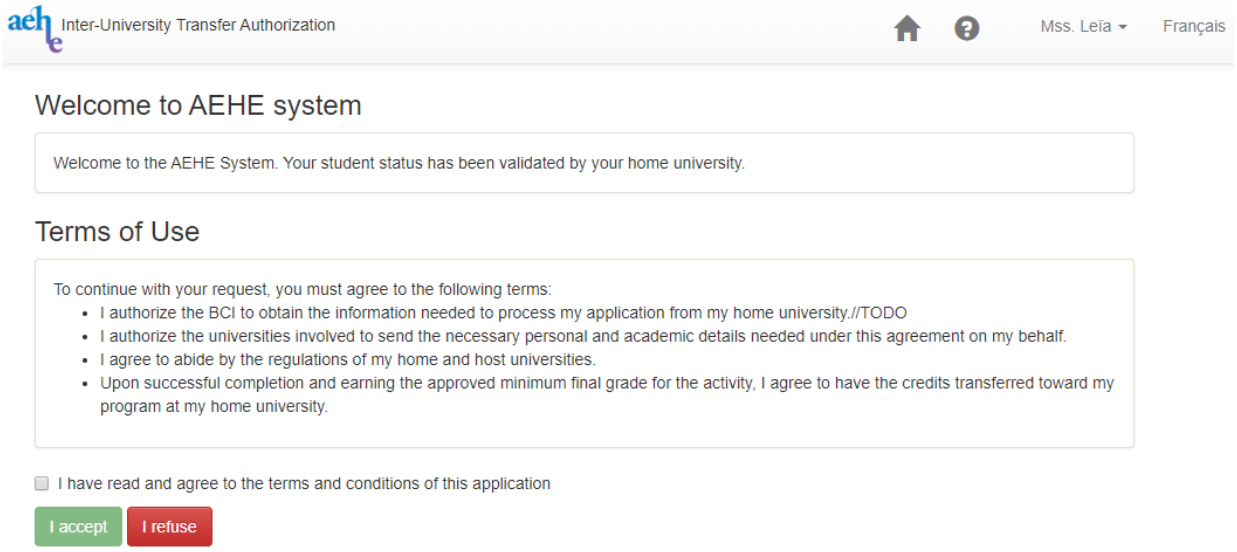


If you are unable to authenticate yourself, you will have to contact the Registrar's Office at your home university.

Note: The universities mentioned in the guide's screenshots are listed for example only.

6. WELCOME

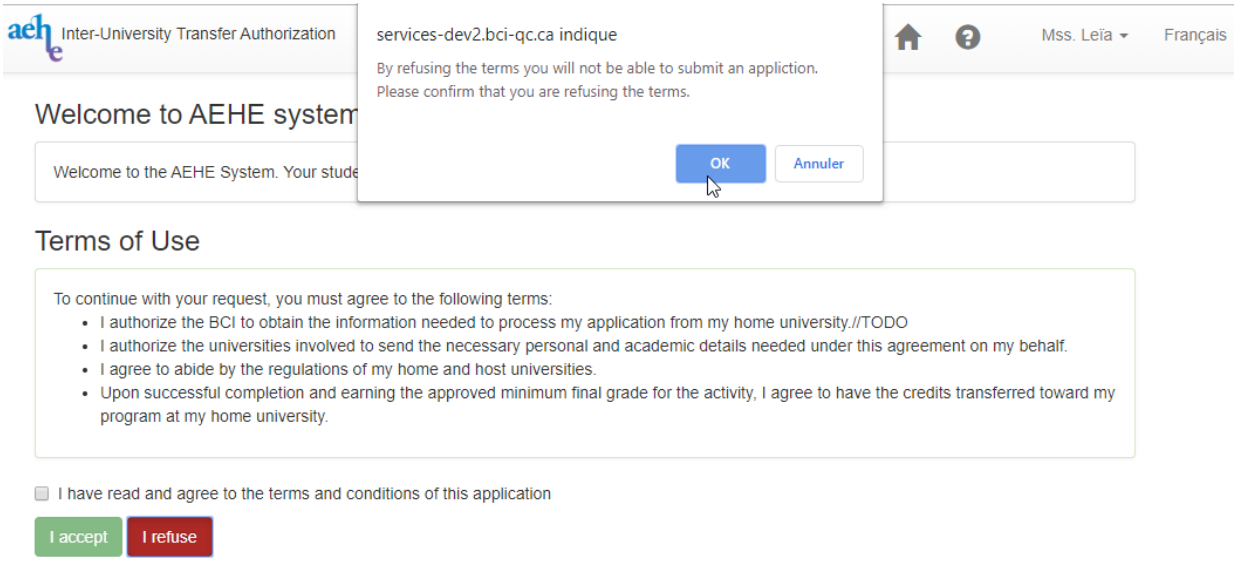
After the authentication process, you are in the AEHE system.



The welcome message informs you that you meet the eligibility requirements of the Inter-University Transfer Agreement.

- You have to accept the terms of use by checking the box "I have read and agree to the terms of this application" and then the ***Accept*** button at the bottom of the sreen.

If you refuse, a message displays to tell you that refusing means you will not be able to proceed with your application:

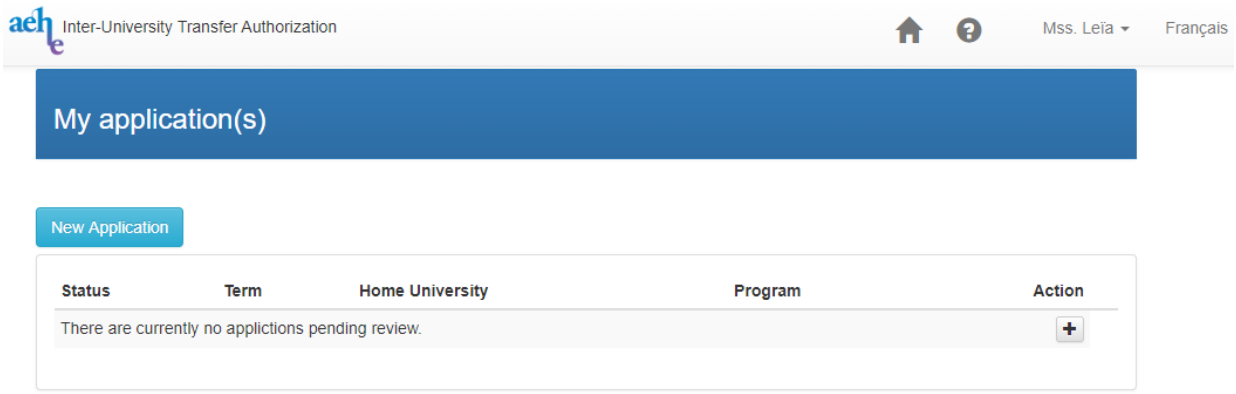


7. MAIN MENU (*MY APPLICATIONS*)

Accepting the terms of use takes you to the main menu.

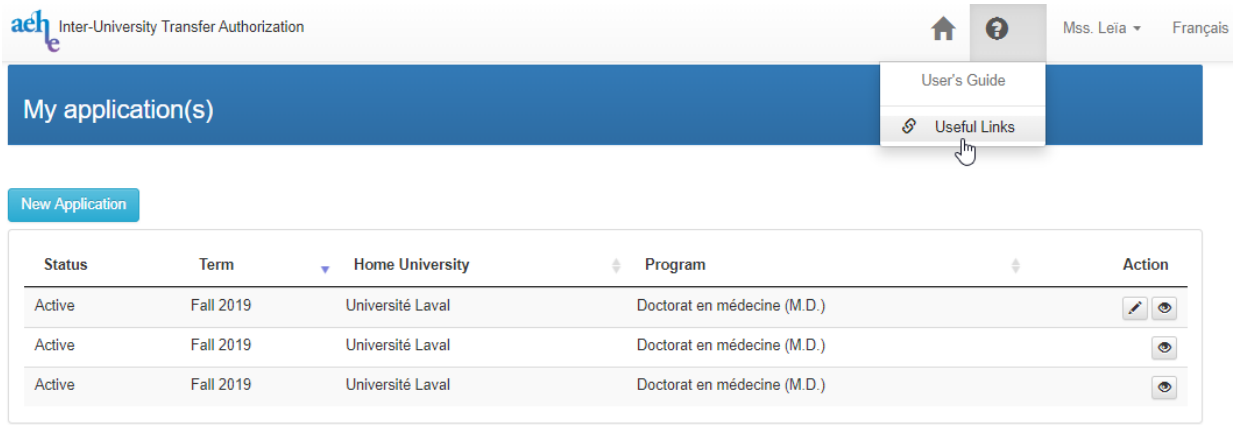
7.1 NO APPLICATION IN YOUR FILE

If there are no applications in your file and you want to create a new application for the first time, you must use the following menu:



7.2 APPLICATIONS IN YOUR FILE

If you have applied previously, you access your file using the following menu:



8. NEW APPLICATION

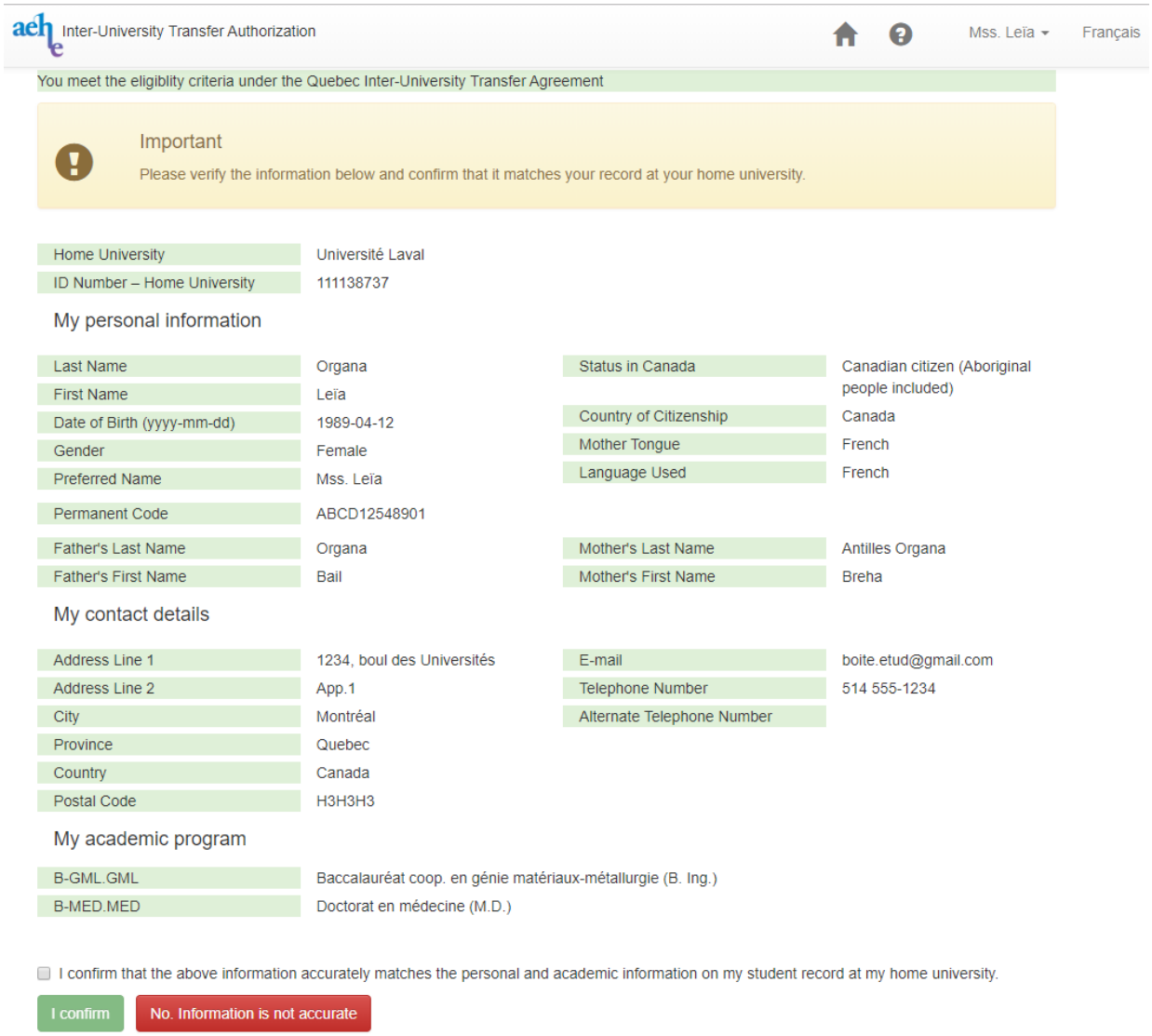
When you are enrolled in a program and wish to enrol in an activity at one or more host universities, for transfer credits toward your program for a given term, you must create an

application for that program and term. Once the application is created, add the activities you wish to complete.

Before you create a new application, you have to verify your personal information.

8.1 VERIFYING YOUR PERSONAL INFORMATION

Clicking on ***New Application*** in the main menu takes you to the personal information collected from your home university.

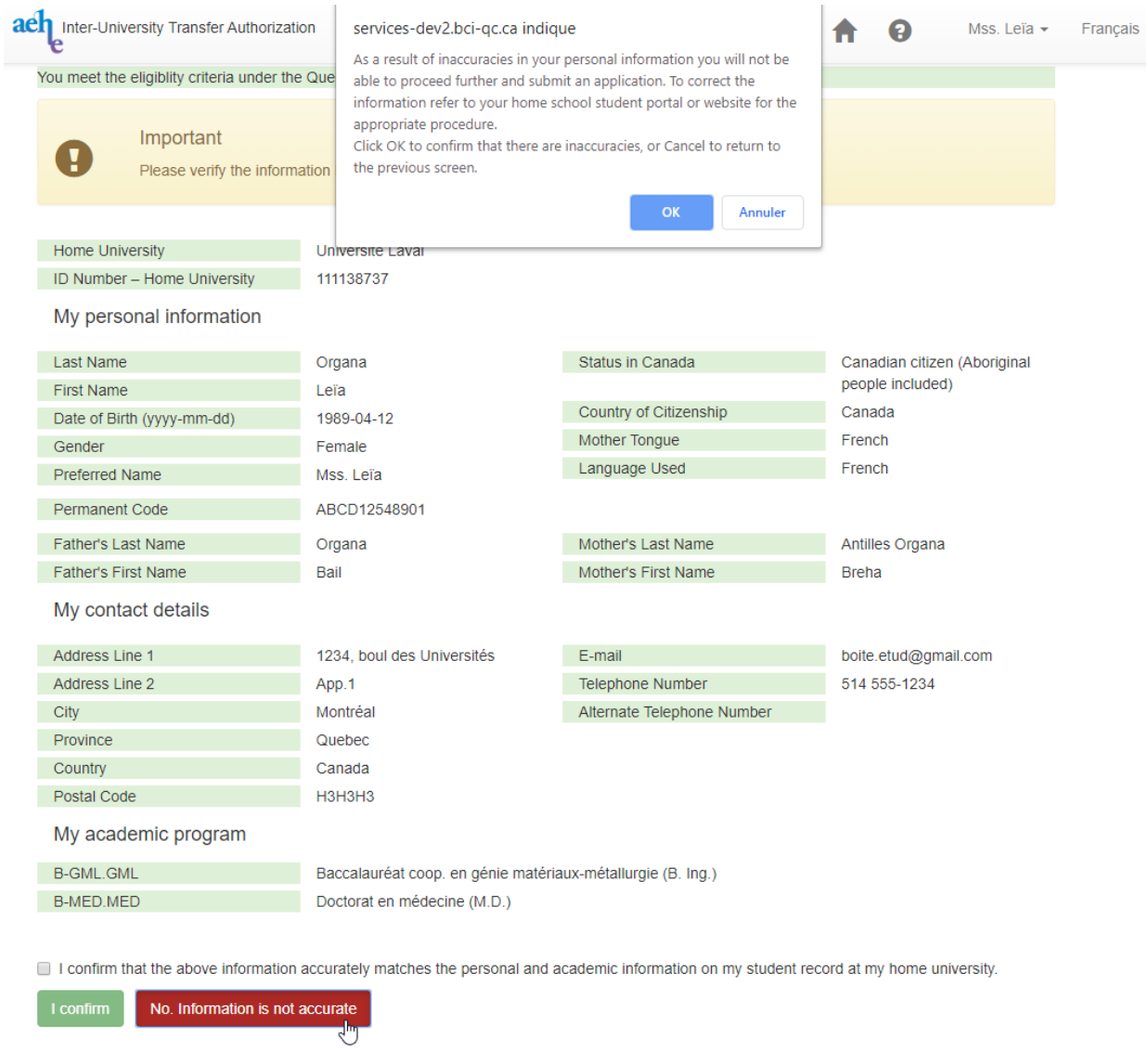


You must check that the information is correct and confirm it.

- First check the box "*I confirm that the above information accurately matches the personal and academic information on my student record at my home university*" to confirm that the information is accurate, then click on the ***I confirm*** button.

Note: Your personal information appears on every page of the application.

- If the information is not accurate, click on ***No. Information is not accurate*** button.



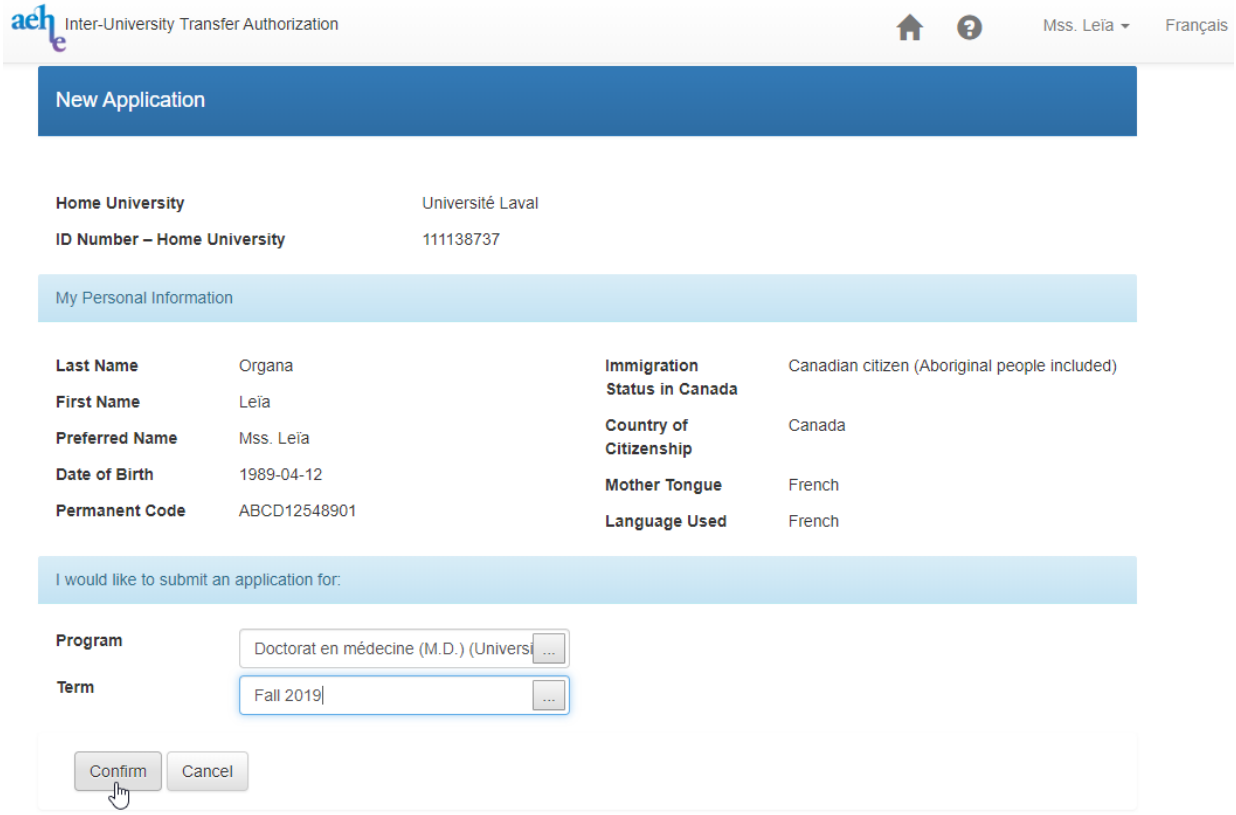
Note:

If your personal information is incorrect, a message will display confirming that you will not be able to create a new application. You will first need to have your record updated by your home university.

8.2 CREATING A NEW APPLICATION

Once your personal information is confirmed, you may proceed to the main menu.

Click on the ***New Application*** button to create a new application from the main menu.

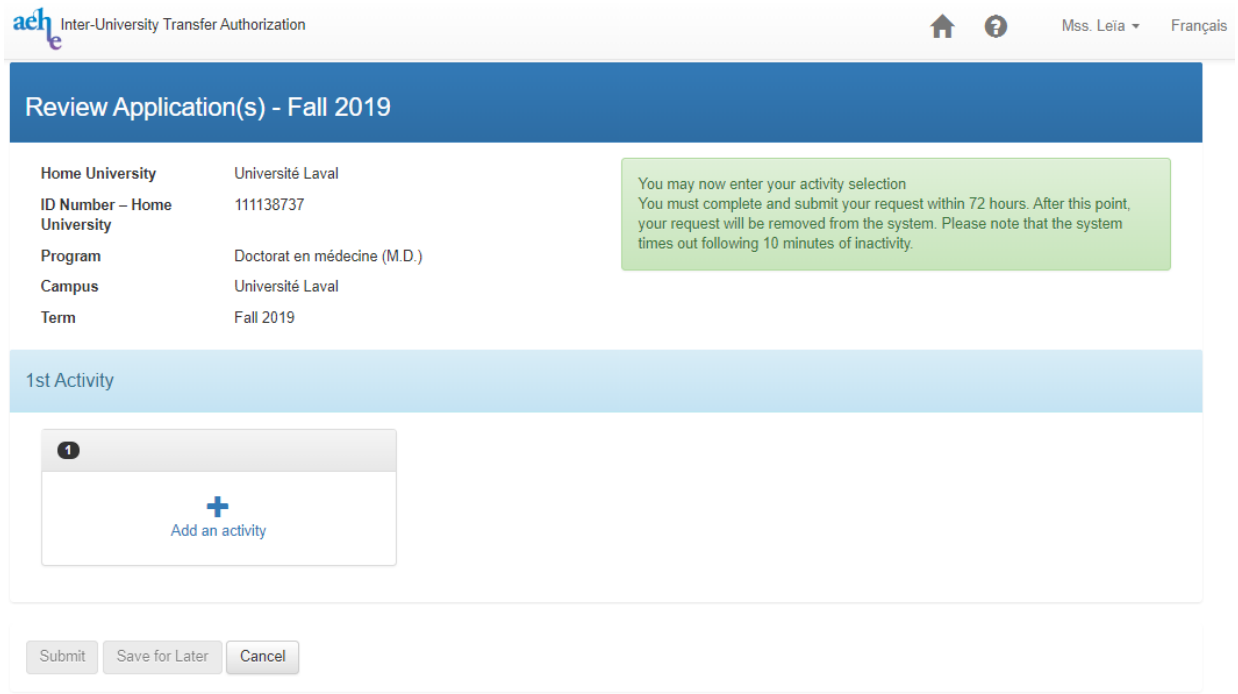


- From the list of programs you are enrolled in at your home university, select the program for which you want to submit an Inter-University Transfer Application. The list appears in the pull-down menu.
- From the pull-down menu, select the term in which you wish to complete one or more activities at a host university.
- Once you have selected the program and term, click on the ***Confirm*** button to create an application or the ***Cancel*** button to return to the main menu.

Note:

Your application is associated with a specific program and term, you will need to create another application if you wish to complete another for a different program or term.

When you click on ***Confirm*** button to create an application, the following screen displays to allow you to add activities:



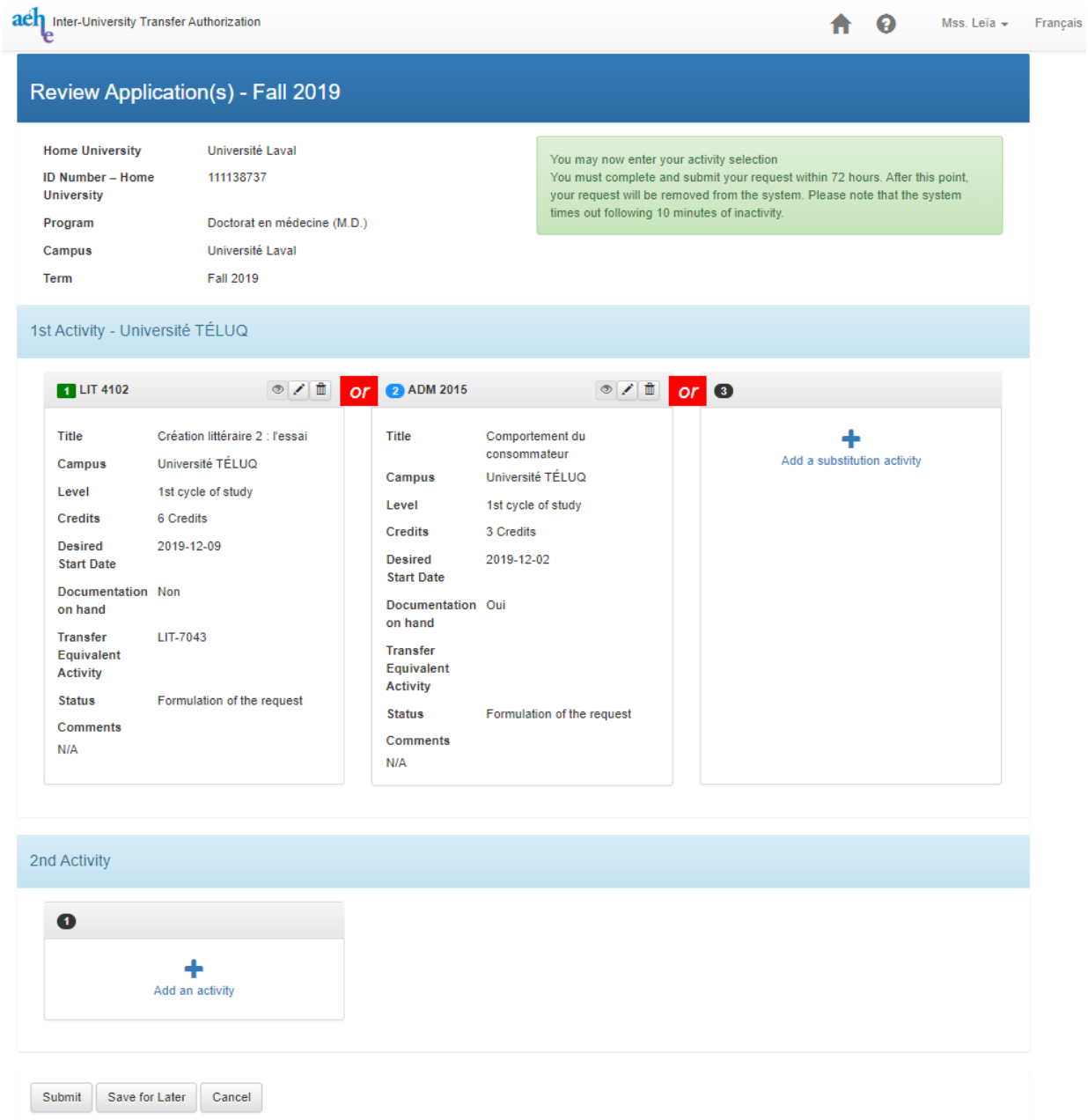
A message displays on this screen, confirming that an application has been created, and that you have 72 hours to complete it. After that, it will be deleted.

- In the 1st Activity section on the screen, click on the ***Add an activity*** box to add an activity. Otherwise, click on ***Save for Later*** or ***Cancel*** if you want to go back to the main menu.

Section 9.1 describes the steps for adding an activity to your application.

8.3 APPLICATION TO BE COMPLETED

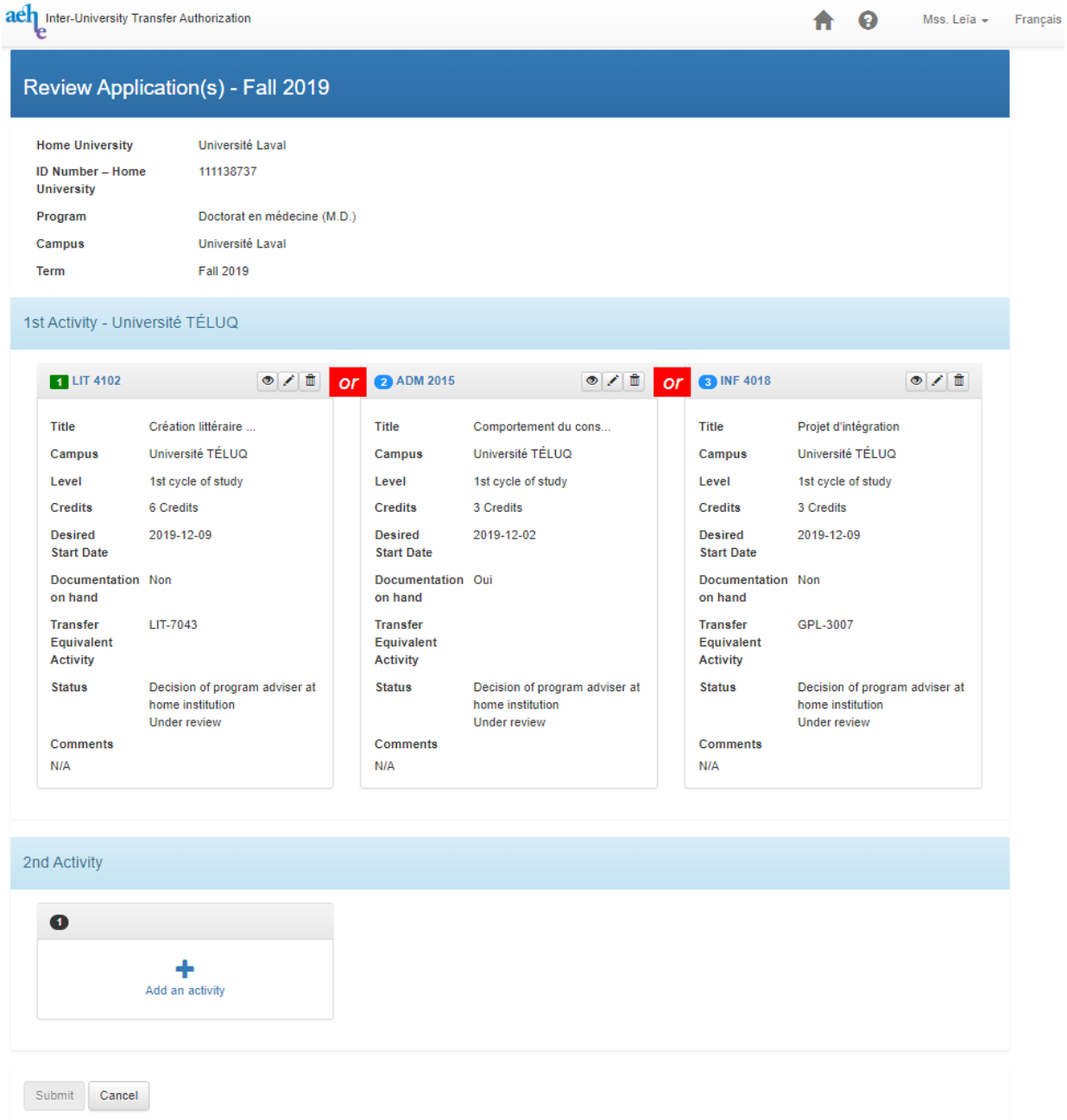
You can access an incomplete application from the main menu by clicking on the **+ icon**.



Section 9.1 describes the steps for adding an activity to your application.

9. CHANGING AN APPLICATION

In the main menu, click on the ✎ icon to access an active or inactive application and change it.



All the activities associated with this application are displayed with their approval status (Under Review, Approved, Refused) and approval level reached (Decision of Academic Advisor at Home University, Decision of Registrar at Home University, Decision of Academic Advisor at Host University, Decision of Registrar at Host University).

An activity with an approved cancellation request will show whether the cancellation is with or without reimbursement of fees.

You can change your application by adding, withdrawing or cancelling a request.

Note:

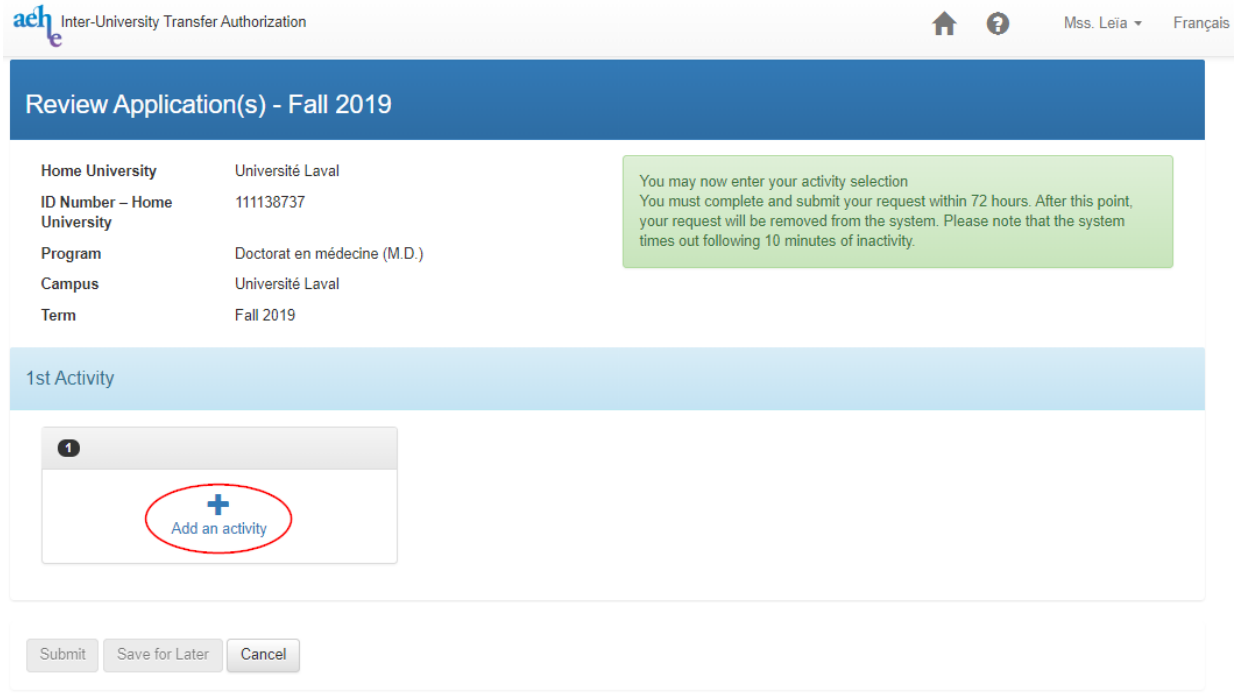
Once a request is submitted, you can withdraw or cancel it but you cannot change it.

When a request is refused, you can no longer cancel it.

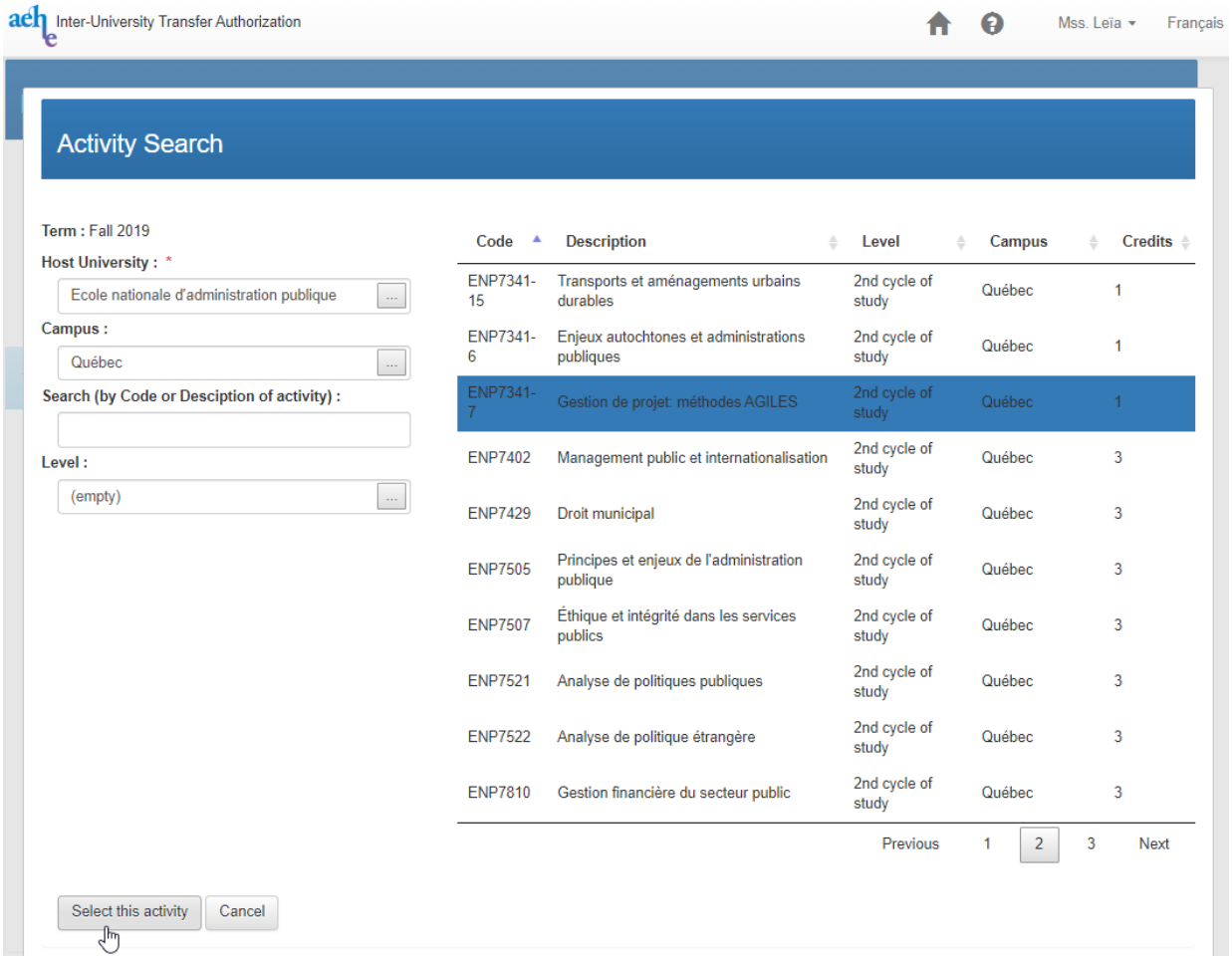
9.1 ADDING AN ACTIVITY

When you create a new application or, from the main menu, access an application for an existing term with a status of "to complete," "active," or "inactive" status, to add a request to the application:

- Click on ***Add an Activity***. Otherwise, click on ***Save for Later*** or ***Cancel*** to go back to the main menu.



When you opt to add a request to an application for a given term, the following screen displays:



Search for the activity you want to take at a host university.

On the left side of the screen

- From the list of universities in the pull-down menu, select the host university at which you want to complete the activity. A list of all activities offered by the specified university displays on the right side of the screen.
- From the list of campuses in the pull-down menu, select the campus where you want to take the activity. The activities offered at this campus under the IUTA display on the right side of the screen.
- You can narrow your search by entering the initial letters of the code or activity title in the appropriate box. The activities that start with these letters appear on the right side of the screen.
- Select the cycle: 1st cycle, 2nd cycle or 3rd cycle.

On the right side of the screen

When you select the host university, campus, activity or cycle, the list of activities appears on the right side of the screen. Select an activity from the activities on the list.

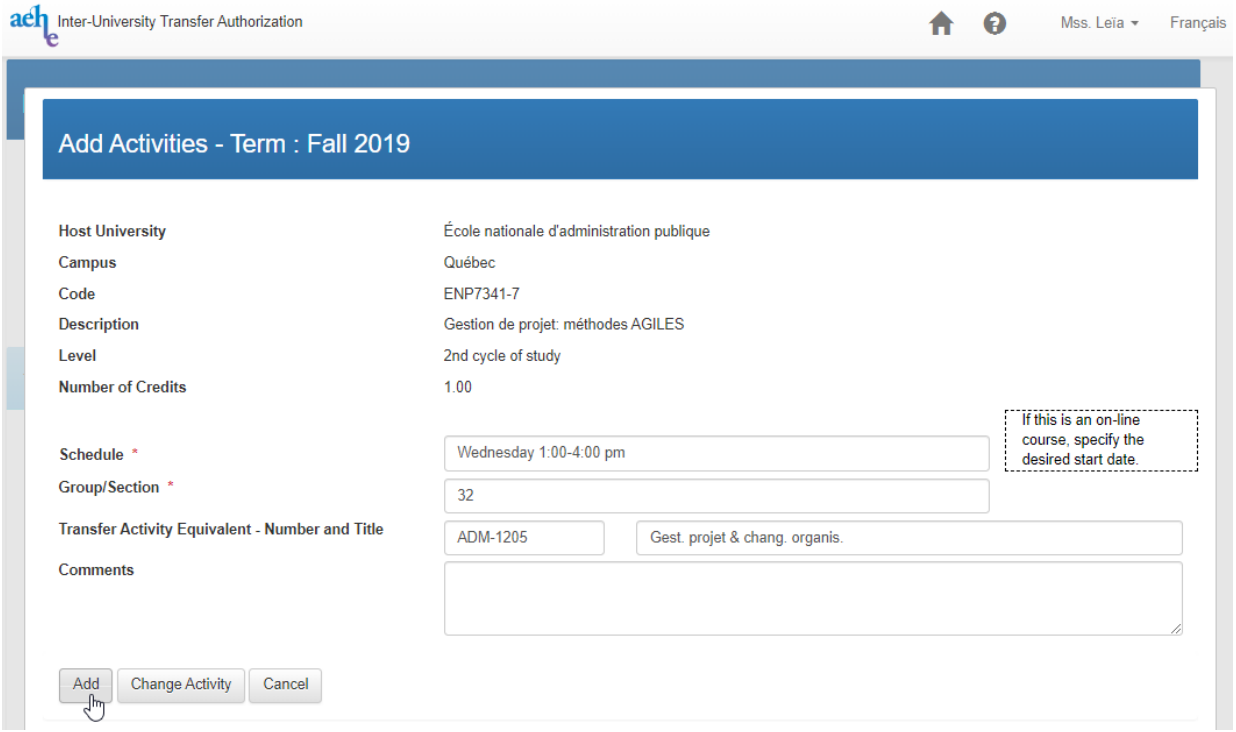
Note:

No activity will be displayed in this section if the selected university's calendar is not available, or if the activity is not offered under AEHE for your selection criteria. A message displays to let you know.

Once you have selected the activity,

- click on ***Select This Activity*** to finish entering it or click on ***Cancel.***

The following screen displays to finalize the entry:



- Enter the information in the Schedule, Group/Section, and Transfer Activity Equivalent – Number and Title boxes.

If the activity is an online course, you must specify the desired start date in the Schedule field.

Note:

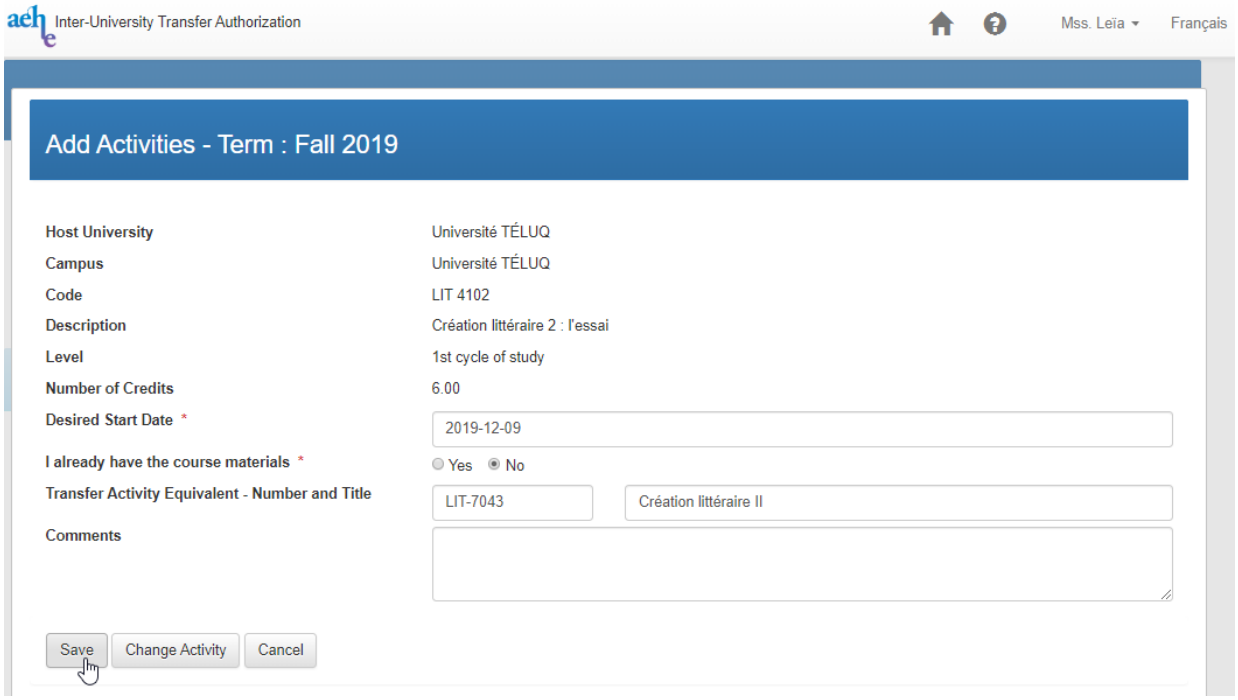
If you want to take a course at Université TÉLUQ, the following screen displays when you click on ***Select This Activity***:

In this screen, the Schedule and Group/Section fields are replaced by the Desired Start Date field. A field is added for you to indicate whether you already have the course materials.

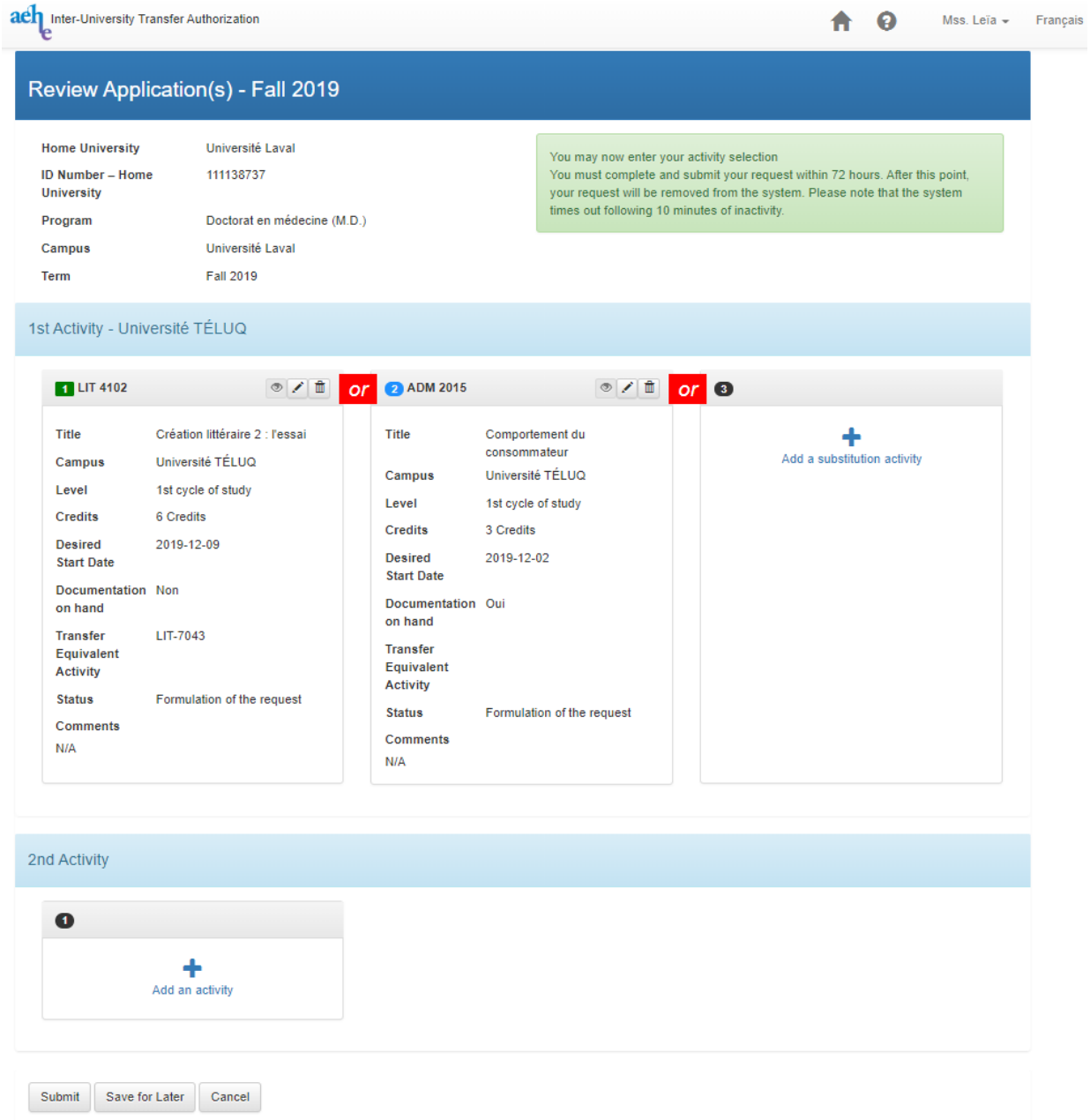
- Enter your desired start date in the appropriate box.
- Indicate whether you have the course materials by checking the appropriate box.
- Enter the Transfer Activity Equivalent – Number and Title.

You can add a comment for this activity in the appropriate space.

- Click on ***Add*** to add the activity to the application.
- Click on ***Change Activity*** to go back to the activity search screen or ***Cancel*** to return to the application.



When you click on ***Add,*** the following screen displays:



This screen gives you access to the application to which you have just added a request, and displays all the requests associated with this application.

Note:

Once the request has been added, if the application has not yet been submitted, you can add a second activity, completing it in the same way. For each request (1st/2nd Activity), a maximum of two additional choices is permitted, a preferred activity and two additional ones.

A 2nd Activity is displayed when a 1st Activity in the previous section is present.

You can submit one or more activities for the same host university. You can also submit one or more activities for several universities.

When you create an application, you can delete the activity before submitting the application. Just click on the icon beside the activity.

- Click on ***Submit*** to submit your application. This will route the application to your advisor for approval. Otherwise, click on ***Save for Later*** or ***Cancel*** to go back to the main menu.

Note:

Once you submit your application, you will receive an email confirming receipt of the application. If you do not get the email:

- Check your account's spam folder
- Review your application and ensure that it is submitted
- Contact the Registrar's Office at your home university

For any active application, if you remove or cancel your preferred activity (1), the additional activity (2) becomes the preferred activity and it is subject to the same approval phases.

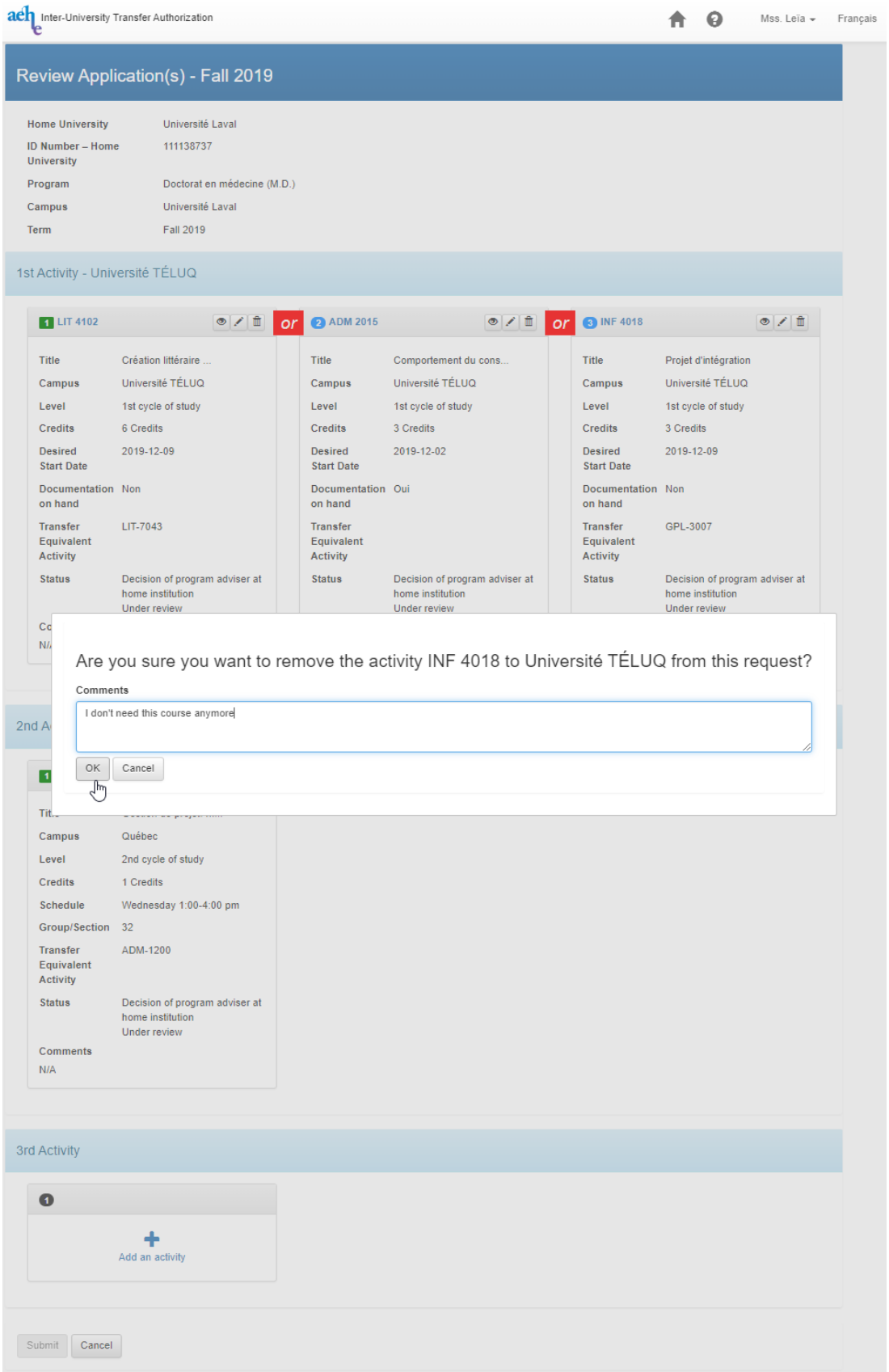
When a request is refused, you will receive an email notification to this effect.

9.2 WITHDRAWING OR CANCELLING A REQUEST

From the main menu, when you access an active application, you can withdraw or cancel a request in the application.

Click on the icon beside the activity you want to withdraw or cancel.

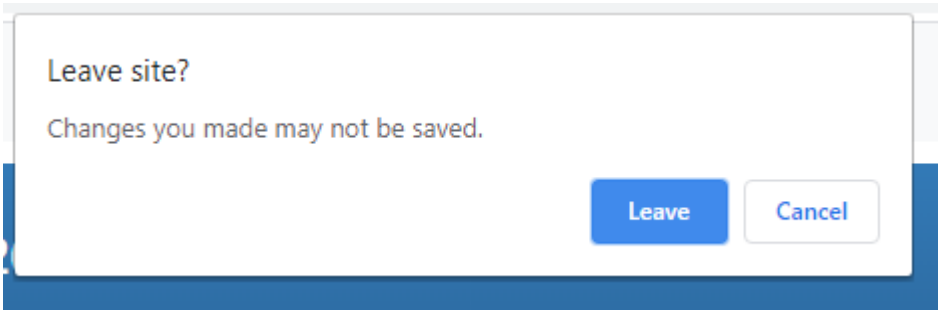
The following message displays to ask you to confirm withdrawal or cancellation of the request:


Inter-University Transfer Authorization
Mss. Leïa
Français
Review Application(s) - Fall 2019
Home University
Université Laval
ID Number – Home University
111138737
Program
Doctorat en médecine (M.D.)
Campus
Université Laval
Term
Fall 2019
1st Activity - Université TÉLUQ
1 LIT 4102
or
2 ADM 2015
or
3 INF 4018
Title
Création littéraire ...
Comportement du cons...
Projet d'intégration
Campus
Université TÉLUQ
Level
1st cycle of study
Credits
6 Credits
3 Credits
Desired Start Date
2019-12-09
2019-12-02
2019-12-09
Documentation on hand
Non
Oui
Non
Transfer Equivalent Activity
LIT-7043
GPL-3007
Status
Decision of program adviser at home institution
Under review
Are you sure you want to remove the activity INF 4018 to Université TÉLUQ from this request?
Comments
I don't need this course anymore
OK
Cancel
Québec
2nd cycle of study
1 Credits
Schedule
Wednesday 1:00-4:00 pm
Group/Section
32
ADM-1200
Comments
N/A
3rd Activity
Add an activity
Submit
Cancel

If necessary, you can add a comment in the appropriate space.

After clicking on the ***OK*** button in the box provided, you must click on the ***Submit*** button in the application so that the withdrawal or the cancellation request will be correctly sent.

If you quit the application before clicking the ***Submit*** button, the following pop-up window will be displayed and if you click the ***Quit*** button, you will lose the modifications you've done to your application.



Note:

Once your application has been submitted, you can remove an activity unless it has a status of confirmed by the host university's registrar.

Once the request has a status of confirmed by the host university's registrar, you can't withdraw the activity, but you can request to cancel it.

When the host university registrar has made a decision on the cancellation request, you will be informed by email.

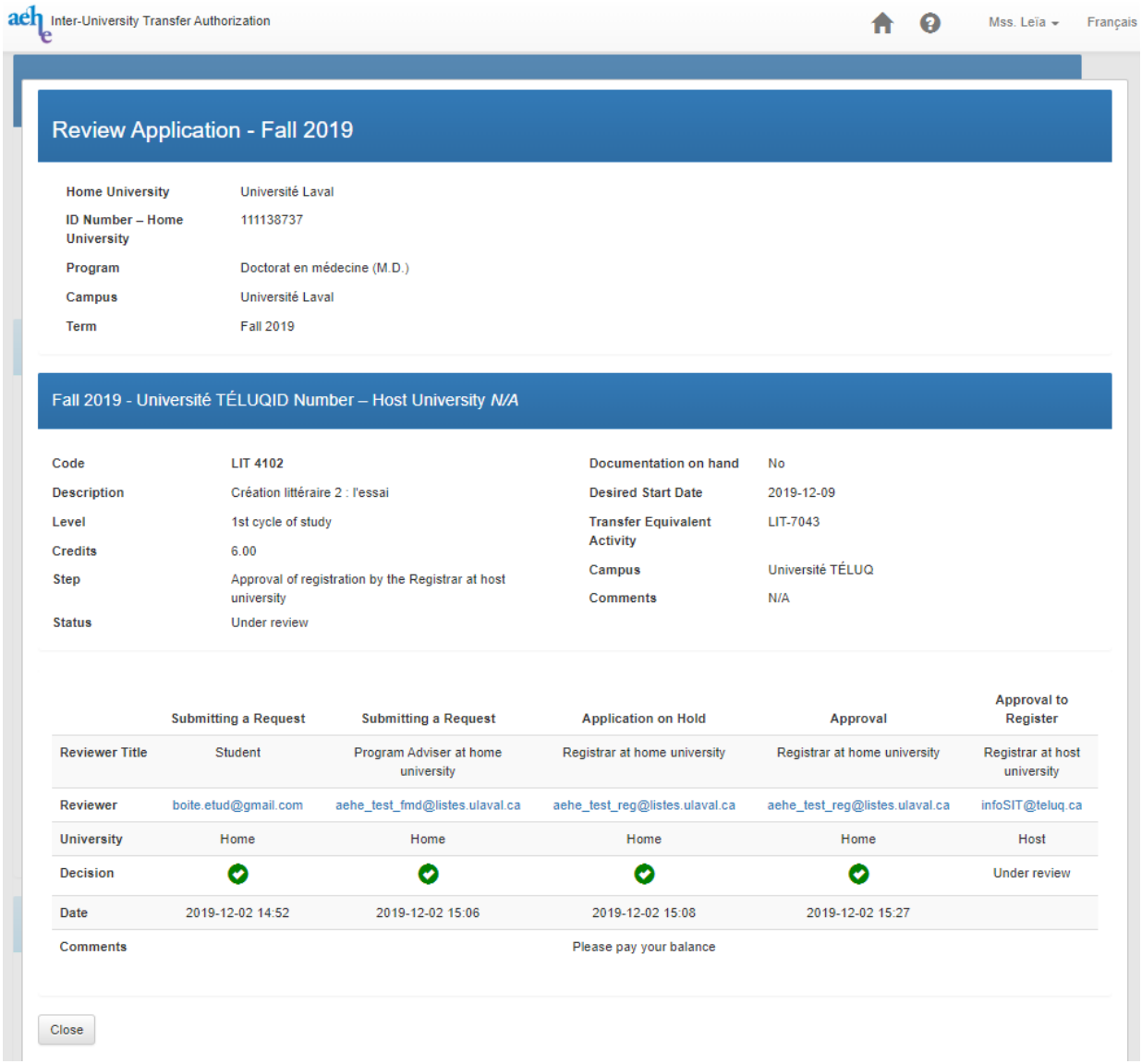
If the request to cancel an activity is accepted, you will be entitled to a refund of tuition fees if the request is made within the deadline determined by the host institution's academic calendar.

You can no longer cancel a request once it has been refused.

9.3 VIEWING A REQUEST

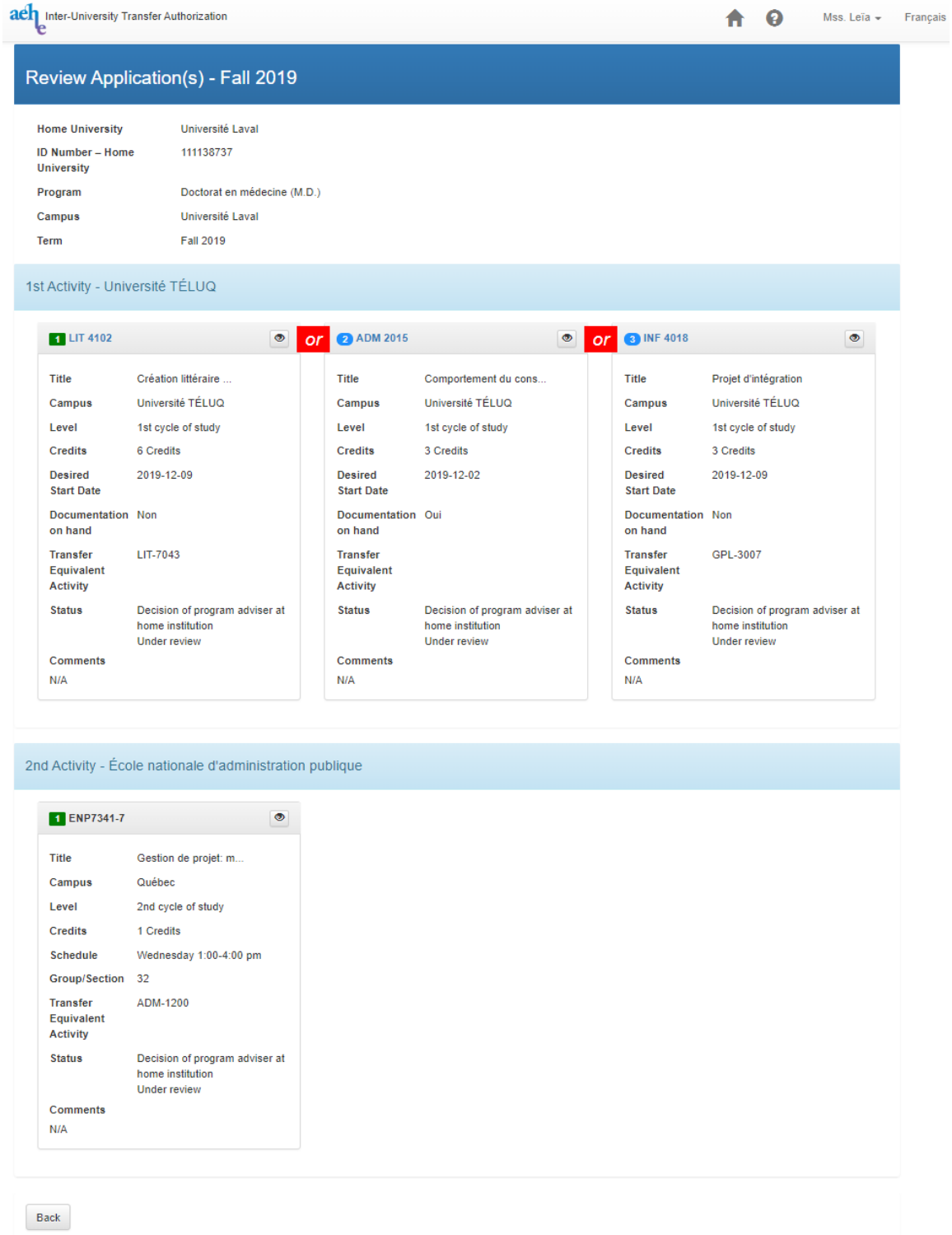
When you access an application, you can consult each request associated with it.

- Click on the icon for the request you want to consult and follow up on.



10. CONSULTING AN APPLICATION

In the main menu, click on an application's icon to consult it and follow up on the requests associated with it. The application can be active, inactive or closed.

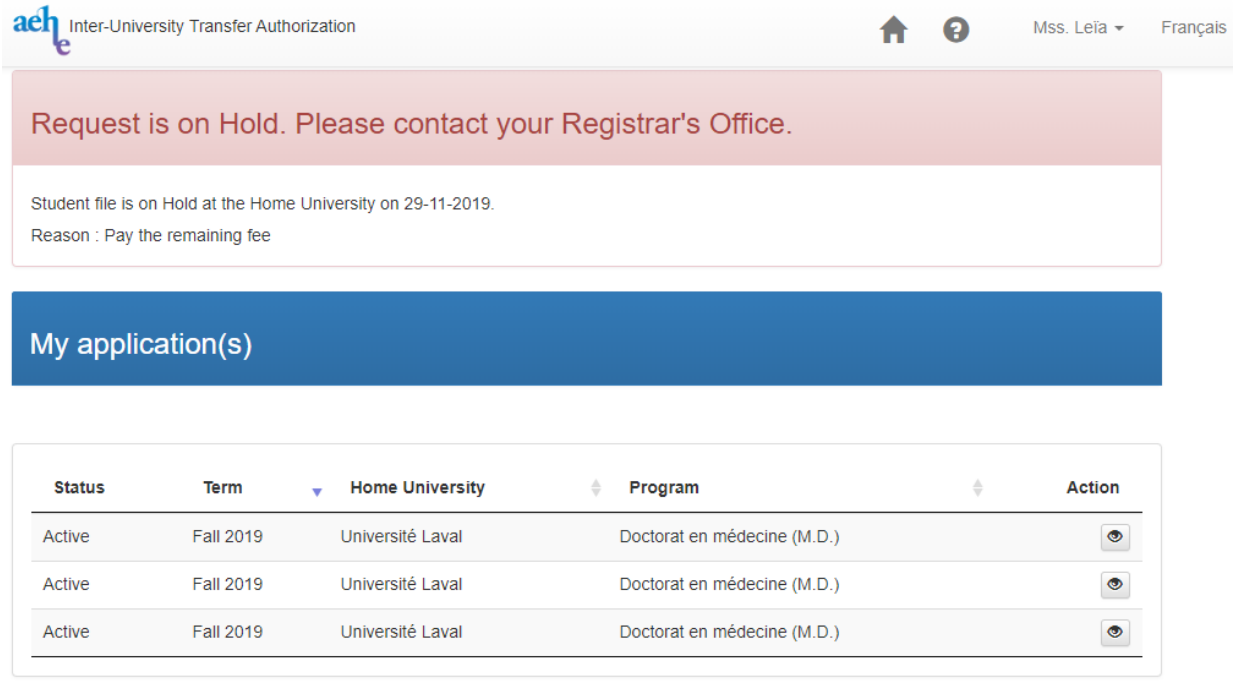


All requests associated with this application are displayed with their approval status (Under Review, Approved, Refused) and approval level reached (Decision of Academic Advisor at Home University, Decision of Registrar at Home University, Decision of Academic Advisor at Host University, Decision of Registrar at Host University).

An activity with a request that has been approved for cancellation will show whether the cancellation is with or without reimbursement of fees.

11. APPLICATION ON HOLD

When an application is on hold for administrative reasons, a message displays in the main menu telling you that it is on hold.

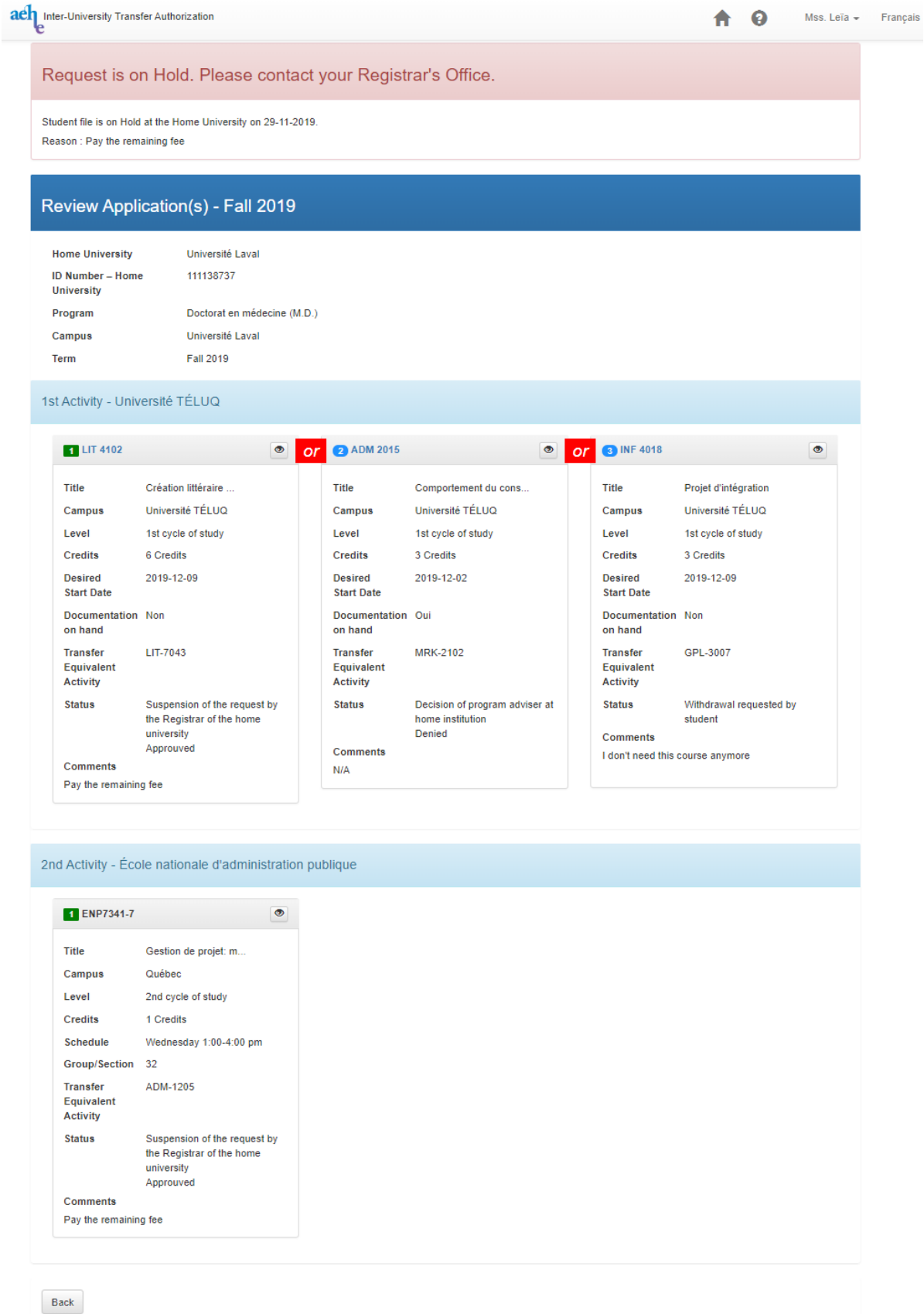


You will have to contact the Registrar's Office at your home university to resolve the situation.

Note:

If Registrar's Office at your home university places a hold on your application, you will receive an email notification to this effect.

If your application is on hold, you can view it but you cannot update it. To view it you, click on the icon, and the following screen displays:


aeh e Inter-University Transfer Authorization
Mss. Leïa
Français
Request is on Hold. Please contact your Registrar's Office.
Student file is on Hold at the Home University on 29-11-2019.
Reason : Pay the remaining fee
Review Application(s) - Fall 2019
Home University Université Laval
ID Number – Home University 111138737
Program Doctorat en médecine (M.D.)
Campus Université Laval
Term Fall 2019
1st Activity - Université TÉLUQ
1 LIT 4102
Title Création littéraire ...
Campus Université TÉLUQ
Level 1st cycle of study
Credits 6 Credits
Desired Start Date 2019-12-09
Documentation on hand Non
Transfer Equivalent Activity LIT-7043
Status Suspension of the request by the Registrar of the home university
Approuved
Comments
Pay the remaining fee
or
2 ADM 2015
Title Comportement du cons...
Campus Université TÉLUQ
Level 1st cycle of study
Credits 3 Credits
Desired Start Date 2019-12-02
Documentation on hand Oui
Transfer Equivalent Activity MRK-2102
Status Decision of program adviser at home institution
Denied
Comments
N/A
or
3 INF 4018
Title Projet d'intégration
Campus Université TÉLUQ
Level 1st cycle of study
Credits 3 Credits
Desired Start Date 2019-12-09
Documentation on hand Non
Transfer Equivalent Activity GPL-3007
Status Withdrawal requested by student
Comments
I don't need this course anymore
2nd Activity - École nationale d'administration publique
1 ENP7341-7
Title Gestion de projet: m...
Campus Québec
Level 2nd cycle of study
Credits 1 Credits
Schedule Wednesday 1:00-4:00 pm
Group/Section 32
Transfer Equivalent Activity ADM-1205
Status Suspension of the request by the Registrar of the home university
Approuved
Comments
Pay the remaining fee
Back

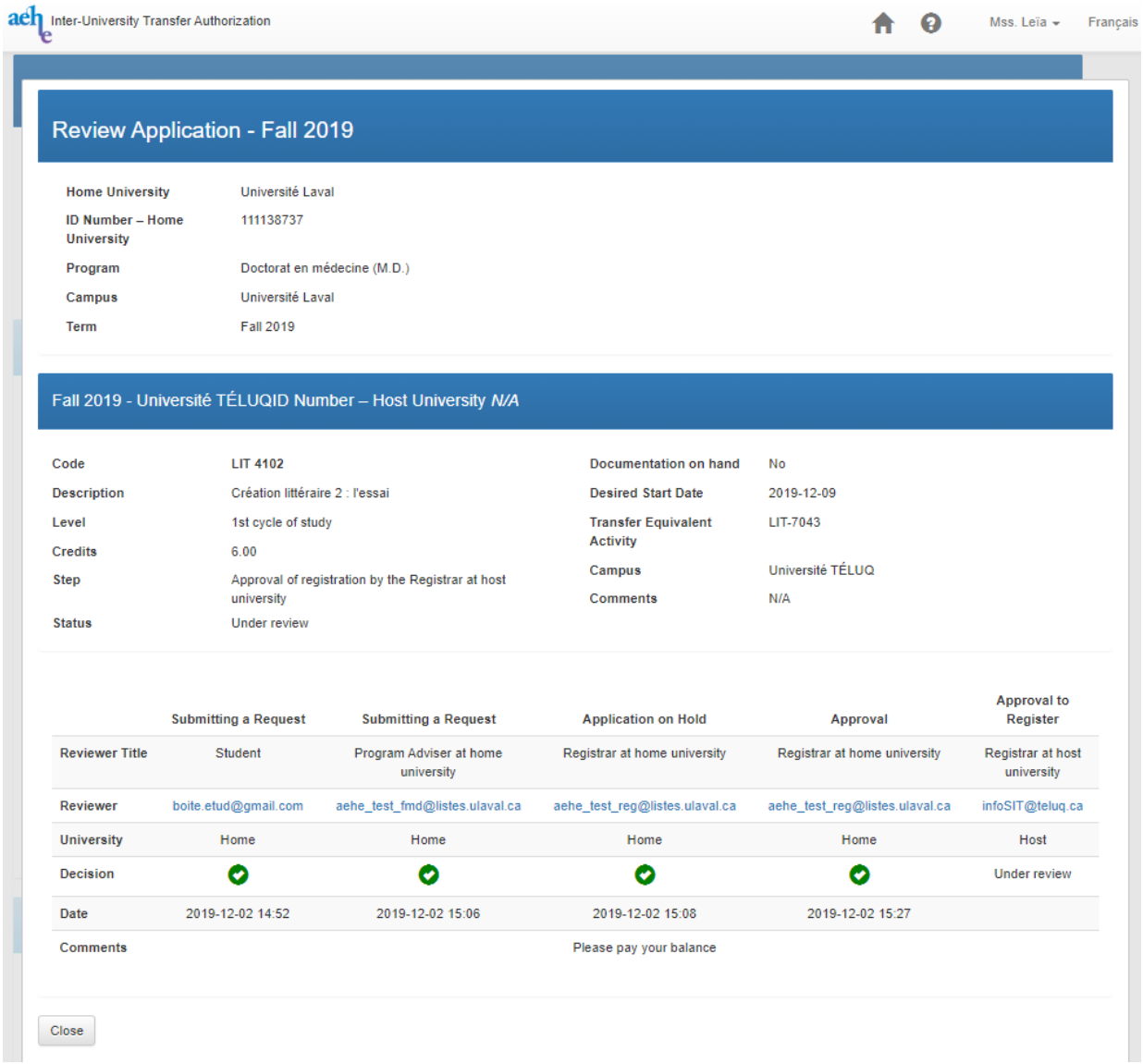
A comment at the top of the screen gives the reason for the hold.

12. FOLLOWING UP ON YOUR APPLICATION

Once you submit an application, it is your responsibility to follow up.

To see the application details and status access your application(s) from the main menu. When you consult an application, the icon beside each request allows you to see the progress and approvals by each reviewer for each activity. This allows you to track your application.

When you click on the icon the following screen displays:



Note:

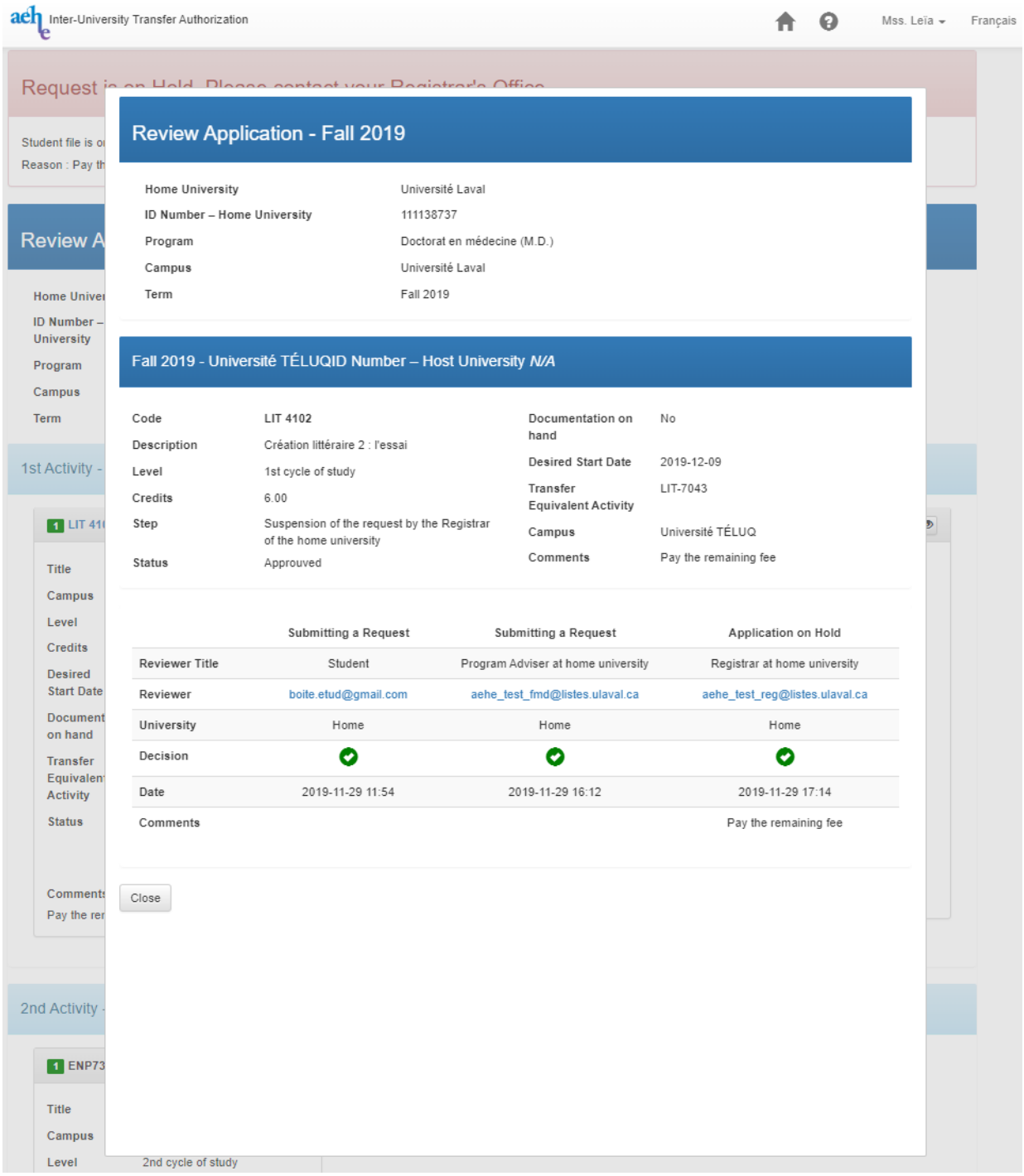
For each request, the tracking information lists your name, the date on which you submitted the application, and the decisions made by each of the reviewers (Academic Advisor at Home University, Registrar at Home University, Academic Advisor at Host University, Registrar at Host University).

Each decision lists the date is was entered and the email address of the reviewer associated with it.

To contact a reviewer, click on their ***email address.***

Note:

If your file is on hold, the following screen displays when you click on the icon:


aehe Inter-University Transfer Authorization
Mss. Leïa
Français
Request is on Hold. Please contact your Registrar's Office
Review Application - Fall 2019
Home University
Université Laval
ID Number – Home University
111138737
Program
Doctorat en médecine (M.D.)
Campus
Université Laval
Term
Fall 2019
Fall 2019 - Université TÉLUQID Number – Host University N/A
Code
LIT 4102
Description
Création littéraire 2 : l'essai
Level
1st cycle of study
Credits
6.00
Step
Suspension of the request by the Registrar of the home university
Status
Approuved
Documentation on hand
No
Desired Start Date
2019-12-09
Transfer Equivalent Activity
LIT-7043
Campus
Université TÉLUQ
Comments
Pay the remaining fee
Submitting a Request
Submitting a Request
Application on Hold
Reviewer Title
Student
Program Adviser at home university
Registrar at home university
Reviewer
boite.etud@gmail.com
aehe_test_fmd@listes.ulaval.ca
aehe_test_reg@listes.ulaval.ca
University
Home
Home
Home
Decision
Date
2019-11-29 11:54
2019-11-29 16:12
2019-11-29 17:14
Comments
Pay the remaining fee
Close
1st Activity -
2nd Activity -
2nd cycle of study

13. ADDITIONAL INFORMATION

To request information or report a technical or functional issue, please contact the Registrar's Office at your home university. To do so, click on the "***Contact us***" button, located at the bottom of every screen.

The icon also accesses ***Contact us***.