IIT Europe Partner School Guidelines

IIT Europe students are subject to a few unique policies and requirements. See below for more information.

Research Project

Many IIT Europe Partner School students have a final research project requirement from your home institution (Projet Fin d'Etudes or Proyecto Fin de Carrera). If you are planning to complete a research project:

- Declare your research project via eForms for Graduate DegreeWorks
  - Select the “Change of Degree, Major, and/or Declare Concentration, Project, or Thesis Option with Transfer Credit...etc” option. Select “Add Change of Major Request.” Under “Concentration/Research Project,” select “International Partner Research Project.” See the IIT Europe eForm Help Guide for additional guidance.
  - You can bundle your research project and transfer credit requests into one eForm (more information below).
- Deadline to declare research project: First semester of enrollment
  - It is recommended that you declare your research project early in your first semester at IIT.
  - The latest the project can be declared is the Add/Drop deadline of your second semester at IIT. If you do not declare it by this date and have not reserved the appropriate number of credits in your academic program, you are responsible for any additional credits (and tuition) required to complete the project.
- Summer course enrollment:
  - If you plan to work on your research project during the summer semester, you must reserve at least 1 credit to enroll in (597 or 594) for the summer semester. For example, you would complete 29 credits throughout the fall and spring semesters, and then complete 1 final credit over the summer.

Transfer Credit

IIT Europe students are allowed to transfer two courses (up to 6 credit hours) towards their Illinois Tech degree program. Meet with your academic adviser to discuss potential transfer courses.

- Transfer credit guidelines
  - Cannot use courses that applied to your Bachelor’s degree or were not successfully completed (above minimum passing grade).
  - Proof of successful course completion must be indicated on your European transcripts.
  - Courses must be equivalent to 3 U.S. credit hours. 1 U.S. credit = 2 ECTS. You must choose two courses worth 6 ECTS credits each. See IIT Europe Transfer Credit Guidelines for more information.
- How to request transfer credit:
To request transfer credit, use eForms for Graduate Degree Works. You can bundle the research project and transfer credit requests into one eForm. Select “Add New External Transfer Request.” See the IIT Europe eForm Help Guide for additional guidance.

- All research project and transfer credit requests must be approved by your academic adviser, department, and the Office of Graduate Academic Affairs.
- Your transfer credit will only be approved if your home institution has sent your official transcripts to Graduate Academic Affairs via graddocs@iit.edu. Even if you submitted transcripts at the time of admission, your home institution must also send them directly to IIT (graddocs@iit.edu).
- Deadline to submit transfer credit: Early in your first semester, prior to submitting your Plan of Study.

Plan of Study

A Plan of Study is required before completing 9 credits of graduate study at IIT. It must be submitted in your first semester in order to avoid a hold on your course registration for the subsequent semester. Submit your Plan of Study via Graduate Degree Works. For detailed help creating your Plan of Study, go here.

Bachelor Degree Verification

IIT must have certified proof of your Bachelor’s degree equivalent, written in English. If this was not submitted at the time of admission, your home institution must send it to graddocs@iit.edu (cannot be sent directly by you).

Degree Conferral, Graduation, and Commencement

Important Terms

- **Degree conferral:** the administrative process of awarding of your academic degree by Graduate Academic Affairs. This produces the ‘credential’ that allows a diploma to be printed.
- “**Applying for graduation:**” students apply for graduation (ie. degree conferral) for the term in which all coursework and research project (if applicable) will be completed. It is essentially a request to Graduate Academic Affairs to review your degree requirements and award the degree. **Note:** You must apply for graduation in the correct term (see below).
- **Commencement:** the graduation ceremony, which is always in May. Regardless of whether you complete your courses in May or August, you may attend the Commencement Ceremony.

**When to Apply for Degree Conferral:**

If you will complete all courses AND research project by May 2018:

- January 29: Apply for degree conferral for the Spring 2018 semester to be awarded your degree/diploma
- RSVP to attend the Commencement Ceremony in May 2018. Go here for more information.

If you will complete all courses AND research project by August 2018:
• June 1: Apply for degree conferral for the Summer 2018 semester to be awarded your degree/diploma
• You may still attend the Commencement Ceremony in May 2018. RSVP to attend the ceremony in the spring semester. Go here for more information.