



IIT Europe Partner School Guidelines

Mandatory Advising Meeting

All Illinois Tech graduate students are required to complete a mandatory advising session with their graduate academic adviser. In order to ensure compliance, an advising hold is placed on the student's registration when a master's student has nine earned and/or enrolled credit hours, and when a doctoral student has 18 earned and/or enrolled credit hours. This GP (Graduate Program) Advising Hold prevents registration for the next term until the required advising meeting has occurred. After the advising meeting has been completed, the adviser will lift the registration hold.

IIT Europe students should complete their required adviser meeting early in their first term, since their academic programs are subject to a few unique policies and requirements:

Research Project

Many IIT Europe Partner School students have a final research project requirement from their 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 Illinois Tech.
 - The latest the project can be declared is the Add/Drop deadline of your second semester at Illinois Tech. 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.
 - Students intending to graduate in the summer term must reserve at least one required *Illinois Tech* credit hour for use during the summer term. Failure to do this will result in the Illinois Tech degree being conferred in the spring term.

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 Illinois Tech (graddocs@iit.edu).
 - Deadline to submit transfer credit: Early in your first semester

Bachelor Degree Verification

Illinois Tech 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 December, 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 Spring 2022:

- By January 31: Apply for degree conferral for the Spring 2022 semester to be awarded your degree/diploma
- RSVP to attend the Commencement Ceremony in May 2022. Go [here](#) for more information.



If you will complete all courses AND research project by August 2022

- By January 31, 2022: Apply for degree conferral for the Summer 2022 semester to be awarded your degree/diploma
- You may still attend the Commencement Ceremony in May 2022. RSVP to attend the ceremony in the spring semester. Go [here](#) for more information.