

## Frequently Asked Questions

### **If I am traveling on a Pamplin-led or Virginia Tech study abroad program, do I need to complete this form?**

No. This form is intended for use by students who are traveling through programs not led by VT professors. If you are working with the Education Abroad Office or a third party program (i.e. CIMBA, ISA, CEA), you will need to complete this form and meet with the Study Abroad Advisor in the Pamplin Undergraduate Programs Office, located in 1046 Pamplin Hall.

### **What are ECTS credits?**

ECTS credits are credits based on the European Credit Transfer and Accumulation System. Many institutions abroad use the ECTS grading scale, so it is important to know how these credits transfer to VT. The number of ECTS credits should be divided in half to determine how many transfer credits you will receive. For example, if you find a course abroad worth 4 ECTS credits, you will most likely only receive 2 credits at VT. Therefore, if you would like to earn credit for a 3 credit VT course, you would need to find an equivalent(s) worth at least 6 ECTS credits.

### **How many contact hours are equivalent to 3 credit hours at VT?**

As a general rule, 45 contact hours = 3 credit hours at VT.

### **What if the classes I'd like to take abroad are not business classes? Do I still need to go through Pamplin Undergraduate Programs to have the courses evaluated?**

Yes. If your primary major is within the College of Business, you will need to work with the Study Abroad Advisor in Pamplin Undergraduate Programs to have courses evaluated, regardless of what department houses the courses you plan to take abroad.

### **What should I do if I have courses evaluated for credit before I leave, but when I get to the host institution abroad, the courses are full or no longer being offered and I am unable to take them?**

If you get abroad and are no longer able to take one or more of the classes you had evaluated for credit before departure, please contact the Study Abroad Advisor immediately. We will do our best to have new courses evaluated in time for you to enroll. However, there is no guarantee that this can be done, as many parties are involved in credit evaluation. If you must enroll in a class that has not been evaluated for credit, please know that we will evaluate the class upon your return to VT. We will do our best to award credit for your efforts. In choosing a course, try to find one that closely matches a VT course description.

### **What if I have already traveled abroad and would like to receive VT credit for the classes I completed abroad?**

If you have returned from a study abroad trip and did not have your courses evaluated prior to your departure, please complete steps #3 through #5 on the Course Equivalency Evaluation form. Please be aware that there is no guarantee that you will receive VT credit, but we will do our best to award credit for your efforts wherever possible.

### **I am interested in getting the International Business minor. Where can I find more information on this?**

Many students who study abroad pursue the International Business minor. There are 6 courses required for the minor, as well as foreign language and international experience requirements. The checksheet for the IB minor can be found on the Pamplin Undergraduate Programs website ([www.undergrad.pamplin.vt.edu](http://www.undergrad.pamplin.vt.edu)) under "Checksheets." If you have questions about the minor, please contact the Study Abroad Advisor.

### **I've completed my study abroad program and have returned to the United States. What's next?**

Once you return from studying abroad, it is your responsibility to check the status of your transcripts and ensure that they have been received by the University Registrar. If you took classes that were different than those classes you had pre-approved, please schedule an appointment with the Study Abroad Advisor to discuss course evaluation. It is your responsibility to make us aware of any changes from your pre-approved courses and provide us with necessary documents, such as syllabi.

### **If I am an ACIS or BIT major, can I take in-major courses abroad?**

No. The Departments of Accounting and Information Systems (ACIS) and Business Information Technology (BIT) require their majors to take all in-major courses at Virginia Tech. If you have questions about what classes are considered "in-major," please contact the Study Abroad Advisor.