



## **Site Visit Checklist Inventory**

The *Site Visit Checklist Inventory* is designed to assist Departments and Offices to create their own checklists for site visits. The inventory is a list of potential questions that might be included on an institutional or departmental checklist for visits to potential exchange or program partners. It is not necessarily intended to be used simply as a template for a site visit checklist.

The contents of the inventory have been researched from work done at Queen's University by the School of Business, the Office of the University Exchange Coordinator and the Queen's University International Centre (QUIC), from a template available over the internet from Babson College, and from a 1999 NAFSA presentation by the School for International Training.

17.08.05

## SITE VISIT CHECKLIST INVENTORY

<b>Site Visitor:</b>	<b>Date of Visit:</b>
<b>Name of Institution:</b>	<b>Address:</b>
<b>Primary Contact:</b>	<b>Contact Phone:</b> <b>Email:</b>
<b>Approx. Distance from Airport:</b>	<b>Approx. Distance from Train:</b>

<b>EXCHANGE PROFILE</b>		<b>Comments</b>
How many exchange partners does the university have?		
a) How many are in Canada?		
b) How many are undergraduate?		
c) How many are graduate?		
d) How many students are sent out on exchange each year?		
e) How many students are accepted for exchange each year?		
f) Do students typically go out on exchange for a term or a year?		
Is there sufficient demand by the students for a Canadian host university?		
<b>ACADEMICS</b>		<b>Comments</b>
What is the normal course load? (number of courses and hours per week)		
Are there tutorials or seminars?		
a) Are they mandatory?		
b) Are extra marks given for participation?		
Is there an exam period?		
Are academic counsellors available to assist exchange students?		
a) If so, where are they located?		
b) How long does it take to get an appointment?		
c) Is there an extra cost?		
Is there a campus bookstore on site?		
Is there a second-hand bookstore?		
Are students expected to purchase textbooks?		
a) If so, what is the average cost?		
Are courses in the local language available?		
a) If so, is there an extra cost?		

ACADEMICS (cont)		Comments
Is there an office equivalent to the University Exchange Coordinator, or Faculty Exchange Coordinator?		
a) If so, what hours are they available to exchange students?		
How do exchange students register?		
a) Do they receive a student card?		
b) If so, what does it entitle them to? (e.g. bus pass)		
c) Is there a fee for the card?		
d) Do they receive a free email account?		
How many semesters are in the academic year?		
a) What are the dates for each?		
Do outgoing students have to match their home university curriculum exactly?		
Does the university use the European Credit Transfer System (ECTS)?		
Is course attendance mandatory?		
What is the grading system?		
Can exchange students take courses in faculties other than their own?		
What is the language of instruction?		
a) If not English, are there courses available in English?		
b) Are they part of a program for international students?		
c) If so, how many are available each semester?		
d) Is there an extra cost?		
e) Is a certain level of proficiency required to attend courses taught in the local language?		
f) If so, is proficiency tested before admission is granted?		
How many volumes are in the library?		
a) Is a special card required?		
b) What are the hours of operation?		
c) Do students have access to other university or public libraries in the area?		
d) What are the policies on access to library materials?		
e) Do students have access to electronic journals?		

<b>ACADEMICS (cont)</b>		<b>Comments</b>
Are computers easily accessible?		
a) Do students have access to computer labs? Is there a fee?		
b) Are students advised to bring their own laptops?		
c) How current are the computers and software?		
Are there restrictions on courses international students can take?		
Are syllabi and reading lists available for courses?		
a) Where?		
Are students given guidance on-site about appropriate course selection?		
Will the university send an official transcript with an official seal to Queen's once the student is completed?		
a) Can the student request their own official copies?		
b) Is there a fee for additional copies? If so, how much?		
What is the faculty to student ratio?		
What percentage of the faculty has advanced degrees?		
Are faculty members available outside of classroom hours?		
What is the full-time student population?		
a) What is the percentage of international students?		
<b>SUPPORT SERVICES</b>		<b>Comments</b>
Is there an orientation program?		
a) If yes, is it mandatory?		
b) Is there a cost? If so, how much?		
c) Does it run each term?		
d) How long does it run?		
e) What is covered e.g. emergency support, legal issues, student services?		
Is there an International Centre?		
a) If yes, are hours extended when students are arriving?		
b) Are students met at the airport?		
Is there a buddy system?		
Is there counselling/advising for students?		
a) If so, what services are available for international students?		
b) What are their hours of operation?		
c) How far is the local hospital?		

<b>SUPPORT SERVICES (cont)</b>		<b>Comments</b>
d) Is there a health centre for students?		
e) How long does it take to get an appointment?		
f) Is the campus accessible?		
g) For wheelchairs?		
h) For the visually impaired?		
i) Is there a special needs office?		
j) Can special needs students be accommodated?		
k) Is there an equity policy?		
l) Are there resources for gay, lesbian, bisexual, transgendered, and queer students?		
Is there a health and safety policy in place for international students?		
Is there an Emergency Protocol?		
a) Are there emergency contacts?		
b) Is there a 24hr emergency contact number? What is it?		
Is health insurance provided?		
a) Is it mandatory?		
b) Is there a cost?		
c) Are there exemptions?		
Are there legal resources available to international students?		
a) Is there a legal aid clinic available to students?		
b) Are legal issues addressed in the international student orientation?		
c) Are there laws that international students should be particularly aware of (drugs, alcohol, protesting, curfews, etc)?		
d) Are there particular legal considerations for gay, lesbian, bisexual, transgendered, and queer students?		
e) Are there particular legal issues for couples who wish to share accommodation?		
<b>ACCOMODATIONS</b>		<b>Comments</b>
Did you complete a site visit to the residences? If so, please note any safety hazards that you saw e.g. condition of fire exits and sprinkler systems; other obvious concerns.		
Are student residences available to international students?		
a) If so, what are the costs?		
b) What is the application process?		

ACCOMODATIONS (cont)		Comments
c) Are rooms available per term, or full year only?		
d) Are residence rooms equipped with internet access?		
e) Are the rooms equipped with bedding, towels, or hot plates?		
f) Is the residence building equipped with kitchen facilities?		
g) Are laundry facilities available? What is the cost?		
h) Can students purchase a meal plan?		
i) At what cost?		
j) If there is no meal plan, how far and what cost are meals?		
k) Are couples able to request shared accommodation?		
l) Are same-sex couples able to request shared accommodation?		
Does the Host University offer home stay?		
a) Is there an international housing office?		
b) Is there a housing website? If yes, please note it in the comments section		
c) Is housing provided for students with disabilities?		
d) If so, who can be accommodated?		
Do students have off-campus housing options?		
a) How far is it from campus?		
b) What is the average cost of housing?		
c) What does the cost include? e.g. heat/hydro		
d) Approximately what percentage of international students live off-campus?		
e) What assistance is available to help international students find housing?		
f) Are housing services provided for students accompanied by spouses and/or children?		
g) If no housing assistance is provided, how far in advance should students arrive to look for accommodation?		

<b>RECREATION</b>		<b>Comments</b>
Are recreational facilities available?		
a) If so, is there an extra cost?		
b) What is included in the cost?		
c) What activities might be of interest to students?		
Are there any facilities similar to the grad club/university club?		
a) If so, is it open to all students?		
Is there a theatre/cinema close to campus?		
What clubs might be of interest to our students?		
What types of cultural activities are available nearby?		
a) Are they affordable?		
b) Are they accessible? e.g. cost/location		
c) Are special excursions arranged for international students?		