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| --- | --- |
| **Date:** |  |
| **Partner Institution Name:** |  |
| **City and Country:** |  |

**INSTRUCTIONS**

UC International (UCI) is the central office mandated to coordinate international agreements between UCalgary and partner institutions, with the exception of research agreements that involve intellectual property considerations (the latter of which are processed by either the Research Services Office or the Legal Office for Medicine).

An International Linkage Application is to be completed by the UCalgary staff or faculty member proposing a new linkage. Linkage renewals use an abbreviated application form available from uci@ucalgary.ca

Please return the completed application to uci@ucalgary.ca. For more information on establishing international linkages please visit: [www.ucalgary.ca/uci/partnerships/agreements](http://www.ucalgary.ca/uci/partnerships/agreements)

Please review ‘Frequently Asked Questions’ section for further details. Please do not modify any sections. Please type your response.

# SECTION A:

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| **LINKAGE REQUEST**  |
| **What is the purpose/objective of your linkage request? Please check all that apply.**  |
| [ ]  **Formalize Existing Relationship**  | [ ]  **Research Collaboration**  Also complete Section E |
| [ ]  **Establish Student Exchange Program** Also complete Section D | [ ]  **International Internship/practicum/Co-op, etc.** |
| [ ]  **Staff/Faculty Exchange**  Also complete Section F | [ ]  **To access funding**  |
| [ ]  **Other, please specify:**  |
| **Interest in agreements to establish an International Development Project, Customized training, collaborative Degree (Articulation, Dual degree, etc.), should be directed to: Savera Hayat-Dade, Director of Programs and International Development** **shayat@ucalgary.ca** **.** |

# SECTION B:

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| UCALGARY REQUESTER INFORMATION |
| Name and title of UCalgary person proposing linkage:  | Department/Faculty: |
|  Email:  | Phone:  |

**SECTION C:**

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| **PARTNER INSTITUTION INFORMATION** |
| **Name of partner institution:** |  |
| **City / Country:** |  |
| **Description of institution:** |  |
| **Website:** |  |
| **Linkage coordinator name:** |  |
| **Position:** |  |
| **Department:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Address (for courier purposes):** |  |
| **Number of original agreements required:** |  |
| **Rationale for Proposed Partnership: Please specify concrete way(s) the proposed partnership will benefit the University of Calgary and/or your academic unit: (student exchange, research collaboration, scholarship program, etc.).** |

**SECTION D:**

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| **STUDENT EXCHANGE: students taking courses at partner (Complete if applicable)** |
| **Student Exchange Level:** [ ]  Undergraduate [ ]  Graduate: requires approval from Faculty of Graduate Studies (*Section G*)[ ]  Both |
|  **Will the exchange be specific to students from your department/faculty/academic unit?** Please note that the Study Abroad Office administers all Undergraduate exchanges except Haskayne School of Business. Exchange requests (except specific to HSB) require signature from Study Abroad Office (*Section G*). [ ]  Yes Please specify: [ ]  No (Exchange will be open to students from all academic units at UCalgary)**Please indicate what disciplines best suit student mobility with this partner.**   |
| **INCOMING STUDENTS (from Partner Institution)** |
| **Proof of proficiency in the English language is required for incoming students doing course work (as per UCalgary Academic calendar). Will students from the partner institution be able to meet required TOEFL/IELTS?** [**http://www.ucalgary.ca/pubs/calendar/current/a-11.html**](http://www.ucalgary.ca/pubs/calendar/current/a-11.html)**Explain:**   |
| **Are there specific admission requirements for incoming students (i.e. security clearance, specific year of study, previous pre-requisites, etc.)?**[ ]  Yes Please specify: [ ]  No  |
| **OUTGOING STUDENTS (UCalgary students)** |
| **Are there specific admission requirements for UCalgary students applying for the partner institution?**[ ]  Yes Please specify: [ ]  No  |
|  **Are courses taught in English at the partner institution?** [ ]  Yes Please list courses/programs taught in English (if available): [ ]  No Please specify language of instruction if not in English:**What language requirements does the partner have for UCalgary students studying at their university?**   |
| **Dates of academic sessions/semesters at partner institution:**  |
| **Expected number of UCalgary students participating in the exchange annually:** (equal numbers of students from both institutions should participate in the exchange; please indicate why you think this exchange will be of interest to UCalgary students).  |
| **Address how this partnership will benefit UCalgary students in ways that are not presently being met through other opportunities? Are there any additional opportunities open to students in the areas of research, internships, or other extended learning?**  |

**SECTION E:**

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| **RESEARCH COLLABORATION (Complete if applicable)** |
| **Description of collaborative research:** (Activities undertaken by individual faculty/staff on their own behalf normally do not require a formal institutional agreement; students coming to UCalgary to do research may normally register as a Visiting Research Student. Please specify why this formal linkage is being requested). |
| **Approximate duration of project:** |
| **Is there a date by which a ‘research linkage agreement’ must be completed in order to qualify for funding or approvals?** |
| **Please list any funding sources for this project/activity**:  |
|  | **Amount:**  |
|  | **Amount:**  |
|  | **Amount:**  |

**SECTION F:**

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| **STAFF/FACULTY EXCHANGE (Complete if applicable)** |
| **Expected number of UCalgary staff/faculty to participate in exchange:** (Activities undertaken by individual faculty/staff on their own behalf do not require a formal institutional agreement; please specify why this formal linkage is being requested.)  |
| **Expected activities of staff/faculty while visiting institution:**  |
|  [ ]  **Teach**  |  [ ]  **Participate in conferences**  |
|  [ ]  **Training**  |  [ ]  **Conduct research**  |
|  [ ]  **Other Please specify:**  |
| **Expected duration of exchange period:**  |
| **Will UCalgary be required to provide funding for this activity?**[ ]  Yes Please explain: [ ]  No  |

**SECTION G: Approvals** (Electronic scanned signatures acceptable)

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| **UNIVERSITY OF CALGARY ENDORSEMENTS** |
| **Staff/Faculty member proposing linkage (print name)** | **Signature** | **Date** |
| **Department Head (print name)** | **Signature** | **Date** |
|  **Graduate Program Director** **(print name)** *(if proposing a graduate student mobility or exchange)* |  **Signature** |  **Date** |
| **Dean of Faculty (print name)** | **Signature** | **Date** |
| **Dean of Graduate Studies (print****name)** *(if proposing a graduate student mobility or exchange)* | **Signature** |  **Date** |
| Colleen Packer**Director, International Learning Programs** *(if proposing a general student exchange)* | **Signature**  | **Date** |
| Ria Katsaounis**Manager, Business Operations, UCI** *(if proposing agreements involving financial components)* | **Signature**  | **Date** |
| Buffy St-Amand**Director, International Relations** | **Signature** | **Date** |

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| **Comments from signatories:** |

**FREQUENTLY ASKED QUESTIONS ABOUT AGREEMENTS**

# What is the role of UC International (UCI)?

# UCI is the central office mandated for the coordination of international agreements (excluding research agreements involving intellectual property considerations or outlining financial contributions) between UCalgary and Partner Institutions. UCI manages the process of the agreements with UCalgary Legal Counsel and Office of the Provost. All Linkage Agreements (non-research) require the signature of the Provost.

# What is the process – who signs, administers?

# The Provost signature (or designate) is required for agreements. Other signatures may be added as cases warrant: e.g.: Deans’ signatures for Faculty specific agreements, Vice Provost (International), etc. In cases where an agreement is being taken abroad for a “signing ceremony” the signature of the person representing the University may be included. In this case, the Provost normally has already signed the agreement.

**What is the length of student exchange agreements?**

A typical agreement is signed for 5 years, but can normally be terminated within 6 months by serving written notice.

**What is the difference between a “faculty” or “discipline” specific exchange and a “general” university exchange?**

For a “Department or a Faculty-specific” exchange participating students must be majors within that discipline and the courses they may take are normally limited to that area unless permission is obtained. In the case of “general” or “university wide exchanges” students from any discipline may participate unless otherwise noted in the linkage agreement. All students must meet the regular deadlines and application requirements to be considered for an exchange placement.

**In the case of discipline specific exchanges, why do we ask for both Faculty *and* Departmental approval?**

This multi-level support helps to ensure:

* programmatic oversight;
* that more individuals are aware of the international outreach across the Department and/or Faculty;
* agreements are academically integrated and not dependent upon a single faculty member for viability.

Overall this process allows programs to be vetted within academic departments according to their priorities and strategies for international engagement.

**What is the role of the department/faculty?**

If sponsoring an agreement, academic units are asked to:

* actively promote exchange opportunities to students;
* review host institution curriculum to pre-identify curricular transferability;
* work with the Study Abroad Office to identify pathways which allow for exchanges within particular majors;
* welcome incoming exchange students, ensure a smooth course approval/registration process, incorporate them into departmental activities and identify an academic advisor to assist them; i.e. treat them as your own majors;
* actively welcome representatives from host institutions during visits.

**What are financial implications involved in maintaining an exchange relationship?**

Exchange students pay regular tuition and fees at their home institution and tuition is then waived at their host institution. This means that the tuition and fees paid by UCalgary students covers incoming exchange student tuition and fees. This keeps the costs low for students and makes maintaining a balanced number of incoming and outgoing students essential.

Both incoming and outgoing students are responsible for their own living expenses while abroad (housing, meals, insurance, personal expenses, etc.). Travel Grants, student financial aid, etc. may be applied for to supplement the increased costs for being abroad (e.g. to cover airfare, differences in currency valuation, etc.)

Financial implications are very low if a program is actively promoted and stays in a healthy balance. It is only if a program falls out of balance and cannot be rectified before an agreement ends that a financial problem occurs. Departments are encouraged to consider providing student funding to seed new exchanges or to revitalize inactive exchanges. Be aware that an exchange must stay in balance within 2-4 semester students otherwise the agreement will limit new enrollment for one side until once again in balance. This is due to the financial limitations inherent in exchange management.

**Does the University provide financial support for students to participate in exchanges?**

The Study Abroad Office (UCI) administers a travel grant which is open to undergraduate and Masters students. There may be other UCalgary and non-UCalgary funding sources which may be applicable to an agreement.

**Which Department is responsible for administering Student Exchanges?**

UCalgary has a Study Abroad Office which administers general university exchanges and also administers Faculty and Department specific exchanges at the request of the academic unit. Only the Haskayne School of Business administers their own specific student exchange agreements. All students going abroad make use of the mandatory pre-departure briefings (safety and security) through SAO.

**What are other education abroad opportunities to be considered beyond a semester exchange?**

There are many opportunities for education abroad at UCalgary. Some of these can be:

* modified versions of exchanges (e.g. semester for incoming in exchange for summer outgoing, semester incoming for outgoing internship placement, etc.);
* UCalgary Group Study Program (faculty-led field school);
* research, internships, Practica, clinical placements, co-operative education, service learning, short-term work, and volunteer programs.

**How long does it take to process an agreement?**

The amount of time required to prepare an agreement varies depending on the type of agreement, whether a standard template is used, the amount of negotiation between parties that is required, the complexity of the agreement, whether or not other offices and committees need to review the agreement, and whether translation is required, etc. The time required can vary from several weeks to many months. Please contact UCI well in advance to ensure enough time is allowed for document preparation and notify us of date the agreements needs to be finalized.

Agreements utilizing the UCalgary standard template require a minimum of one month. Use of a modified or partner template will require additional time to review and complete.

**Can students travel to all countries as part of an exchange agreement?**

UCalgary, through the Associate VP Risk Management & Insurance, monitors safety and security around the world and has a rating system to determine who may be permitted to travel to specific locations. You are advised to check the Country Risk Rating at <https://iac01.ucalgary.ca/RiskMgmt/Travel/PublicCountryRisk> as well as the International Travel Policy <https://www.ucalgary.ca/policies/files/policies/international-travel-policy_0.pdf> prior to proposing a student exchange.