



Global Academic Partnership Proposal (GAPP) Form

Date of submission: _____

Instructions: University of Calgary International (UCI) is the central office mandated to coordinate global agreements between UCalgary and Partner Institutions, with the exception of research agreements that involve intellectual property considerations (which are facilitated by either the Research Services Office or the Legal Office for Medicine).

This Global Academic Partnership Proposal (GAPP) Form is an internal document to be completed by UCalgary staff or faculty member proposing a new partnership. If you are looking to renew an existing partnership, you will need to submit a Partnership Renewal Form (PRF). For Global Research agreements, please connect with the [Research Services Office](#).

Here are the types of global academic agreements that UCI assists faculties/departments with:

- 1. Cooperation, Funding and Mobility:** When the GAPP Form is received, the application will be reviewed by the Global Partnership team and you may be invited for a general consultation to discuss the proposal and any outstanding questions.
- 2. Joint PhD:** When the GAPP form is received, the applicant and the Graduate Program Director will be invited to a consultation with UCalgary International, usually the Senior Academic Director International and the Faculty of Graduate Studies, Associate Dean-Policy and Program Development for next steps and use of the agreement template.
- 3. Custom Training:** When the GAPP Form is received, the applicant will be invited to a consultation with UCalgary International, Global Training Programs Specialist to discuss any outstanding questions and next steps.
- 4. Global Development Project:** When the GAPP form is received, the applicant will be invited to a consultation with UCI, normally the Senior Academic Director International to discuss next steps in establishing a global development project.

Once you have completed the appropriate sections in this GAPP Form and your Department Head, Associate Dean International and Dean have signed off, please email the GAPP Form to int.agreements@ucalgary.ca. You will receive a response within 3-5 business days indicating that we received your request and are working with the various stakeholders across campus to obtain final approvals. If you have questions, please refer to our FAQs on the Global Partnership [webpage](#).

Processing times vary based on the complexity of the agreement. Agreements completed on our approved templates are usually completed within 1-3 months. For agreements that are not on approved templates the time is usually 3-6 months. Please submit partnership proposals with enough lead time for processing. These are estimates based on our current workload.

UCALGARY APPLICANT INFORMATION	
Name of UCalgary faculty/staff proposing partnership:	Role:
Department:	Faculty:
Phone:	Email:
What is your connection to the proposed Partner Institution?	



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PROPOSED PARTNER INSTITUTION INFORMATION	
Full Legal Name of Partner Institution:	
Do we have an existing UCalgary Partnerships with this institution/organization?	<p style="text-align: center;">Yes No</p> <p>If yes, please list the existing partnerships:</p>
Are there other areas for potential collaboration? Please explain.	<p style="text-align: center;">Yes No</p> <p>If yes, please explain:</p>
Institution description (Type: public, private, or government; Industry; Size; Reputation; Areas/Strengths)	
Website:	
Location (City & Country):	
Identify University of Calgary Country Risk Rating here . Based on the Country Risk Rating, UCI may need to work with Risk Management and Insurance to explore options.	<p style="text-align: center;">Low Moderate High Extreme</p>
Please explain how will risk be mitigated?	
Partner Institution Counterpart:	Name:
	Role:
	Department:
	Email address:
	Phone number:
	Mailing address
<p>PARTNER INSTITUTION RANKINGS: Rankings are an important consideration in establishing partnerships as they are an indication of an institution’s prestige and research output, among others. For programs involving student mobility, students will often consider an institution’s ranking when deciding which program to take. Please click on the links and indicate below the latest ranking of the Partner Institution. If there is no ranking, write N/A.</p>	
QS World Rankings (UCalgary 235)	
THE World Rankings (UCalgary 201-250)	
Shanghai Ranking (UCalgary 151-200)	



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PROPOSED GLOBAL PARTNERSHIP ACTIVITIES

Note: What are the proposed activities of this partnership? Check all that apply. Based on the selections made here, the corresponding sections below will need to be filled in. If you have **not** selected an activity below, you are not required to fill in the corresponding sections in this form. If you have questions, please reach out to the [Global Partnerships Team](#).

1. Formalize a relationship	2. Establish a student exchange program
3. Establish faculty/staff exchanges or mobility	4. Initiate an international internship, practicum or Teaching Abroad (TAB) program
5. Initiate a Joint PhD degree program	6. Initiate a customized training program
7. Initiate a global development program	
Level of study:	Undergraduate Graduate (Approval from Faculty of Graduate Studies required) Both (Approval from Faculty of Graduate Studies required)
What is the rationale and proposed scope of the partnership? (Please include program objectives, expected outcomes, and design.)	
Please specify concrete way(s) the proposed partnership will benefit UCalgary and/or your academic unit (e.g., student exchange, research collaboration, scholarship program, etc.) and provide an explanation as to why we are partnering with the Partner Institution.	
Is there an opportunity for intellectual property development during this collaboration?	Yes No If yes, please explain:

SECTION 1: FORMALIZE A RELATIONSHIP (Complete only if applicable)

Note: Please note that non-binding MOUs with international corporations or industries are discouraged and *rarely* approved, as the best practice is to enter directly into a binding agreement with clear terms and deliverables. In some countries, in order to gain access to grant funding, scholarships, training and/or visiting scholar opportunities, a cooperation agreement must be in place. In some cases, a Memorandum of Understanding (MOU) is used to facilitate this requirement.

The general purpose of an MOU is to facilitate mutually beneficial academic and research cooperation between the Parties which may include one or more of the following: **Select all that apply**

- Joint educational and research activities, including applications for funding to promote these activities
- Exchange of visiting scholars for the purpose of conducting research
- Exchange of scholarly work
- Exchange of undergraduate students
- Exchange of graduate students
- Exchange of staff
- Curriculum development and/or co-development at graduate levels
- Short Programs
- Provision of programs of language studies



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<p>English Language Program</p> <ul style="list-style-type: none"> <input type="radio"/> Language & Culture Course <input type="radio"/> Semester Program <input type="radio"/> Intensive Program <input type="radio"/> Academic Communication Certificate <input type="radio"/> Others <p>Other:</p>
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SECTION 2: ESTABLISH A STUDENT EXCHANGE PROGRAM (Complete only if applicable)

Note: The Global Learning Office is responsible for administering all undergraduate exchanges, except those specific to Haskayne School of Business (HSB). Exchange requests (except those specific to HSB) require signature from the Global Learning Office. For additional information, please refer to the FAQs on the Global Partnership [webpage](#).

Will the exchange be specific to students from your/certain department(s), faculty(s), or academic unit(s)?	<p>Yes. Please specify the department(s), faculty(s), or academic unit(s) below:</p> <p>No. The Exchange will be open to students from all academic units at UCalgary.</p>
What disciplines best suit student mobility with this partner institution?	

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 the English Language Proficiency requirements? Please explain how.	
Are there specific admission requirements for incoming students (i.e., security clearance, specific year of study, previous pre-requisites, etc.)?	<p>Yes No</p> <p>If yes, please specify the admission requirements:</p>

OUTGOING STUDENTS (UCalgary students)

Are there specific admission requirements for UCalgary students applying to the Partner Institution?	<p>Yes No</p> <p>If yes, please specify the admission requirements:</p>
Is English the language of instruction at the Partner Institution?	<p>Yes. Please list the courses/programs taught in English (if available):</p> <p>No. Please specify language of instruction if not in English:</p>
What language requirements does the Partner Institution have for UCalgary students?	



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Dates of academic sessions or semesters at Partner Institution:	
Expected number of UCalgary students participating in the exchange annually.	Note: Equal numbers of students from both institutions should participate in the exchange.

SECTION 3: STAFF/FACULTY EXCHANGE INFORMATION (Complete only if applicable)

Note: Activities undertaken by individual faculty or staff on their own behalf may not require a formal institutional agreement.

Description of staff/faculty exchange:				
Expected number of UCalgary staff/faculty to participate in exchange:				
What is the effective date and term for this partnership	Date: Term:			
What is the expected duration of the exchange?	3 years 1 year Less than 1 year. If less than 1 year, please provide the duration and explanation:			
Expected activities of staff/faculty while visiting institution (please specify if in-person or online):	Teach	In-person	Online	Blended
	Training	In-person	Online	Blended
	Participate in workshops or conferences	In-person	Online	Blended
	Conduct research	In-person	Online	Blended
	Other. Please specify:			
Will UCalgary be required to provide funding for this activity?	Yes	No	If yes, please explain:	

SECTION 4: INITIATE AN INTERNATIONAL INTERNSHIP, PRACTICUM OR TEACHING ACROSS BORDERS (TAB) PROGRAM (Complete only if applicable)

Note: Partnerships that support a student's participation in a practicum or internship abroad, or by which students from another country come to UCalgary to conduct a practicum or internship. Practicums and internships are supervised, on-site experiences that are part of a student's degree.

What is this partnership for?	Internship Practicum Teaching Across Borders (TAB)
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Is this opportunity specific to one faculty?	Yes No If yes, please specify the faculty:
Does this involve staff or faculty?	Yes No If yes, please explain:
What is the expected duration of this agreement?	5 years (Standard) Less than 5 years If less than 5 years, please provide the duration and explanation:
How many participants are expected to take part in the activity? Please note that equal numbers of students from both institutions should participate in the activity.	
What are the language proficiency requirements to participate in the activity?	

SECTION 5: INITIATE A JOINT PhD PROGRAM (Complete only if applicable)

Note: Development of a Joint PhD Program requires approval from the Faculty of Graduate Studies.

Which graduate program is proposed for the partnership?	
How many student(s) are expected to participate?	
What is the potential for reciprocity?	
Inbound joint doctoral students from the partner must be funded at UCalgary minimums during their time here, and outbound joint doctoral students must be funded at UCalgary minimums both here and during their time at the Partner Institution. How does the program anticipate addressing this?	
Have you already held an initial discussion of the proposed partnership with the Graduate Program Director or Graduate Executive Committee?	Yes No If yes, what was the outcome:



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SECTION 6: INITIATE A CUSTOMIZED TRAINING PROGRAM (Complete only if applicable)

Note: Development of a Customized Training Program requires oversight from University Legal Services.

What is the duration of the initiative: hours/weeks, the anticipated start-date, and anticipated end-date					
Location or delivery model of the initiative:	<table border="0"> <tr> <td>Online</td> <td>Hybrid</td> </tr> <tr> <td>In person at UCalgary</td> <td>In person at Partner Institution</td> </tr> </table>	Online	Hybrid	In person at UCalgary	In person at Partner Institution
Online	Hybrid				
In person at UCalgary	In person at Partner Institution				
Please specify the role of UCalgary in the initiative.					
Please specify the role of the Partner Institution in the initiative.					
If applicable, who are the proposed instructors and/or researchers?					
Are there any special considerations for intellectual property protection during this collaboration? Please describe.					
Please include a copy of the cost model for the initiative. (If unknown at this time or not applicable, please write N/A.)					
Please describe your desired payment and refund policy. (If unknown at this time, please indicate unknown and if this is not applicable, please write N/A.)					

SECTION 7: INITIATE A GLOBAL DEVELOPMENT PROJECT (Complete only if applicable)

Note: Development of a Global Development Project requires approval from the Senior Academic Director, International.

What is the title of the project?	
What are the project objectives? (You can attach the concept note if you have it.)	
What is the duration of the project? (Anticipated start and end dates)	Start Date: End Date:
Institutional Partners involved in the development and delivery of the project:	
Indicate which partners are prospective signatories on the contribution agreement.	
List sub-agreements required with specific partners and the type of agreement.	



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SECTION 8: UNIVERSITY OF CALGARY ENDORSEMENTS (Please print name)

<hr/> Staff/Faculty member proposing the partnership	<hr/> Signature	<hr/> Date
<hr/> Department Head	<hr/> Signature	<hr/> Date
<hr/> Dean of Faculty	<hr/> Signature	<hr/> Date
<hr/> Graduate Program Director <i>(Required if proposing a partnership that includes graduate students)</i>	<hr/> Signature	<hr/> Date
<hr/> Dean of Graduate Studies <i>(Required if proposing a partnership that includes graduate students)</i>	<hr/> Signature	<hr/> Date
<hr/> Director, Global Learning, UCI <i>(Required if proposing a general student exchange)</i>	<hr/> Signature	<hr/> Date
<hr/> Manager, Business Operations, UCI <i>(Required if the proposed agreements involve financial components)</i>	<hr/> Signature	<hr/> Date
<hr/> Director, Global Partnerships and Affairs, UCI	<hr/> Signature	<hr/> Date

Note: If you have additional documentation, please submit them together with this GAPP Form.