Education Abroad Individual Award: Round 2 — Terms of Reference

Purpose
- Encourage continuing UAlberta undergraduate and graduate students to undertake an education abroad experience;
- Allow students to choose from a wide variety of education abroad programs, both in type (e.g., exchange/study abroad/faculty-led/internship/research) and in destination;
- Encourage students to take a leadership role in developing their own education abroad opportunities.

Program Eligibility
The Education Abroad Individual Award provides financial support to undergraduate and graduate students undertaking any academic study, research, work term, or a volunteer opportunity outside of Canada for a period of three weeks or longer.

The proposed education abroad opportunity may be individual or group based, at the undergraduate or graduate level, and may be offered either by the University of Alberta (centrally, Faculty, other) or by an external organization.

Types of eligible education abroad experiences could include:
- Formal exchanges at approved partner institutions;
- Short-term summer courses of study tours;
- Faculty-led programs (course taught by UAlberta faculty abroad);
- Group programs led by partner institutions or third-party provider;
- Internships, research, clinical rotations, coursework, or volunteer opportunities abroad.

Student Eligibility
Students must:
- be participating in education abroad programs outside of Canada for a period of at least three weeks between June 1, 2017 and April 30, 2018.
- be registered full-time in a University of Alberta degree program, either at the undergraduate or graduate level, at the time of the program abroad. Open Studies and part-time students will not be considered eligible;
- undergraduate students must have completed a minimum of *12 credits of UAlberta coursework by the application deadline (*15 credits if registered in the Faculty of Science); have minimum cumulative GPA of 2.5, with at least 2.7 in the most recently completed term.
- graduate students must have completed at least one term of graduate study by the application deadline; and have a minimum cumulative GPA of 2.7 on the courses taken;

Ineligible Programs
Students participating in certain University of Alberta abroad programs are not eligible to apply for the Education Abroad Individual Award because these faculty-led programs received funding through UAI’s Education Abroad Group Awards and CAGFIL. Contact the program administrator for details.

Other programs receiving funding through the Education Abroad Office or the Government of Alberta (such as the Alberta-Smithsonian Internship Program) are not eligible for Education Abroad Individual Award funding.
Students who received the Individual Award in the first round are not eligible to receive the award again for the same program.

**Value:** $750-$3,750
Total value of the award will be based on the duration of the program, for up to 8 months. The total award granted will be calculated using the following per-student formula.

- $750 for Month 1
- $500 per month for Months 2 and 3 (if applicable)
- $400 per month for Months 4 through 8 (if applicable)

<table>
<thead>
<tr>
<th>Examples:</th>
<th>Month 1</th>
<th>Months 2 &amp; 3</th>
<th>Months 4-8</th>
<th>Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student going abroad for 8 months</td>
<td>$750</td>
<td>$1000</td>
<td>$2000</td>
<td>$3750</td>
</tr>
<tr>
<td>Student going abroad for 4 months</td>
<td>$750</td>
<td>$1000</td>
<td>$400</td>
<td>$2150</td>
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</tbody>
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**Application & Selection**

- Applications for the Education Abroad Individual Awards must be initiated by individual UAlberta students;
- Applicants will complete and submit a formal application to UAI along with supporting documentation;
- Adjudication and selection will be done by an academic panel;
- Preference will be given to first time applications (those who did not submit an application in the first round);
- Selection criteria for the Individual Education Abroad Award will be based on the following:
  - Academic merit of the student;
  - Type and quality of learning experience and how it contributes to the student’s academic success;
  - Student’s motivation for seeking the abroad experience;
  - Student’s role as an ambassador for the University of Alberta;
  - Demonstrated leadership, involvement and participation in university or community organizations, including cultural, sports, political or extracurricular activities.
- Please note that spelling and grammar are considered by the Selection Committee in their review of applications.
- Applicants will be notified if they have been nominated for an award and must confirm acceptance of the award; failure to do so will result in forfeiting the award;
- Award payments will be directly deposited into the award recipient’s banking account via Bear Tracks account information once confirmation of registration/participation in the abroad experience is received;
- Recipients are ineligible to hold other University of Alberta International administered education abroad awards (e.g., endowment awards such as the Dr. Horst A. Schmid Travel Bursary, Rod and Judith Fraser International Undergraduate Learning Award, etc.);
- Recipients will be required to:
  - Complete a mandatory online pre-departure course and register with the UGo Off-Campus Travel Registry
  - Submit a written summary of at least 500 words upon completion of the experience
  - Submit a risk management plan prior to receiving the Award if participating in a non-UAlberta-approved program
  - Obtain research ethics approval prior to receiving the Award if undertaking a research project
• Recipients will also be encouraged to participate in promotion and recruitment activities for education abroad programming;

• For application details, visit: https://www.ualberta.ca/why-ualberta/international/go-abroad/get-funding/individual-award