

Education Abroad

Terms of Student Participation

May 2018 Version



This document is intended to provide students who are interested in participating in a University of Alberta Education Abroad Program, with information about procedures and conditions of participation. Students applying to participate are required to read the appropriate section of this document before submitting an application and will be required to agree to the conditions noted herein. Please read the section(s) which address the program(s) for which you will be applying.

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This document is intended to provide students who are interested in participating in a University of Alberta Term and Year Study Abroad Program with information about procedures and conditions of participation. Students applying to participate in a University of Alberta Study Abroad Program are required to read this document before submitting an application and will be required to indicate they have read and agreed to the conditions noted herein.

A. Term & Year Study Abroad Programs

Outline

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I. DEFINITIONS

Education Abroad Program (EAP) – is the administrative unit within University of Alberta International which manages and administers study and work abroad programs for the University of Alberta. EAP directly supports students in their study, work, research and volunteer abroad endeavours through info sessions, Pre-Departure preparation, workshops, advising and support to the University of Alberta’s partners. EAP also supports faculty administrators in their efforts to provide student mobility opportunities.

There are two types of term and year study abroad program options (hereafter referred to as SAP):

I. *U of A Courses taught abroad*

University of Alberta courses abroad are courses organized specifically by the University of Alberta (sometimes in cooperation with a partner institution) to be offered abroad. Often referred to as field studies courses, they are typically taught by University of Alberta professors and run from several weeks to an entire term. While the nature of these programs, their duration, venue and cost vary considerably, a common element is that they are transcribed as University of Alberta courses taught abroad. Some programs, which operate cooperatively with other institutions, may have the courses transcribed at the cooperating institution with pre-approved credit transfer for a specific University of Alberta course. Courses often include a special tuition and fee charge as well as a program fee.

II. *Courses taught at partner institutions*

The remainder of this document deals with SAPs where students register in courses offered directly by partner institutions. Some programs require that students pay tuition and fees directly to the U of A, others require students to pay tuition and fees to the Host Institution.

Host Institution – refers to the institution abroad or in Canada where you choose to study

Go Abroad Program Finder – this is a searchable database that includes all education abroad programs (EAPs) offered at the University of Alberta. This database can be accessed on the web at www.goabroad.ualberta.ca

Permission to Participate Forms - In order to participate in SAPs and to receive credit towards your degree you must obtain permission from your home Faculty at the U of A. This form ensures that you have approval from your faculty and indicates if you are eligible for credit transfer. Information from the form, or the form itself, can be used to make the Partner Institution aware of your proposed study plan. This form will be made available for your use in the “Post-Nomination” step of your SAP application through Horizons.

Student Exchange / Study Abroad Program Form - This form is required by all SAPs where you are undertaking course work at a Partner Institution and where you pay tuition and fees to the U of A and have these fees waived at the Partner Institution. In this case the form will register you in an "EXCH" course. Some SAPs require that you pay tuition and fees directly to the Partner Institution. In this case you will be registered in an "ABROD" course. These courses serve to ensure you remain registered at the U of A for the duration of study period, assess the appropriate fees (Refer Section IV. Program Costs), ensure you receive income tax receipts for fees paid to the U of A, permit the U of A to endorse student loan forms, and allow you to access U of A scholarships and awards among other things. This form will be made available for your use in the "Post-Nomination" step of your SAP application through Horizons.

Visiting Student – this is the registration designation you will receive as a participant in a Study Abroad Program during your study abroad period. Please note that during that time, you will be registered as a non-degree-seeking student by the Host Institution. Many programs will not allow students to modify this status if they later consider transferring to the Host Institution to complete their program or degree.

Information Release Waiver/Emergency Contact - All SAP students are asked to indicate names of people to whom the Program Contact can release information. The information they release is pertinent to the SAP and contained in their file. All

SAP students are also asked to provide the names and contact information of people the Education Abroad Program can contact in the event of an emergency.

II. APPLICATION PROCESS

Students who apply must meet the basic application requirements and demonstrate personal and academic suitability:

1. *Good academic standing (2.5 cumulative GPA, 2.7 current GPA)*
2. *Personal suitability*
3. *Available finances*
4. *Foreign language skills (where necessary)*
5. *One letter of reference*

Program Eligibility

In order to be eligible for a University of Alberta Study Abroad Program (SAP) you are required to have a minimum Grade Point Average (G.P.A.) of 2.7 in the fall or winter term prior to the application deadline and a minimum cumulative G.P.A. of 2.5 on all post-secondary course work from the U of A and any other institutions you have attended. These GPA requirements allow you to apply to most SAPs. There are a few exceptions. The Faculty of Engineering, for example, requires a higher GPA for its students to be eligible to apply (minimum GPA of 3.3 in the last four academic terms and completed three terms of their specialized program before applying for an exchange) and a few other programs may also ask for higher GPA requirements. Meeting minimum GPA requirements does not guarantee acceptance into a program. Some SAPs require a higher GPA in the fall term prior to the application deadlines. You will be able to book an appointment and discuss study abroad program interests with an Advisor provided you meet the minimum GPA requirements. You must also have completed at least one year of full time academic study at the University of Alberta prior to participating in a program. This administrative requirement may be waived for college transfer students at the discretion of the Program Contact and faculty approval. Some programs are open to non-UofA students. Those students will be required to have a minimum 60% average in their course work and fulfill the basic application requirements.

Step 1: View the Information on the Go Abroad Website

If you are considering participating in a Study Abroad Program, you must first view our study abroad information online at www.goabroad.ualberta.ca.

Step 2: Research

After viewing this session, you will be able to research specific programs using the Go Abroad Program Finder online at www.goabroad.ualberta.ca. Given that a number of SAPs are competitive, you are encouraged to investigate alternative options by identifying three potential SAPs as part of your research. There is no additional cost to apply for more than one program and to list alternative SAP options.

It is your responsibility to understand the course requirements for your degree and to research and select a SAP with courses that would best meet your academic, professional, and personal goals.

Step 3: Create an Account on the Online Application System

Once you have reviewed the information on the website and conducted research on potential SAPs, you can create an account on the online application system at www.goabroad.ualberta.ca.

Step 4: Submit Your Initial Online Application

Once you have completed the initial application which includes uploading a copy of your unofficial post-secondary transcripts, your program contact will review your initial application. If your program contact approves your initial application you will be granted access to complete your application.

If your initial application is not approved by the program contact you will be contacted by EAP and informed that you cannot proceed with the application.

Step 5: Submit Your Completed Online Application

Approved applicants can submit an application by the appropriate deadline. Deadlines are noted in the Go Abroad Program Finder (and online for EAP options).

Late applications will be reviewed pending available space and only after all those received on time have been reviewed.

Submit one online application listing your preferences of study abroad programs. Incomplete application packages will not be accepted.

Eligible students will be guided on all necessary application material and fees by their Program Contact. An **application package** for those programs administered by the **Education Abroad Program** includes:

1. **Completed Online Application Form**
2. **Official Transcript(s)** of ALL post-secondary work
3. **Additional Material as Required** (e.g. demonstration of language proficiency)
4. **Letter of Intent** indicating reasons for wanting to participate in a SAP
5. **One Academic Reference**
6. **Nomination Fee of \$250** for programs administered by the Education Abroad Program (*please see refund policy section XI for refund policy*).

We encourage students applying for study abroad programs to list at least one alternative choice that they are prepared to take if they are not placed in their first choice. By doing this, they will broaden their opportunities for being nominated to a program.

III. NOMINATION AND ACCEPTANCE

Application to participate in Study Abroad and Exchange Programs is a two-tier process. Applications are first reviewed by the Program Contact or an internal review committee and then sent to the Host Institution for a final decision on acceptance.

The University of Alberta nomination decision typically falls under one of three categories:

1. **An application is reviewed and students are nominated to participate:**
If successful you will be contacted by the Program Contact within three weeks of the deadline and advised that you have been nominated to participate in a Study Abroad Program. You will either be offered a nomination to one of your stated program choices or advised that you have been found eligible to participate but cannot be placed in any of your requested programs. If you choose to accept, you must confirm your acceptance of the nomination by the deadline indicated by the Program Contact. Failure to do so will result in withdrawal of the nomination and forfeiture of the nomination fee.
2. **An application is reviewed and not recommended for nomination:**
If you are not offered a nomination you will be advised within three weeks.
3. **An application is reviewed and offered a conditional nomination:**
You may be offered a conditional nomination in which case the conditions for the nomination will be provided to you either in a letter, an email, or on your online application.

Once nominated for a Study Abroad Program you are required to accept or reject the nomination. If you accept the nomination you will be required to submit a completed Permission to Participate form by a stipulated deadline. **You** must complete all application materials from the Host Institution and **will be responsible** for including all materials requested by the Host Institution. If you need to submit hard copies of application documents to your Host Institution (rather than

uploading them to your Host Institution's website) you will need to give them to your Program Contact by any deadline communicated. Your Program Contact will **not** be checking your application documents to ensure that they are free of errors or omissions; that is **your responsibility** so be sure to read and follow all instructions carefully.

Failure to hand in completed documentation to the Program Contact by the given deadlines may result in withdrawal of the nomination and forfeiture of the nomination fee.

Once you've uploaded your completed application package to your Host Institution's website or after your hard copy application package has been mailed to your Host Institution by your Program Contact you will need to wait patiently for a reply containing the final admission decision from your Host Institution. It often takes between one and four months for Host Institutions to process and decide on formal admission. While the majority of students nominated by the University of Alberta are admitted by the Host Institution, the Host Institution has final authority to decide.

In some instances, a letter of admission may be sent directly to the student from the Host Institution while in other cases the Host Institution will notify the Program Contact.

While you are encouraged to make tentative plans to participate once the University of Alberta nominates you, you should not make any plans which cannot be easily changed until formal written acceptance has been received from the Host Institution.

It is your responsibility to ensure visa, transportation, accommodation, health and travel insurance, and banking needs are met prior to your departure. Information will be available on these issues in the Education Abroad Online and In Person Pre-Departure Orientations.

Once accepted by the Host Institution, you will fill out a **Student Exchange/Study Abroad Program Form** in order to:

- I) remain registered at the University of Alberta during the approved study abroad period
- II) have access to advance registration for the academic period following the study abroad program
- III) retain access to student loans and available special awards and scholarships for study abroad programs

Once registered in a Study Abroad Program, you would be considered a full time student. You are expected to register in a full time program at the Host Institution for the duration of the study abroad period.

For students with special needs who may require special accommodations while participating in a SAP:

Students with disabilities who have been nominated for a Study Abroad Program by the University of Alberta and who will require accommodation at the Host Institution must work with the University of Alberta's office of Specialized Support and Disability Services (SSDS) to facilitate the arrangements for accommodation. For further details on this policy, please consult the Education Abroad Program's Policy for Students with Disabilities, section XIII of this document.

IV. PROGRAM COSTS

Option 1: Tuition paid to the University of Alberta

By registering in an "EXCH" course, Undergraduate students are required to pay tuition and fees, corresponding to fifteen credits per term, to the University of Alberta. Graduate students can register in a reduced course load for the study abroad period and receive a reduced fee assessment. If, however, they undertake additional courses to their original study plan and fee assessment they will be billed for the additional course(s). Graduate students are also eligible to receive a refund if they undertake less course work on the exchange than originally paid for and proposed.

Registration in the "EXCH" course will drop registration in all other courses. It is possible, under certain conditions, for you to also register in other University of Alberta courses in addition to the "EXCH" course while on the exchange. In this situation, you would be required to pay the additional tuition fees associated with any courses beyond the "EXCH" course. Other exceptions include:

- students in the Faculties of Law and Faculties of Dentistry, Pharmacy and Pharmaceutical Sciences, and Medicine and Oral Health Sciences who may be assessed additional program costs
- students on a Study Permit (international students) who will be required to pay regular fees plus the differential fee
- students in certain faculties have voted to be assessed an additional Faculty Student Fund fee in accordance with the Students' Union bylaws. Fees range from \$3-\$50 per term. Engineering, Campus Saint-Jean, and Law are examples of some faculties which assess this fee.

Option 2: Tuition paid to the host institution

In an “ABROD” course, you will be required to pay Non-Instructional Fees and Faculty Student Funds. details at <https://www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees/Noninstructional-Fees.aspx>

In addition, you will be provided with a list of the tuition, program, and administrative fees you will need to pay directly to the Host Institution.

Once payment of tuition and fees has been made, you will have access to Host Institution facilities as per normally registered students. Some institutions may levy additional fees for services not covered under the exchange agreement.

For Short-term Study Abroad Short Term Program Programs

You may request to be registered in an “ABROD” course if you are applying for student loans. No refunds of tuition and program fees paid to the host institution will be made. Any changes to course selection must be approved by the host institution and by your home faculty. Additional courses taken will be assessed additional program fees as outlined in the program brochures and as specified by the host institution.

Additional Costs

You must take full responsibility for all financial matters. Neither the University of Alberta nor the Host Institution is responsible for providing financial support unless explicitly communicated in writing. Additional costs include the \$250 nomination fee paid to the Education Abroad Program at the time of nomination. Other costs to consider are ancillary health care and travel insurance, accommodation as well as costs associated with travel to and from the host destination.

Funding & Financial Assistance

University of Alberta awards and scholarships can be used to participate in most SAPs. The Program Contact can advise you of any available funding. Any arrangement for financial support from the Host Institution is your responsibility. Be sure to obtain written assurance of any financial support before traveling.

You can start an application for a student loan for a SAP in advance of either nomination or formal acceptance. For most SAPs, the University of Alberta remains the designated institution. If applying for a student loan, refer to the Program Contact for more information.

A number of study abroad programs also include a limited number of scholarships. Information is available online. You should ask the Program Contact if the program that they administer includes any special scholarships or bursaries.

V. PRE-DEPARTURE PREPARATION

All students participating in formal SAPs sponsored by the Education Abroad Program are required to complete the Education Abroad Online Pre-Departure course and in person orientation. The Online Pre-Departure course modules address administrative procedures, as well as a wide variety of important topics such as healthcare issues, travel tips, security issues, cultural adjustment, budgets, insurance, and money.

The Education Abroad Program reserves the right to withdraw a student’s nomination for participation in any Study Abroad program where a student does not complete the Education Abroad Online and In Person Pre-Departure Orientations.

VI. HEALTH INSURANCE, SAFETY & SECURITY

Travel and Health Insurance while Abroad

When traveling abroad, you should be aware of four general types of insurance coverage that you can obtain: medical insurance, travel insurance, trip cancellation insurance, and personal effects insurance. It is MANDATORY for students participating in Education Abroad office-administered programs to provide evidence of a required minimum level of HEALTH and TRAVEL insurance. You must do so by completing and signing the **Confirmation of Health & Travel Insurance form** provided by the Program Contact or available through your online application, to the Education Abroad office prior to departure. The Education Abroad Program reserves the right to terminate a student's study abroad program should they fail to submit the **Confirmation of Health & Travel Insurance form**. Insurance regarding trip cancellation and personal effects is not mandatory. Your travel and health insurance coverage needs to meet at least the minimum travel and health coverage provided by the Students' Union I Have a Plan Health Insurance (<http://www.su.ualberta.ca/services/healthplan/>) or Guard.Me Insurance (www.guard.me). Students can purchase insurance from any insurance provider so long as it meets similar levels of coverage as I Have a Plan or Guard.Me. Please inquire with the Education Abroad office about purchasing Guard.Me insurance.

U-GO Off-Campus Travel Registry

When participating in a SAP through the Education Abroad Program it is mandatory to register on the U-GO Off-Campus Travel Registry (<https://www.ualberta.ca/why-ualberta/international/go-abroad/ugo-international-sos>). The Education Abroad Program reserves the right to terminate a student's work abroad program should they fail to register on the U-GO Off-Campus Travel Registry.

Safety & Security

The current world reality is that travelling, living, and studying abroad places students at increased risk related to their safety and security beyond what they might experience if they do not travel abroad. By choosing to participate in a study abroad program students recognize that there are associated increased levels of risk for health, safety and security. In order to help students prepare for their sojourn abroad, we highly recommend students be familiar with the information on the Global Affairs Canada website (travel.gc.ca). Preparation is the key to successful travel. By doing your homework before you leave, you minimize the chances of something going wrong once abroad.

Global Affairs Canada Information & Assistance for Canadians Abroad (travel.gc.ca):

You will find a broad range of information to help you prepare for a safe and enjoyable journey. Global Affairs Canada not only offers consular services to Canadians around the world but also provides them with official travel information and advice, on behalf of the Government of Canada, to promote their safety and security overseas. The information must be credible and the advice timely to enable Canadians to be well prepared before departure, to minimize risks, and to make informed judgments, and responsible decisions while abroad.

Travel Reports & Warnings

Travel Reports are also available at travel.gc.ca and offer information on safety and security, local laws and customs, entry requirements, health conditions and other important travel issues.

Travel Warnings provide the Government of Canada's official travel advice, recommending that Canadians postpone or avoid travel to a country, or specific region(s) of a country, when credible information suggests that it is not safe to travel. Travel Warnings constitute an integral part of the Travel Reports in which they appear. It is highly recommended that students check the Travel Reports and Travel Warnings when conducting research and choosing their study abroad destination.

The decision to travel is the sole responsibility of the traveller. The traveller is also responsible for his or her own personal safety. The purpose of Travel Reports is to provide Canadians with up-to-date information to enable them to make well-informed decisions. For additional information, please see the FAQs on the Travel Information Program. (travel.gc.ca)

VII. PARTICIPATING IN AN EXCHANGE PROGRAM

The University of Alberta can only provide SAP opportunities as a result of special agreements and relationships with a Host Institution. You need to be aware that you may often be required to work with two very different university administrative and academic systems – with different perspectives and styles of management within different cultural contexts. For you, as for all students, this will be one of your greatest challenges and learning opportunities. By agreeing to participate in a SAP, you agree to not engage in behaviour viewed as inappropriate or unacceptable or that contravenes the ‘Ambassador Role’ you assume by applying to participate in a University of Alberta Study Abroad Program. Serious infractions can constitute grounds for termination of a student’s program. Students participating in SAPs must assume responsibility for this special role. While on a program, students must obey the rules and regulations of the Host Institution.

In addition to being bound by the rules and regulations of the Host Institution and the laws of the host country, you are expected to demonstrate sensitivity to the local cultural and societal norms. Students are considered representatives of the University of Alberta, and as such you are expected to behave in a manner that reflects positively on the University. While the University of Alberta will work closely with all students to ensure that they are treated fairly while at the Host Institution, you need to be aware that the issue of ‘fair treatment’ is often defined culturally in different and complex manners. At the University of Alberta, as in most North American universities, student behavioural expectations are often explicitly defined in ‘codes of student behaviour’. This is often not the case in many foreign universities. In many instances, broad societal and cultural norms are used to define behavioural expectations for students. University of Alberta students studying abroad are provided general information and orientation to this issue as part of the Pre-departure Sessions, and through materials and handouts. Students are also expected to devote time on their own to learning about cultural norms and behavioural expectations associated with the country to which they are going, prior to their departure. If a Host Institution notifies the U of A that it deems a U of A Study Abroad student’s behaviour is inappropriate, including academic performance, this will be communicated to the student. A major infraction, as defined by the Host Institution, or repeated incidents of inappropriate behaviour, can result in the Host Institution terminating a student’s program. If their program has been terminated by the Host Institution, there will be no reimbursement of any fees and students will be responsible for any additional expenses associated with the termination of their program.

If at any point you have a concern with any aspect of your Study Abroad Program, you are advised to first share this concern with your Program Contact. If you feel your concern has not been addressed you should then ask your Program Contact to speak with their supervisor to discuss your concern. If this is not possible or if you prefer to speak with another person about your concern, you are advised to contact the Student Ombudservice, University Student Services.

VIII. COMING HOME

Undergraduate and graduate students are not required to submit an application for re-admission to resume studies at the University of Alberta as long as re-registration takes place within six months of the end of the student exchange period.

Study Abroad Programs are not generally designed to allow you to complete a degree at another institution. You are expected to return to the University of Alberta upon completion of the program. Extension beyond the approved program period requires written consent of the designated officials of each institution.

Study Abroad Returned Student Reports

Upon returning to the University of Alberta, it is **mandatory** that all University of Alberta students who return from a SAP complete a Study Abroad Returned Student Report. The information that you provide in the Returned Student Report about your exchange experience is shared with other students who are interested in studying abroad. By providing feedback, you can assist others as they prepare for their own adventure abroad. It also allows you to express your opinion about different elements of your experience abroad. Any section of the report that contains personal contact information from you is confidential and only used for tracking purposes. Upon your return to the University of Alberta, you will be sent an email asking you to complete the Study Abroad Returned Student Report. You **MUST** complete the report and submit it to the Education Abroad office. In the case that a student does not complete and submit this report, official transcripts may not be released to the student’s faculty.

IX. ACADEMIC CREDIT TRANSFER

Once nominated, you should first consult with an advisor in your department, and take a proposed plan of study to your home faculty along with photocopies of available course descriptions, course hours, and institutional information. This information will help your faculty decide how credit will transfer for completed course work while on the SAP. Failure to return the completed Permission to Participate Form by the stated deadlines may result in withdrawal of the nomination and forfeiture of the nomination fee.

You should understand that there is an element of academic risk involved in studying abroad. Transfer credit cannot be entirely guaranteed. It is important to understand that courses listed on the Permission to Participate form only indicate your proposed course of study at the Host Institution. Completion of this form does not guarantee access to the courses at the Host Institution – only the Host Institution can guarantee registration in their courses. Final registration in courses may only be guaranteed once you arrive on campus and proceed through the Host Institution's regular on-site registration process (which may involve getting special permission from departments and professors).

While many SAP institutions offer access to courses in English this may not be the case for all institutions. If you are considering participating in a program that offers courses in another language you must meet the language proficiency requirements of the Host Institution in order to undertake course work other than language upgrading. Where possible, the University of Alberta will provide pre-departure assessment of your foreign language proficiency using placement tools and recommendations from the Host Institution. The Host Institution is solely responsible for determining your foreign language proficiency. If, upon arrival it is determined by the Host Institution that you do not have the language skills necessary you may not be able to take normal academic courses in the foreign language.

Also, you may not have access to some courses once you arrive at the Host Institution and as a result you may not receive full transfer credit for all work done abroad. You should plan on having a selection of both first choice and alternative courses to register in at the Host Institution. If changes in circumstance require altering the academic program or plans noted on the Permission to Participate form, then it is your responsibility to contact your faculty directly as soon as possible. The ultimate authority for a University of Alberta program rests with your home faculty. You should ensure that any concerns regarding your participation in a SAP are satisfied before you leave. If you feel you must receive credit for a specific and limited number of courses while on the SAP, you should recognize the risks and carefully consider whether or not to participate.

Transfer credit is dependent on courses available at the Host Institution and faculty approval of the courses you take. It is **your responsibility** to ensure you are aware of and understand your home faculty's policies on credit transfer. It is also your responsibility to ensure an official transcript is forwarded to the University of Alberta as soon as the results are available. No credit will be given until transcripts are received. Transcripts are required whether or not course work is completed. Transcripts from the Host Institution are normally sent directly to the University of Alberta Program Contact. Program Contacts forward original transcripts to the student's Home Faculty. Participants should bring back all course materials including course outlines, texts, tests, written materials, etc. for consideration in awarding transfer credit. Credit transfer decisions can take up to several months to be finalized.

Where a course has been approved for credit transfer to the University of Alberta from the Host Institution the course will appear on your University of Alberta transcript as transfer credit with the granted course weight. No grade or assessment for the course will appear on your University of Alberta transcript. The University of Alberta transcript will note you participated in a formal University of Alberta Study Abroad Program and the name of the Host Institution.

In order for courses to be considered for credit transfer you must:

1. receive permission in advance from your home faculty
2. be in good standing in your ongoing degree program
3. not have exceeded the maximum amount of transfer credit allowed by your faculty

In some instances your Home Faculty may need to make a 'grade conversion' for one or more of the courses you undertook while on the exchange. The mark you received for a course at the Host Institution is converted into the University of Alberta's 4-point scale. This may be required if you are in an honours program, if you are eligible to graduate with distinction, if you are applying for some University of Alberta Awards, or if you leave while in one faculty and intend to change to another faculty upon your return. You should consult your Faculty Programs Office if there is a chance you may fall under one of these categories. The intent of the grade conversion is to compare your performance in the exchange to a level of comparable academic performance at the University of Alberta. Most students do not require grade conversions.

Most faculties normally award credit for approved courses in which a grade of "C-" or its equivalent, is achieved, but final approval is up to the discretion of the home faculty. University of Alberta policy for credit transfer does not permit credit transfer of courses completed at another institution and in which "D" or less has been obtained. Courses with a grade of "D" will not be credited towards a U of A degree. Credit for such courses will be considered on a pass-fail basis only and will not be included in any grade point average calculation. Consult the section of the University of Alberta calendar for your home faculty to find out if your faculty has any other requirements.

Participants in Short-term Programs must contact their home faculty to ensure that any pre-approved credit as outlined in program descriptions is applicable to their specific degree program. Note that e3 programs credit will automatically show up in your transcript.

X. PROGRAM WITHDRAWAL OR TERMINATION

The University of Alberta and the Host Institution reserve the right to revoke your nomination and cancel your Study Abroad Program at any time if:

- you do not adhere to program procedures
- you do not complete or submit required documents by deadlines
- you do not follow the student code of conduct
- you contravene the U of A or Host Institution's rules and regulations
- you do not make required payments
- you do not complete the Education Abroad Online and In person Pre-Departure Orientation
- you do not register in the U-GO Off-Campus Travel Registry
- there has been a significant negative change in your situation in an area(s) of relevance to the program (e.g. a significant drop in academic performance after nomination, you engage in activities that place you or the personal safety of others at risk, you engage in activities or behaviours that compromise the ability of the Program Administrators at either the Home or Host Institution to ensure the success of your program in their opinion)
- you demonstrate behaviour, prior to commencing or during your exchange, that damages the special relationship between the U of A and the Host Institution in the opinion of both the U of A and Host Institution Program Contacts

Term or Year Study Abroad Programs: If you choose to withdraw from a program, the time at which you withdraw, or have your program terminated, will affect whether you are still eligible to register for courses at the University of Alberta.

Students, who withdraw from a SAP after nomination, will not as a general rule be permitted to reapply at a later date to the same institution without evidence of extenuating circumstances surrounding their withdrawal and approval of the SAP administrator.

Program Cancellation or Modification Due to Issues of Safety and Security

The University of Alberta, through a variety of sources including the Global Affairs Canada website (travel.gc.ca), undertakes a constant monitoring and evaluation of the destinations where it runs approved student programs internationally. This assessment /monitoring seeks to identify any risks associated with the location to determine if potential risks are deemed sufficient to cancel or modify programs planned or operating in a country or region. The university reserves the right to cancel

or modify its programs abroad where it deems unmanageable risk to students exists. At a minimum, the University of Alberta observes the Travel Restriction placed on countries and regions as outlined in Travel Advisories categories A through I inclusive for the purpose of determining where programs are allowed to operate for undergraduate study. The University of Alberta uses additional sources of information in determining where unmanageable risks exist and reserves the right, based upon its assessment of unwarranted and unmanageable risk, to cancel or modify programs at any time.

Students agree to follow recommended precautions and advice, provided by the University of Alberta and accept that when deemed appropriate the University of Alberta may need to cancel or terminate programs abroad due to health and safety concerns.

The University of Alberta will cancel all programs in a country and require students to leave the country where the Global Affairs Canada Travel Report for that country indicates that Canadians should not travel to and/or should leave the country. The University of Alberta may cancel a program prior to its commencement or at any time during its operation if: (1) such a Travel Report is issued by Global Affairs Canada; or (2) if the University of Alberta deems the situation in a country has changed so as to possess certain risks to the safety and security of students.

XI. REFUND POLICY

Nomination Fee: Each applicant who is nominated for an SAP is required to pay the \$250 nomination fee.

The \$250 nomination fee is ONLY refunded if:

- An applicant meets the EAP criteria, EAP nominates the student for a program, but the host organization/institution does not offer a place to the applicant.
- EAP is unsuccessful in offering a placement for a student.
- In exceptional extenuating circumstances (documented illness, etc).

The \$250 nomination fee is NOT refunded if there are changes to the applicant's academic standing after they are nominated by the Education Abroad Program and those changes result in the host organization/institution not offering a placement/position to the applicant.

The \$250 nomination fee is NOT refunded if the applicant is offered a placement/position at a host institution/organization and subsequently does not accept the placement/position.

If the University of Alberta decides to cancel a program for health and safety reasons prior to a program's commencement a refund of applicable tuition and program fees paid to the University of Alberta for the program will be considered. Administration and nomination fees paid to the University of Alberta may not be refunded.

If the University of Alberta decides to cancel a program for health and safety reasons after it has started any refund of tuition and fees will depend upon several factors including: (1) how much of the program has been completed; (2) the refund policy of the host institution which is providing the program; and (3) refund limitations due to non-recoverable amounts and/or contractual obligations for the payment of fees placed upon either the student or the University of Alberta.

If a student participating in a University of Alberta study abroad program chooses to withdraw from a program that has not been cancelled for any reason, the University of Alberta will review all requests from students to terminate a program early for legitimate reasons and any possibility of a refund.

Students choosing to participate in a study abroad program must accept as a condition of participation that should a decision be made to cancel or end a program due to concerns over the safety and security of students, program participants may encounter additional and unexpected financial and academic repercussions. The University of Alberta will work closely with such students to mitigate any possible negative implications of such a decision to the best of its ability. Students should, as a general rule, ensure among other things that they consider carefully the purchase of travel and program interruption insurance

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and purchasing airline tickets that can have the return date modified with limited or no penalty. The University can accept no responsibility for refunds on any moneys paid to third parties as part of the study abroad program.

Term or Year Study Abroad Programs: If you choose to withdraw from a program, the time at which you withdraw, or have your program terminated, will affect whether you are still eligible to register for courses at the University of Alberta and/or receive any refunds. In order to withdraw or have a program terminated without financial penalty (forfeiting the tuition fees paid), you must withdraw in accordance with formal withdrawal procedures and by the appropriate deadlines of the Host Institution. If you do not complete your program and fail to withdraw by formal deadlines, you are not eligible for a tuition fee refund. In addition, the academic record from the Host Institution will reflect incomplete academic work.

XII. POINTS TO CONSIDER

Passport and Immigration Documents

You will not be able to proceed with immigration matters (i.e. student visas) until official acceptance from the Host Institution is received. At that point, communication with the nearest consular representative can begin (addresses are available on-line). The immigration process varies according to the country. It is **your responsibility** to ensure that you apply for , and receive, all necessary documents and visas prior to the exchange.

Citizenship and Nationality Issues

Canadians who have more than one nationality through birth, descent, marriage, or naturalization are advised that while in the country of their nationality they may be subject to all its laws and obligations, particularly military service. Please note that your 'nationality' refers to your status of belonging to a particular nation, whether by birth (your birth, your parents' birth, or possibly even grandparents in some cases) or naturalization, and is different than that of your 'citizenship' where citizenship is the status, rights, and duties of a citizen, especially of a particular country. For example, if a Canadian-born student who has Greek parents holding Canadian citizenship went to Greece to learn the language/culture, etc. of the "mother country" he/she could find him or herself conscripted into the Greek army with no recourse. Why? According to Greek law, if your parents are Greek, then you are Greek, even if YOU don't officially have Greek citizenship or a Greek passport. In the eyes of the Greek government, you are a Greek national. If you are going to study abroad in a country where you know you have nationality (or may have nationality by default due to your parents and/or grandparents), please ensure you consult with the office that handles immigration matters in that country to see what laws and local customs you may be subject to. We recommend that all Canadian citizens holding dual citizenship re-enter Canada with their Canadian passport.

Housing

The University of Alberta Program Contact can provide general information on accommodation at the Host Institution. Once formal acceptance has been received or where advised by the Program Contact, you are responsible for communicating directly with the Host Institution on housing and food matters. Host Institutions which do not provide accommodation for students often provide assistance to you in locating accommodation. Once you submit your housing request to the Host Institution, it is your responsibility to provide any additional information or required deposits to ensure a room is reserved.

Travel Arrangements

Travel costs and arrangements should be explored when first considering a Study Abroad Program. You may want to determine your travel plans shortly after you apply for a program and book your flights as far in advance as possible. However, you should not pay for your ticket until formal acceptance has been received.

Students with Disabilities and Special Needs

The Education Abroad Program encourages all students, including students with disabilities, to consider incorporating a study abroad experience into their academic program. While students with disabilities may need to consider some special issues that arise as a consequence of studying and living in another country beyond those that they may normally deal with here in Canada – the value of undertaking the extra work necessary to participate in an international experience can be well worth the time

and energy. For further information on participating in a study abroad program, please consult the Education Abroad Program's Policy for "Students with Disabilities and Special Needs" on Section XIII of this document.

Student Loans

You may have access to student loans while participating in a Study Abroad Program. Questions regarding student loans can be addressed Student Connect.

Advance Registration from Abroad

Students may use the Beartracks on-line registration system to register in courses for the term following completion of their SAP program. You should discuss your return to the University of Alberta and to your faculty with a faculty program advisor prior to departure.

Income Tax

If you are participating in a SAP, you will obtain regular income tax documentation for tuition and fees from the University of Alberta for all tuition and fees you paid to the University of Alberta. If you are participating in a Study Abroad Program where you pay your tuition to your Host Institution, you should obtain your tuition and fees receipts directly from them. SAPs less than 13 weeks in duration where tuition and fees are paid to the host institution are ineligible to receive tax credit.

Study Abroad Address

You are required to update your contact information on the U-Go Off-Campus Travel Registry once you have arrived at your host destination in case there is a need to communicate any relevant information or details to you while you are on your Study Abroad Program.

Final Thoughts

While there are many people willing to assist you, **you are ultimately responsible** for your decisions concerning your academic program. Proper steps should be followed and you should ensure your concerns are satisfied before leaving on a Study Abroad Program.

XIII. POLICY FOR STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

The Education Abroad Program (EAP) encourages all students to consider incorporating a study abroad experience into their academic program. While students with disabilities may need to consider some special issues that arise as a consequence of studying and living in another country beyond those they may normally deal with here in Canada – the value of undertaking the extra work necessary to participate in an international experience can be well worth the time and energy. This policy has been prepared to provide information, encouragement, and guidance to students with disabilities interested in participating in a U of A study abroad program.

A. Pre-selection steps

1. When considering participation in an international exchange, the first step is to investigate your options and to get some general information surrounding how to choose a program. In this regard, you must first review the Education Abroad Program's Information on our web pages at www.goabroad.ualberta.ca.
2. Now you are ready to identify the program(s) that are of most interest to you and best meet your needs. While students with disabilities are encouraged to examine all our study abroad possibilities for which they have interest, it is important to recognize at this point that not all of our partner universities abroad will be able to offer reasonable accommodations for students with some types of disabilities.

Reasonable accommodations are adjustments made to an academic or work environment that allow an individual with a disability to function successfully in the environment. Examples include ramps and lifts for persons with mobility disabilities and sign interpreters for hearing impaired individuals. Students must recognize that reasonable accommodations are not required to be provided where they would result in undue hardship. For a service provider or

employer, undue hardship may result from an accommodation request which jeopardizes the health, safety, and financial viability of the provider. An example is the inability to provide a full-time personal aide for someone due to financial restrictions.

Some students may not be aware that they may need reasonable accommodations at the study abroad site, since they may not have needed to access Specialized Support and Disability Services (SSDS) at the U of A. We ask you to consider that, while you may not require accommodations at the U of A, accommodations may be needed at the study abroad site due to cultural and environmental differences. For example, Denmark is considered forward thinking in making people with disabilities an integral part of society, though at the same time they possess laws that prohibit the altering of buildings in order to preserve their heritage. A person with mobility challenges may find the environment difficult to access compared to what they have become accustomed to at the U of A.

It is also important to realize that foreign government and institutional laws and cultures related to providing services to students with disabilities differ markedly between countries and this may be a part of your considerations in selecting a suitable venue. There are a host of other differences you may not be aware of including the fact that American Sign Language will not be viable as a means of communication in a number of other English speaking countries and keyboarding is different in different countries – something to know if you use ttys, have a sight disability, and are a touch typist. There are numerous other differences.

The delivery of disability services in other countries can be considerably different than here in Canada and at the U of A. There are resources and experts to assist you in identifying programs that can meet your interests and needs. The SSDS disability advisors at the U of A may have some insight into how to overcome barriers that you may have not anticipated because of your experience at the U of A. There are also some resources we recommend that all students with disabilities consult before proceeding in attempting to identify suitable programs. They include “Rights and Responsibilities: A Guide to National and International Disability Related Laws for International Exchange Organizations and Participants”, “A Practice of Yes: Working with Overseas Partners to Include Students with Disabilities”, and “Building Bridges: A Manual on Including People with Disabilities in International Exchange Programs”. All of these publications are online at: www.miusa.org/.

3. Once you have completed the steps above and have done some investigation to identify potential programs you can then start an online application. Some programs are open to all students while others may only be open to students in certain faculties. Should you require special accommodations in order to meet with the Program Contact and discuss your study abroad possibilities, please contact the Education Abroad Office in order that we may confirm the arrangements required before your meeting.

While a student’s disability will form no part of the selection process in determining eligibility to participate in a study abroad program, the program administrator may suggest the most viable programs to meet your interests and needs. Students are also encouraged to discuss their interest in participating in a study abroad program with staff in the Office for Specialized Support and Disability Services (SSDS). SSDS will be especially helpful in discussions on everything from funding requirements and guidelines for going abroad to differences in technology and service delivery in other jurisdictions. The secret for having a successful study abroad experience is the same for all students – preparation, preparation, and preparation! While it is not mandatory prior to being selected to participate in a study abroad program for students with disabilities to consult SSDS, it is strongly advised.

B. Post-selection steps

1. Once you have received a formal nomination from the Program Contact at the U of A notifying you that you have been selected to participate in a study abroad program, you must consider whether you will need special accommodation from the Host Institution. For students with disabilities where there is an obvious or potential need for some form of accommodation to be made by the Host Institution, you are then required to meet with both your SSDS and exchange advisor to determine what, if any, accommodations and or special supports may need to be articulated and confirmed with the Host Institution. In consultation with the student, SSDS staff will recommend the supports required to fulfill academic responsibilities.

Due to the importance of ensuring that appropriate accommodations are in place at the Host Institution, working with SSDS is mandatory for all students with disabilities who have been nominated to participate in a study abroad program and who will require accommodation from the Host Institution. SSDS is designated by the University's General Faculties Council Policy as the body which is primarily responsible for providing disability services for staff and students at the University of Alberta.

2. As a general practice, an office similar to SSDS at your Host Institution will seek information on your disability and requirements for accommodation so that it can assess the Host Institution's ability to provide required accommodations. Additionally, SSDS and the disability office at the Host Institution may need, on your behalf, to complete various forms and paperwork related to things such as applying for funding to cover the cost of the services and products recommended etc. The SSDS staff will help guide you through the process of applying for funding, which, in some cases, requires additional appointments off campus with government representatives. Funding is available for a great majority of support services and equipment provided by the SSDS office, and to cover other specific disability-related costs. You will also want to discuss with SSDS if you can use any funding that you may already receive for studying at the U of A with you when you go abroad. If you cannot take your funding with you, you will need to start planning your new budget.
3. Reasonable accommodations will be recommended by SSDS in consultation with the student, the Education Abroad Program office, and the study abroad site. Accommodations which would require a fundamental alteration of the program, would present an undue hardship, or are not seen as acceptable by the Host Institution may not be provided. Canadian and Alberta legislation related to issues such as duty to accommodate are not binding upon foreign universities and decisions on accommodations are therefore made on a case-by-case, country-by-country, and institution-by-institution basis.

If the study abroad site is reluctant to provide the requested accommodations, then another study abroad site will have to be selected. Students need to recognize that even though all of our exchanges are open to you, the exchange institution may find accommodating a student with a disability an undue hardship. Thus it is important for the student to have done some research into an institution's level of accessibility and for the student to have an alternative choice for study abroad as noted earlier in this document. We recommend that you have 1 or 2 more desired choices as alternatives in case your first choice cannot support the needed accommodations.

4. Neither the U of A nor the study abroad site are obliged to provide accommodations to students who do not provide the required medical certification or who do not make timely requests for accommodations. Should a student only disclose disability accommodation needs once abroad, then SSDS, the Education Abroad Program office and the study abroad site will determine if the student still qualifies to participate and what accommodations, if any, can be provided. It is therefore required that students disclose information about their disability-related needs upon being nominated for a program and well in advance of their planned departure to ensure that any necessary accommodation requests can be considered. If you wait until the last minute to request accommodations then it may not be possible to make appropriate arrangements.
5. Students are not obligated to disclose any information pertaining to their disability as part of the application process. If a student brings disability-related personal property to the Host Institution then the student is responsible ensuring adequate personal effects insurance. Neither the U of A nor the Host Institution can be held accountable for the safety and security of the student's own disability-related personal property.

For further information or questions regarding this policy, please contact:

Education Abroad Program

University of Alberta International
142 Telus Centre
87 Avenue & 111 Street NW
Edmonton, Alberta, Canada T6G 2R3
Tel: 780-492-2692
Email: goabroad@ualberta.ca

XIV. UALBERTA ELECTRONIC COMMUNICATIONS POLICY

The University has approved an Electronic Communications Policy for Students and Applicants. See full policy: <http://www.registraroffice.ualberta.ca/About/U-of-A-Electronic-Communications-Policy.aspx>

When appropriate, the University will send you important information through e-mail. As a result, you will receive this information in a timely way and can follow up promptly.

Key Points Regarding Electronic Communications

Check your ualberta.ca e-mail account at least once a week.

Please login to the Education Abroad Online Pre-Departure course at least once a week

- All students and applicants are assigned a University of Alberta Campus Computing ID (CCID) with e-mail privileges. The 'CCID@ualberta.ca' e-mail address originally assigned by the University is the e-mail address to which communications will be sent.
- See the Information Services and Technology (IST) website for detailed information on CCIDs, conditions of use, and related privileges: <https://ist.ualberta.ca/>
- **You must advise IST immediately of any problems** encountered with University e-mail accounts by contacting the Help Desk through email at ist@ualberta.ca, through live chat at <https://uofaproduct.service-now.com/ess/livechat.do> or by calling 780-492-9400
- **We recommend that you do not forward** your University directed e-mail to other **non-University e-mail addresses** such as those provided by Gmail, Hotmail, Yahoo, Shaw, Telus, etc. as you could miss important communications that may affect your University career

****Failure to receive or read University communications sent to the University e-mail address in a timely manner does not absolve students and applicants from knowing, responding to, or complying with the content of that communication.****

B. Short Term Study Abroad Programs

This document is intended to provide students who are interested in participating in a University of Alberta Summer Abroad Program with information about procedures and conditions of participation. Students applying to participate in a University of Alberta Summer Abroad Program are required to read this document before submitting an application and will be required to indicate they have read and agreed to the conditions noted herein.

Outline

- I. **Definitions**
- II. **Application Process**
- III. **Nomination and Acceptance**
- IV. **Program Costs**
- V. **Pre-Departure Preparation**
- VI. **Health Insurance, Safety & Security**
- VII. **Participating in a Short Term Study Abroad Program**
- VIII. **Coming Home**
- IX. **Academic Credit Transfer**
- X. **Program Withdrawal or Termination**
- XI. **Refund Policy**
- XII. **Points to Consider**
- XIII. **Policy for Students with Disabilities and Special Needs**
- XIV. **U of A Electronic Communications Policy**

I. DEFINITIONS

Education Abroad Program (EAP) – is the administrative unit within University of Alberta International which manages and administers study and work abroad programs for the University of Alberta. EAP directly supports students in their study, work and volunteer abroad endeavours through info sessions, Pre-Departure preparation, advising and support to the University of Alberta's partners. EAP also supports faculty administrators in their efforts to provide student mobility opportunities.

There are two types of term and year study abroad program options (hereafter referred to as SAP):

I. *U of A Courses taught abroad - e3 programs*

University of Alberta e3 courses abroad are courses organized specifically by the University of Alberta (sometimes in cooperation with a partner institution) to be offered in Berlin, D.C., Brazil, and French Alps. Often referred to as field studies courses, they are typically taught by University of Alberta professors and run from several weeks to an entire term. While the nature of these programs, their duration, venue and cost vary considerably, a common element is that they are transcribed as University of Alberta courses taught abroad. Some programs, which operate cooperatively with other institutions, may have the courses transcribed at the cooperating institution with pre-approved credit transfer for a specific University of Alberta course. Courses often include a special tuition and fee charge as well as a program fee.

II. *Courses taught at partner institutions*

The remainder of this document deals with SAPs where students register in courses offered directly by partner institutions. Some programs require that students pay tuition and fees directly to the U of A, others require students to pay tuition and fees to the Host Institution.

Host Institution – refers to the institution abroad or in Canada where you choose to study

Go Abroad Program Finder – this is a searchable database that includes all SAPs offered at the University of Alberta. This database can be accessed on the web at www.goabroad.ualberta.ca

Preliminary Approval and Permission to Participate Forms - In order to participate in SAPs and to receive credit towards your degree you must obtain permission from your home Faculty at the U of A. These forms ensure that you have approval from your faculty and indicate if you are eligible for credit transfer. For students undertaking a term or year abroad at a Partner Institution the latter form also serves to make the Partner Institution aware of your proposed study plan. The Program Contact will provide you with the appropriate form necessary for submitting an application and explain its use.

Student Exchange / Study Abroad Program Form - This form is required by all SAP's where you are undertaking course work at a Partner Institution and where you pay tuition and fees to the U of A and have these fees waived at the Partner Institution. In this case the form will register you in an "EXCH" course. Some SAPs require that you pay tuition and fees directly to the Partner Institution. In this case you will be registered in an "ABROD" course. These courses serve to ensure you remain registered at the U of A for the duration of study period, assess the appropriate fees (Refer Section IV. Program Costs), ensure you receive income tax receipts for fees paid to the U of A, permit the U of A to endorse student loan forms, and allow you to access U of A scholarships and awards among other things. These forms will be explained and provided as required by the Program Contact.

Visiting Student – this is the registration designation you will receive as a participant in a Study Abroad Program during your study abroad period. Please note that during that time, you will be registered as a non-degree-seeking student by the Host Institution. Many programs will not allow students to modify this status if they later consider transferring to the Host Institution to complete their program or degree.

Information Release Waiver/Emergency Contact - All SAP students are asked to indicate names of people to whom the Program Contact can release information. The information they release is pertinent to the SAP and contained in their file. All

SAP students are also asked to provide the names and contact information of people the Education Abroad Program can contact in the event of an emergency.

II. APPLICATION PROCESS

Students who apply must meet the basic application requirements and demonstrate personal and academic suitability:

1. *Good academic standing (2.5 cumulative GPA, 2.7 current GPA)*
 - a. *e3 programs require a 2.3 GPA only*
2. *Personal suitability*
3. *Available finances*
4. *Foreign language skills (where necessary)*
5. *Approval from your home faculty*
6. *One letter of reference*

Program Eligibility

In order to be eligible for a University of Alberta Study Abroad Program (SAP) you are required to have a minimum Grade Point Average (G.P.A.) of 2.7 in the fall or winter term prior to the application deadline and a minimum cumulative G.P.A. of 2.5 on all post-secondary course work from the U of A and any other institutions you have attended. e3 programs require only a 2.3 GPA. These GPA requirements allow you to apply to most SAPs. There are a few exceptions. The Faculty of Engineering requires a higher GPA for its students to be eligible to apply (minimum GPA of 3.3 in the last four academic terms and completed three terms of their specialized program before applying for an exchange) and a few programs may also ask for higher GPA requirements. Meeting minimum GPA requirements does not guarantee acceptance into a program. Some SAPs require a higher GPA in the fall term prior to the application deadlines. You will be able to book an appointment and discuss study abroad program interests with an Advisor provided you meet the minimum GPA requirements. You must also have completed at least one year of full time academic study at the University of Alberta prior to participating in a program. This administrative requirement may be waived for college transfer students at the discretion of the Program Contact and faculty approval. Some programs are open to non-U of A students. Those students will be required to have a minimum 60% average in their course work and fulfill the basic application requirements.

Step 1: View the Information on the Go Abroad Website

If you are considering participating in a Study Abroad Program, you must first view our study abroad information online at www.goabroad.ualberta.ca.

Step 2: Research

After viewing this session, you will be able to research specific programs using the Go Abroad Program Finder online www.goabroad.ualberta.ca. Given that a number of SAPs are competitive, you are encouraged to investigate alternative options by identifying three potential SAPs as part of your research. There is no additional cost to apply for more than one program and to list alternative SAP options.

It is your responsibility to understand the course requirements for your degree and to research and select a SAP with courses that would best meet your academic, professional, and personal goals.

Step 3: Create an Account on the Online Application System

Once you have reviewed the information on the website and conducted research on potential SAPs, you can create an account on the online application system at www.goabroad.ualberta.ca.

Step 4: Submit Your Initial Online Application

Once you have completed the initial application which includes uploading a copy of your unofficial post-secondary transcripts, your program contact will review your initial application. If your program contact approves your initial application you will be granted access to complete your application.

If your initial application is not approved by the program contact you will be contacted by EAP and informed that you cannot proceed with the application.

Step 5: Submit Your Completed Online Application

Approved applicants can submit an application by the appropriate deadline. Deadlines are noted in the Go Abroad Program Finder (and online for EAP options).

Late applications will be reviewed pending available space and only after all those received on time have been reviewed.

Submit one online application listing your preferences of study abroad programs. Incomplete application packages will not be accepted.

Eligible students will be guided **through** all necessary application material and fees by their Program Contact. An **application package** for those programs administered by the **Education Abroad Program** includes:

1. **Completed Online Application Form**
2. **Official Transcript(s)** of ALL post-secondary work
3. **Additional Material as Required** (e.g. demonstration of language proficiency)
4. **Letter of Intent** indicating reasons for wanting to participate in a SAP
5. **One Academic References**
6. **Nomination Fee of \$250** for programs administered by the Education Abroad Program. EAP ONLY accepts online credit card payments (*please see refund policy section XI for refund policy*).

We encourage students applying for study abroad programs to list at least one alternative choice that they are prepared to take if they are not placed in their first choice. By doing this, they will broaden their opportunities for being nominated to a program.

III. NOMINATION AND ACCEPTANCE

If successful, you will be contacted by the Short Term Study Abroad Advisor within two weeks from the time you submit an application and advised that you have been nominated to participate in a Short Term Program Program.. You will either be offered a nomination to one of your stated program choices or advised that you have been found eligible to participate but cannot be placed in any of your requested programs. If you choose to accept, you must confirm your acceptance of the nomination by the deadline indicated by the Program Contact. Failure to do so will result in withdrawal of the nomination and forfeiture of the nomination fee.

If you are not offered a nomination you will be advised within two weeks of the application deadline.

Once nominated for a Short Term Study Abroad Program you are required to accept or reject the nomination. If you choose to accept, you must confirm your acceptance of the nomination by the deadline indicated by the Short Term Study Abroad Advisor. You will be required to submit a completed Permission to Participate form by a stipulated deadline. **You** must complete all application materials from the Host Institution and **will be responsible** for including all materials requested by the Host Institution. Your Program Contact will not be checking for accuracy, so be sure to ask if you have any questions. If you need to submit hard copies of application documents to your Host Institution (rather than uploading them to your Host Institution's website) you will need to give them to your Program Contact by any deadline communicated. Your Program Contact will **not** be checking your application documents to ensure that they are free of errors or omissions; that is **your responsibility** so be sure to read and follow all instructions carefully.

Failure to hand in completed documentation to the Program Contact by the given deadlines may result in withdrawal of the nomination and forfeiture of the nomination fee.

Once you've uploaded your completed application package to your Host Institution's website or after your hard copy application package has been mailed to your Host Institution by your Program Contact you will need to wait patiently for a reply containing the final admission decision from your Host Institution. It often takes between one and four months for Host Institutions to process and decide on formal admission. While the majority of students nominated by the University of Alberta are admitted by the Host Institution, the Host Institution has final authority to decide.

In some instances, a letter of admission may be sent directly to the student from the Host Institution while in other cases the Host Institution will notify the Program Contact.

While you are encouraged to make tentative plans to participate once the University of Alberta nominates you, you should not make any plans which cannot be easily changed until formal written acceptance has been received from the Host Institution.

It is your responsibility to ensure visa, transportation, accommodation, health and travel insurance, and banking needs are met prior to your departure. Information will be available on these issues in the Education Abroad Online Pre-Departure course.

Once accepted by the Host Institution, you **may need to fill out a Student Exchange/Study Abroad Program Form** in order to:

- IV) remain registered at the University of Alberta during the approved study abroad period
- V) have access to advance registration for the academic period following the study abroad program
- VI) retain access to student loans and available special awards and scholarships for study abroad programs

You **may need to fill out a Student Exchange/Study Abroad Program Form** if you are participating in a Short Term Program Program that requires registration in an appropriate EXCH 8XX course at the University of Alberta for the study abroad period. This registration will generate tuition and fees that will be payable directly to the University of Alberta. Likewise, if you plan to use student loans to pay for your Short Term Program program, you will need to complete this form and will be registered in ABROD 800 at the University of Alberta. You will be responsible for any fees associated with this registration status. If you are unsure about needing to complete this form, please consult with your program coordinator at Education Abroad.

IV. PROGRAM COSTS

Detailed program costs for each Short Term Program program are available online at goabroad.ualberta.ca

You must take full responsibility for all financial matters. Neither the University of Alberta nor the Host Institution is responsible for providing financial support unless explicitly communicated in writing.

Option 1: Tuition paid to the University of Alberta

By registering in an "EXCH" course, Undergraduate students are required to pay tuition and fees, corresponding to fifteen credits per term, to the University of Alberta. Graduate students can register in a reduced course load for the study abroad period and receive a reduced fee assessment. If, however, they undertake additional courses to their original study plan and fee assessment they will be billed for the additional course(s). Graduate students are also eligible to receive a refund if they undertake less course work on the exchange than originally paid for and proposed.

Registration in the "EXCH" course will drop registration in all other courses. It is possible, under certain conditions, for you to also register in other University of Alberta courses in addition to the "EXCH" course while on the exchange. In this situation, you would be required to pay the additional tuition fees associated with any courses beyond the "EXCH" course. Other exceptions include:

- students in the Faculties of Law and Faculties of Dentistry, Pharmacy and Pharmaceutical Sciences, and Medicine and Oral Health Sciences who may be assessed additional program costs
- students on a Study Permit (international students) who will be required to pay regular fees plus the differential fee

- students in certain faculties have voted to be assessed an additional Faculty Student Fund fee in accordance with the Students' Union bylaws. Fees range from \$3-\$50 per term. Engineering, Campus Saint-Jean, and Law are examples of some faculties which assess this fee.

Option 2: Tuition paid to the host institution

In an “ABROD” course, you will be required to pay transcript and registration fees and the Common Student Space, Sustainability and Services (CoSSS) Fee to the University of Alberta for the duration of your program. In addition, you will be provided with a list of the tuition, program, and administrative fees you will need to pay directly to the Host Institution.

Once payment of tuition and fees has been made, you will have access to Host Institution facilities as per normally registered students. Some institutions may levy additional fees for services not covered under the exchange agreement.

For Short-term Study Abroad Short Term Program Programs

You may request to be registered in an “ABROD” course if you are applying for student loans. No refunds of tuition and program fees paid to the host institution will be made. Any changes to course selection must be approved by the host institution and by your home faculty. Additional courses taken will be assessed additional program fees as outlined in the program brochures and as specified by the host institution.

Additional Costs

You must take full responsibility for all financial matters. Neither the University of Alberta nor the Host Institution is responsible for providing financial support unless explicitly communicated in writing. Additional costs include the \$250 nomination fee paid to the Education Abroad Program at the time of nomination. Other costs to consider are ancillary health care and travel insurance as well as costs associated with travel to and from the host destination.

Funding & Financial Assistance

University of Alberta awards and scholarships can be used to participate in most SAPs. The Program Contact can advise you of any available funding. Any arrangement for financial support from the Host Institution is your responsibility. Be sure to obtain written assurance of any financial support before traveling.

You can start an application for a student loan for a SAP in advance of either nomination or formal acceptance. For most SAPs, the University of Alberta remains the designated institution. If applying for a student loan, refer to the Program Contact for more information.

A number of study abroad programs also include a limited number of scholarships. Information is available online. You should ask the Program Contact if the program that they administer includes any special scholarships or bursaries.

V. PRE-DEPARTURE PREPARATION

All students participating in formal SAPs sponsored by the Education Abroad Program are required to complete the Education Abroad Online Pre-Departure course and in person orientation. The Online Pre-Departure course modules address administrative procedures, as well as a wide variety of important topics such as healthcare issues, travel tips, security issues, cultural adjustment, budgets, insurance, and money.

The Education Abroad Program reserves the right to withdraw a student’s nomination for participation in any Study Abroad program where a student does not complete the Education Abroad Online Pre-Departure course and in person orientation.

VI. HEALTH INSURANCE, SAFETY & SECURITY

Travel and Health Insurance while Abroad

When traveling abroad, you should be aware of four general types of insurance coverage that you can obtain: medical insurance, travel insurance, trip cancellation insurance, and personal effects insurance. It is MANDATORY for students participating in Education Abroad office-administered programs to provide evidence of a required minimum level of HEALTH and TRAVEL insurance. You must do so by completing and signing the **Confirmation of Health & Travel Insurance form** provided by the Program Contact or available through your online application, to the Education Abroad office prior to departure. The Education Abroad Program reserves the right to terminate a student's study abroad program should they fail to submit the **Confirmation of Health & Travel Insurance form**. Insurance regarding trip cancellation and personal effects is not mandatory. Your travel and health insurance coverage needs to meet at least the minimum travel and health coverage provided by the Students' Union I Have a Plan Health Insurance (<http://www.su.ualberta.ca/services/healthplan/>) or Guard.Me Insurance (www.guard.me). Students can purchase insurance from any insurance provider so long as it meets similar levels of coverage as I Have a Plan or Guard.Me. Please inquire with the Education Abroad office about purchasing Guard.Me insurance.

U-GO Off-Campus Travel Registry

When participating in a SAP through the Education Abroad Program it is mandatory to register on the U-GO Off-Campus Travel Registry (<https://www.ualberta.ca/why-ualberta/international/go-abroad/ugo-international-sos>). The Education Abroad Program reserves the right to terminate a student's work abroad program should they fail to register on the U-GO Off-Campus Travel Registry.

Safety & Security

The current world reality is that travelling, living, and studying abroad places students at increased risk related to their safety and security beyond what they might experience if they do not travel abroad. By choosing to participate in a study abroad program students recognize that there are associated increased levels of risk for health, safety and security. In order to help students prepare for their sojourn abroad, we highly recommend students be familiar with the information on the Global Affairs Canada website (travel.gc.ca). Preparation is the key to successful travel. By doing your homework before you leave, you minimize the chances of something going wrong once abroad.

Global Affairs Canada Information & Assistance for Canadians Abroad (travel.gc.ca):

You will find a broad range of information to help you prepare for a safe and enjoyable journey. Global Affairs Canada not only offers consular services to Canadians around the world but also provides them with official travel information and advice, on behalf of the Government of Canada, to promote their safety and security overseas. The information must be credible and the advice timely to enable Canadians to be well prepared before departure, to minimize risks, and to make informed judgments, and responsible decisions while abroad.

Travel Reports & Warnings

Travel Reports are also available at travel.gc.ca and offer information on safety and security, local laws and customs, entry requirements, health conditions and other important travel issues.

Travel Warnings provide the Government of Canada's official travel advice, recommending that Canadians postpone or avoid travel to a country, or specific region(s) of a country, when credible information suggests that it is not safe to travel. Travel Warnings constitute an integral part of the Travel Reports in which they appear. It is highly recommended that students check the Travel Reports and Travel Warnings when conducting research and choosing their study abroad destination.

The decision to travel is the sole responsibility of the traveller. The traveller is also responsible for his or her own personal safety. The purpose of Travel Reports is to provide Canadians with up-to-date information to enable them to make well-informed decisions. For additional information, please see the FAQs on the Travel Information Program. (travel.gc.ca)

VII. PARTICIPATING IN A Short Term Program PROGRAM

The University of Alberta can only provide Short Term Study Abroad Program opportunities as a result of special agreements and relationships with a Host Institution. You need to be aware that you may often be required to work with two very different university administrative and academic systems – with different perspectives and styles of management within different cultural contexts. For you, as for all students, this will be one of your greatest challenges and learning opportunities. By agreeing to participate in a Short Term Program Program, you agree to not engage in behaviour viewed as inappropriate or unacceptable or that contravenes the ‘Ambassador Role’ you assume by applying to participate in a University of Alberta Study Abroad Program. Serious infractions can constitute grounds for termination of a student’s program. Students participating in Short Term Study Abroad Programs must assume responsibility for this special role. While on a program, students must obey the rules and regulations of the Host Institution.

In addition to being bound by the rules and regulations of the Host Institution and the laws of their host country, you are expected to demonstrate sensitivity to the local cultural and societal norms. Students are considered representatives of the University of Alberta, and as such you are expected to behave in a manner that reflects positively on the University. While the University of Alberta will work closely with all students to ensure that they are treated fairly while at the Host Institution, you need to be aware that the issue of ‘fair treatment’ is often defined culturally in different and complex manners. At the University of Alberta, as in most North American universities, student behavioural expectations are often explicitly defined in ‘codes of student behaviour’. This is often not the case in many foreign universities. In many instances, broad societal and cultural norms are used to define behavioural expectations for students. University of Alberta students studying abroad are provided general information and orientation to this issue as part of the Pre-departure Session, and through materials and handouts. Students are also expected to devote time on their own to learning about cultural norms and behavioural expectations associated with the country to which they are going, prior to their departure. If a Host Institution notifies the U of A that it deems a U of A Study Abroad student’s behaviour inappropriate, including academic performance, this will be communicated to the student. A major infraction, as defined by the Host Institution, or repeated incidents of inappropriate behaviour, can result in the Host Institution terminating a student’s program. If their program has been terminated by the Host Institution, there will be no reimbursement of any fees and students will be responsible for any additional expenses associated with the termination of their program.

If at any point you have a concern with any aspect of your Short Term Program Program, you are advised to first share this concern with the Short Term Study Abroad Advisor. If you feel your concern has not been addressed you should then ask the Coordinator to speak with their supervisor to discuss your concern. If this is not possible or if you prefer to speak with another person about your concern, you are advised to contact the Student Ombud service, University Student Services.

VIII. COMING HOME

Undergraduate and graduate students are not required to submit an application for re-admission to resume studies at the University of Alberta as long as re-registration takes place within six months of the end of the student exchange period.

Study Abroad Programs are not generally designed to allow you to complete a degree at another institution. You are expected to return to the University of Alberta upon completion of the program. Extension beyond the approved program period requires written consent of the designated officials of each institution.

Study Abroad Returned Student Reports

Upon returning to the University of Alberta, it is **mandatory** that all University of Alberta students who return from a SAP complete a Study Abroad Returned Student Report. The information that you provide in the Returned Student Report about your exchange experience is shared with other students who are interested in studying abroad. By providing feedback, you can assist others as they prepare for their own adventure abroad. It also allows you to express your opinion about different elements of your experience abroad. Any section of the report that contains personal contact information from you is confidential and only used for tracking purposes. Upon your return to the University of Alberta, you will be sent an email asking you to complete the Study Abroad Returned Student Report. You **MUST** complete the report and submit to the Education Abroad office. In the case that a student does not complete and submit this report, official transcripts may not be released to the student’s faculty.

IX. ACADEMIC CREDIT TRANSFER

Once nominated, you should first consult with an advisor in your department to ensure the pre-approved credit as outlined in the Short Term Program Program descriptions are applicable to your degree program. This information will help your faculty decide how credit will transfer for completed course work while on the Short Term Program Program.

You should understand that there is an element of academic risk involved in studying abroad. Transfer credit cannot be entirely guaranteed. It is important to understand that courses listed on the Permission to Participate form only indicate your proposed course of study abroad. Completion of this form does not guarantee access to the courses at the Host Institution – only the Host Institution can guarantee registration in their courses. Final registration in courses may only be guaranteed upon arrival.

You may not have access to some courses once you arrive at the Host Institution and as a result you may not receive full transfer credit for all work done abroad. You should plan on having a selection of both first choice and alternative courses to register in at the Host Institution. If changes in circumstance require altering the academic program or plans noted on the Permission to Participate form, then it is your responsibility to contact your faculty directly as soon as possible. The ultimate authority for a University of Alberta program rests with your home faculty. You should ensure that any concerns regarding your participation in a Short Term Program Program are satisfied before you leave. If you feel you must receive credit for a specific and limited number of courses while on the Short Term Program program, you should recognize the risks and carefully consider whether or not to participate.

Transfer credit is dependent on courses available at the Host Institution and faculty approval of the courses you take. It is your responsibility to ensure you are aware of and understand your home faculty's policies on credit transfer. No credit will be given until transcripts are received. Transcripts from the Host Institution are sent directly to the Education Abroad Office upon completion of the Short Term Program Program. The Office forwards original transcripts to the student's Home Faculty. Participants should bring back all course materials including course outlines, texts, tests, written materials, etc. for consideration in awarding transfer credit. Credit transfer decisions can take up to several months to be finalized.

Where a course has been approved for credit transfer to the University of Alberta from the Host Institution the course will appear on your University of Alberta transcript as transfer credit with the granted course weight. No grade or assessment for the course will appear on your University of Alberta transcript. The University of Alberta transcript will note you participated in a formal University of Alberta Study Abroad Program and the name of the Host Institution.

In order for courses to be considered for credit transfer you must:

1. receive permission in advance from your home faculty;
2. be in good standing in your ongoing degree program; and,
3. not have exceeded the maximum amount of transfer credit allowed by your faculty.

In some instances your Home Faculty may need to make a 'grade conversion' for one or more of the courses you undertook while on the exchange. The mark you received for courses at the Host Institution is converted into the University of Alberta's 4-point scale. This may be required if you are in an honours program, if you are eligible to graduate with distinction, if you are applying for some University of Alberta Awards, or if you leave while in one faculty and intend to change to another faculty upon your return. You should consult your Faculty Programs Office if there is a chance you may fall under one of these categories. The intent of the grade conversion is to compare your performance in the exchange to a level of comparable academic performance at the University of Alberta. Most students do not require grade conversions.

Most faculties normally award credit for approved courses in which a grade of "C" or its equivalent, is achieved. University of Alberta policy for credit transfer does not permit credit transfer of courses completed at another institution and in which "D" or less has been obtained. Courses with a grade of "D" will not be credited towards a U of A degree. Credit for such courses

will be considered on a pass-fail basis only and will not be included in any grade point average calculation. Consult the section of the University of Alberta calendar for your home faculty to find out if your faculty has any other requirements.

Participants in Short-term Study Abroad Short Term Program Programs must contact their home faculty to ensure that any pre-approved credit as outlined in program descriptions is applicable to their specific degree program.

X. PROGRAM WITHDRAWAL OR TERMINATION

The University of Alberta and the Host Institution reserve the right to revoke your nomination and cancel your Study Abroad Program at any time if:

- you do not adhere to program procedures
- you do not complete or submit required documents by deadlines
- you do not follow the student code of conduct
- you contravene the U of A or Host Institution's rules and regulations
- you do not make required payments
- you do not complete the Education Abroad Online Pre-Departure course
- you do not register on the U-GO Off-Campus Travel Registry
- there has been a significant negative change in your situation in an area(s) of relevance to the program (e.g. a significant drop in academic performance after nomination, you engage in activities that place you or the personal safety of others at risk, you engage in activities or behaviours that compromise the ability of the Program Administrators at either the Home or Host Institution to ensure the success of your program in their opinion)
- you demonstrate behaviour, prior to commencing or during your exchange, that damages the special relationship between the U of A and the Host Institution in the opinion of both the U of A and Host Institution Program Contacts

Short-term Study Abroad Short Term Program Programs: Due to the intensive nature of the programs, participants who decide to withdraw from the program must consider doing so within the first three days of classes and by any deadline at the host institution. If the course is offered by the University of Alberta, students must adhere to the add/drop deadline in the University of Alberta Calendar. Withdrawal after this date will result in a transcript being issued with a fail grade for the courses not taken.

Students, who withdraw from a Short Term Study Abroad Program after nomination, will not as a general rule be permitted to reapply at a later date to the same institution without evidence of extenuating circumstances surrounding their withdrawal and approval of the Short Term Study Abroad Program administrator.

Program Cancellation or Modification Due to Issues of Safety and Security

The University of Alberta, through a variety of sources including the Global Affairs Canada website (travel.gc.ca), undertakes a constant monitoring and evaluation of the destinations where it runs approved student programs internationally. This assessment /monitoring seeks to identify any risks associated with the location to determine if potential risks are deemed sufficient to cancel or modify programs planned or operating in a country or region. The university reserves the right to cancel or modify its programs abroad where it deems unmanageable risk to students exists. At a minimum, the University of Alberta observes the Travel Restriction placed on countries and regions as outlined in Travel Advisories categories A through I inclusive for the purpose of determining where programs are allowed to operate for undergraduate study. The University of Alberta uses additional sources of information in determining where unmanageable risks exist and reserves the right, based upon its assessment of unwarranted and unmanageable risk, to cancel or modify programs at any time.

Students agree to follow recommended precautions and advice, provided by the University of Alberta and accept that when deemed appropriate the University of Alberta may need to cancel or terminate programs abroad due to health and safety concerns.

The University of Alberta will cancel all programs in a country and require students to leave the country where the Global Affairs Canada Travel Report for that country indicates that Canadians should not travel to and/or should leave the country. The University of Alberta may cancel a program prior to its commencement or at any time during its operation if: (1) such a Travel Report is issued by Global Affairs Canada; or (2) if the University of Alberta deems the situation in a country has changed so as to possess certain risks to the safety and security of students.

XI. REFUND POLICY

Nomination Fee: Each applicant who is nominated for an SAP is required to pay the \$250 nomination fee.

The \$250 nomination fee is ONLY refunded if:

- An applicant meets the EAP criteria, EAP nominates the student for a program, but the host organization/institution does not offer a place to the applicant.
- EAP is unsuccessful in offering a placement for a student.
- In exceptional extenuating circumstances (documented illness, etc).

The \$250 nomination fee is NOT refunded if there are changes to the applicant's academic standing after they are nominated by the Education Abroad Program and those changes result in the host organization/institution not offering a placement/position to the applicant.

The \$250 nomination fee is NOT refunded if the applicant is offered a placement/position at a host institution/organization and subsequently does not accept the placement/position.

If the University of Alberta decides to cancel a program for health and safety reasons prior to a program's commencement a refund of applicable tuition and program fees paid to the University of Alberta for the program will be considered. Administration and nomination fees paid to the University of Alberta may not be refunded.

If the University of Alberta decides to cancel a program for health and safety reasons after it has started any refund of tuition and fees will depend upon several factors including: (1) how much of the program has been completed; (2) the refund policy of the host institution which is providing the program; and (3) refund limitations due to non-recoverable amounts and/or contractual obligations for the payment of fees placed upon either the student or the University of Alberta.

If a student participating in a University of Alberta study abroad program chooses to withdraw from a program that has not been cancelled for any reason, the University of Alberta will review all requests from students to terminate a program early for legitimate reasons and any possibility of a refund.

Students choosing to participate in a study abroad program must accept as a condition of participation that should a decision be made to cancel or end a program due to concerns over the safety and security of students, program participants may encounter additional and unexpected financial and academic repercussions. The University of Alberta will work closely with such students to mitigate any possible negative implications of such a decision to the best of its ability. Students should, as a general rule, ensure among other things that they consider carefully the purchase of travel and program interruption insurance and purchasing airline tickets that can have the return date modified with limited or no penalty. The University can accept no responsibility for refunds on any moneys paid to third parties as part of the study abroad program.

Short-term Study Abroad Programs: Due to the intensive nature of the programs, participants who decide to withdraw from the program must consider doing so within the first three days of classes and by any deadline at the host institution. If the course is offered by the University of Alberta, students must adhere to the add/drop deadline in the University of Alberta Calendar. Withdrawal after this date will result in a transcript being issued with a fail grade for the courses not taken. No financial reimbursement will be made for program withdrawals.

XII. POINTS TO CONSIDER

Faculty Specific Information

- Faculty of Engineering students must complete the 2nd year of their specialized program before starting their exchange. They must also have a minimum cumulative GPA (last 4 academic terms) of 3.3 for foreign universities and for École Polytechnique. All other Canadian universities require a minimum GPA of 3.0.
- School of Business students must have completed their first year of the business program at the U of A before participating in a study abroad program.
- Students in honours or specialization programs must have consent of their academic advisors before participating in a study abroad program. Most programs will allow participation on a SAP, however special permission must be granted for thesis work.

Passport and Immigration Documents

You will not be able to proceed with immigration matters (i.e. student visas) until official acceptance from the Host Institution is received. At that point, communication with the nearest consular representative can begin (addresses are available on-line). The immigration process varies according to the country. It is your responsibility to ensure that you apply for , and receive, all necessary documents and visas prior to the exchange.

Citizenship and Nationality Issues

Canadians who have more than one nationality through birth, descent, marriage, or naturalization are advised that while in the country of their nationality they may be subject to all its laws and obligations, particularly military service. Please note that your ‘nationality’ refers to your status of belonging to a particular nation, whether by birth (your birth, your parents’ birth, or possibly even grandparents in some cases) or naturalization, and is different than that of your ‘citizenship’ where citizenship is the status, rights, and duties of a citizen, especially of a particular country. For example, if a Canadian-born student who has Greek parents holding Canadian citizenship went to Greece to learn the language/culture, etc. of the “mother country” he/she could find him or herself conscripted into the Greek army with no recourse. Why? According to Greek law, if your parents are Greek, then you are Greek, even if YOU don't officially have Greek citizenship or a Greek passport. In the eyes of the Greek government, you are a Greek national. If you are going to study abroad in a country where you know you have nationality (or may have nationality by default due to your parents and/or grandparents), please ensure you consult with the office that handles immigration matters in that country to see what laws and local customs you may be subject to.

Housing

The University of Alberta Program Contact can provide general information on accommodation at the Host Institution. Once formal acceptance has been received or where advised by the Program Contact, you are responsible for communicating directly with the Host Institution on housing and food matters. Host Institutions which do not provide accommodation for students often provide assistance to you in locating accommodation. Once you submit your housing request to the Host Institution, it is your responsibility to provide any additional information or required deposits to ensure a room is reserved.

Travel Arrangements

Travel costs and arrangements should be explored when first considering a Study Abroad Program. You may want to determine your travel plans shortly after you apply for a program and book your flights as far in advance as possible. However, you should not pay for your ticket until formal acceptance has been received.

Students with Disabilities and Special Needs

The Education Abroad Program encourages all students, including students with disabilities, to consider incorporating a study abroad experience into their academic program. While students with disabilities may need to consider some special issues that arise as a consequence of studying and living in another country beyond those that they may normally deal with here in Canada – the value of undertaking the extra work necessary to participate in an international experience can be well worth the time

and energy. For further information on participating in a study abroad program, please consult the Education Abroad Program's Policy for "Students with Disabilities and Special Needs" in section XII of this document.

Student Loans

You may have access to student loans while participating in a Study Abroad Program. Questions regarding student loans can be addressed to the Financial Aid Office at financial.aid@ualberta.ca

Advance Registration from Abroad

Students may use the Beartracks on-line registration system to register in courses for the term following completion of their SAP program. You should discuss your return to the University of Alberta and to your faculty with a faculty program advisor prior to departure.

Income Tax

If you are participating in a SAP, you will obtain regular income tax documentation for tuition and fees from the University of Alberta for all tuition and fees you paid to the University of Alberta. If you are participating in a Study Abroad Program where you pay your tuition to your Host Institution, you should obtain your tuition and fees receipts directly from them. SAPs less than 13 weeks in duration where tuition and fees are paid to the host institution are ineligible to receive tax credit.

Study Abroad Address

You are required to update your contact information on the U-Go Off-Campus Travel Registry once you have arrived at your host destination in case there is a need to communicate any relevant information or details to you while you are on your Study Abroad Program.

Final Thoughts

While there are many people willing to assist you, **you are ultimately responsible** for your decisions concerning your academic program. Proper steps should be followed and you should ensure your concerns are satisfied before leaving on a Study Abroad Program.

XIII. EDUCATION ABROAD POLICY FOR STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

The Education Abroad Program (EAP) encourages all students to consider incorporating a study abroad experience into their academic program. While students with disabilities may need to consider some special issues that arise as a consequence of studying and living in another country beyond those they may normally deal with here in Canada – the value of undertaking the extra work necessary to participate in an international experience can be well worth the time and energy. This policy has been prepared to provide information, encouragement, and guidance to students with disabilities interested in participating in a U of A study abroad program.

C. Pre-selection steps

1. When considering participation in an international exchange, the first step is to investigate your options and to get some general information surrounding how to choose a program. In this regard, you must first review the Education Abroad Program's Information on our web pages at www.goabroad.ualberta.ca.
2. Now you are ready to identify the program(s) that are of most interest to you and best meet your needs. While students with disabilities are encouraged to examine all our study abroad possibilities for which they have interest, it is important to recognize at this point that not all of our partner universities abroad will be able to offer reasonable accommodations for students with some types of disabilities.

Reasonable accommodations are adjustments made to an academic or work environment that allow an individual with a disability to function successfully in the environment. Examples include ramps and lifts for persons with mobility disabilities and sign interpreters for hearing impaired individuals. Students must recognize that reasonable

accommodations are not required to be provided where they would result in undue hardship. For a service provider or employer, undue hardship may result from an accommodation request which jeopardizes the health, safety, and financial viability of the provider. An example is the inability to provide a full-time personal aide for someone due to financial restrictions.

Some students may not be aware that they may need reasonable accommodations at the study abroad site, since they may not have needed to access Specialized Support and Disability Services (SSDS) at the U of A. We ask you to consider that, while you may not require accommodations at the U of A, accommodations may be needed at the study abroad site due to cultural and environmental differences. For example, Denmark is considered forward thinking in making people with disabilities an integral part of society, though at the same time they possess laws that prohibit the altering of buildings in order to preserve their heritage. A person with mobility challenges may find the environment difficult to access compared to what they have become accustomed to at the U of A.

It is also important to realize that foreign government and institutional laws and cultures related to providing services to students with disabilities differ markedly between countries and this may be a part of your considerations in selecting a suitable venue. There are a host of other differences you may not be aware of including the fact that American Sign Language will not be viable as a means of communication in a number of other English speaking countries and keyboarding is different in different countries – something to know if you use ttyps, have a sight disability, and are a touch typist. There are numerous other differences.

The delivery of disability services in other countries can be considerably different than here in Canada and at the U of A. There are resources and experts to assist you in identifying programs that can meet your interests and needs. The SSDS disability advisors at the U of A may have some insight into how to overcome barriers that you may have not anticipated because of your experience at the U of A. There are also some resources we recommend that all students with disabilities consult before proceeding in attempting to identify suitable programs. They include “Rights and Responsibilities: A Guide to National and International Disability Related Laws for International Exchange Organizations and Participants”, “A Practice of Yes: Working with Overseas Partners to Include Students with Disabilities”, and “Building Bridges: A Manual on Including People with Disabilities in International Exchange Programs”. All of these publications are online at: www.miusa.org/.

3. Once you have completed the steps above and have done some investigation to identify potential programs you can then start an online application. Some programs are open to all students while others may only be open to students in certain faculties. Should you require special accommodations in order to meet with the Program Contact and discuss your study abroad possibilities, please contact the Education Abroad Office in order that we may confirm the arrangements required before your meeting.

While a student’s disability will form no part of the selection process in determining eligibility to participate in a study abroad program, the program administrator may suggest the most viable programs to meet your interests and needs. Students are also encouraged to discuss their interest in participating in a study abroad program with staff in the Office for Specialized Support and Disability Services (SSDS). SSDS will be especially helpful in discussions on everything from funding requirements and guidelines for going abroad to differences in technology and service delivery in other jurisdictions. The secret for having a successful study abroad experience is the same for all students – preparation, preparation, and preparation! While it is not mandatory prior to being selected to participate in a study abroad program for students with disabilities to consult SSDS, it is strongly advised.

D. Post-selection steps

1. Once you have received a formal nomination from the Program Contact at the U of A notifying you that you have been selected to participate in a study abroad program, you must consider whether you will need special accommodation from the Host Institution. For students with disabilities where there is an obvious or potential need for some form of accommodation to be made by the Host Institution, you are then required to meet with both your SSDS and exchange advisor to determine what, if any, accommodations and or special supports may need to be articulated and confirmed with

the Host Institution. In consultation with the student, SSDS staff will recommend the supports required to fulfill academic responsibilities.

Due to the importance of ensuring that appropriate accommodations are in place at the Host Institution, working with SSDS is mandatory for all students with disabilities who have been nominated to participate in a study abroad program and who will require accommodation from the Host Institution. SSDS is designated by the University's General Faculties Council Policy as the body which is primarily responsible for providing disability services for staff and students at the University of Alberta.

2. As a general practice, an office similar to SSDS at your Host Institution will seek information on your disability and requirements for accommodation so that it can assess the Host Institution's ability to provide required accommodations. Additionally, SSDS and the disability office at the Host Institution may need, on your behalf, to complete various forms and paperwork related to things such as applying for funding to cover the cost of the services and products recommended etc. The SSDS staff will help guide you through the process of applying for funding, which, in some cases, requires additional appointments off campus with government representatives. Funding is available for a great majority of support services and equipment provided by the SSDS office, and to cover other specific disability-related costs. You will also want to discuss with SSDS if you can use any funding that you may already receive for studying at the U of A with you when you go abroad. If you cannot take your funding with you, you will need to start planning your new budget.
3. Reasonable accommodations will be recommended by SSDS in consultation with the student, the Education Abroad Program office, and the study abroad site. Accommodations which would require a fundamental alteration of the program, would present an undue hardship, or are not seen as acceptable by the Host Institution may not be provided. Canadian and Alberta legislation related to issues such as duty to accommodate are not binding upon foreign universities and decisions on accommodations are therefore made on a case-by-case, country-by-country, and institution-by-institution basis.

If the study abroad site is reluctant to provide the requested accommodations, then another study abroad site will have to be selected. Students need to recognize that even though all of our exchanges are open to you, the exchange institution may find accommodating a student with a disability an undue hardship. Thus it is important for the student to have done some research into an institution's level of accessibility and for the student to have an alternative choice for study abroad as noted earlier in this document. We recommend that you have 1 or 2 more desired choices as alternatives in case your first choice cannot support the needed accommodations.

4. Neither the U of A nor the study abroad site are obliged to provide accommodations to students who do not provide the required medical certification or who do not make timely requests for accommodations. Should a student only disclose disability accommodation needs once abroad, then SSDS, the Education Abroad Program office and the study abroad site will determine if the student still qualifies to participate and what accommodations, if any, can be provided. It is therefore required that students disclose information about their disability-related needs upon being nominated for a program and well in advance of their planned departure to ensure that any necessary accommodation requests can be considered. If you wait until the last minute to request accommodations then it may not be possible to make appropriate arrangements.
5. Students are not obligated to disclose any information pertaining to their disability as part of the application process. If a student brings disability-related personal property to the Host Institution then the student is responsible ensuring adequate personal effects insurance. Neither the U of A nor the Host Institution can be held accountable for the safety and security of the student's own disability-related personal property.

For further information or questions regarding this policy, please contact:

Education Abroad Program

University of Alberta International

142 Telus Centre
87 Avenue & 111 Street NW
Edmonton, Alberta, Canada T6G 2R3
Tel: 780-492-2692
Email: goabroad@ualberta.ca

XIV. UALBERTA ELECTRONIC COMMUNICATIONS POLICY

The University has approved an Electronic Communications Policy for Students and Applicants. See full policy: <http://www.registrarsoffice.ualberta.ca/About/U-of-A-Electronic-Communications-Policy.aspx>

When appropriate, the University will send you important information through e-mail. As a result, you will receive this information in a timely way and can follow up promptly.

Key Points Regarding Electronic Communications

Check your ualberta.ca e-mail account at least once a week.

Please login to the Education Abroad Online Pre-Departure course at least once a week

- All students and applicants are assigned a University of Alberta Campus Computing ID (CCID) with e-mail privileges. The 'CCID@ualberta.ca' e-mail address originally assigned by the University is the e-mail address to which communications will be sent.
- See the Information Services and Technology (IST) website for detailed information on CCIDs, conditions of use, and related privileges: <https://ist.ualberta.ca/>
- **You must advise IST immediately of any problems** encountered with University e-mail accounts by contacting the Help Desk through email at ist@ualberta.ca , through live chat at <https://uofaprod.service-now.com/ess/livechat.do> or by calling 780-492-9400
- **We recommend that you do not forward** your University directed e-mail to other **non-University e-mail addresses** such as those provided by Gmail, Hotmail, Yahoo, Shaw, Telus, etc. as you could miss important communications that may affect your University career

****Failure to receive or read University communications sent to the University e-mail address in a timely manner does not absolve students and applicants from knowing, responding to, or complying with the content of that communication.****

This document is intended to provide students who are interested in participating in a University of Alberta Work and Research Abroad Program (UWRAP) with information about procedures and conditions of participation. Students applying to participate in a UWRAP are required to read this document before meeting with the Program Contact or submitting an application and will be required to sign a form indicating that they have read and agreed to the conditions noted herein.

C. Work Abroad Programs

Outline

- I. Definitions**
- II. Application Process**
- III. Nomination and Acceptance**
- IV. Course Registration**
- V. Program Costs**
- VI. Pre-Departure Preparation**
- VII. Health Insurance, Safety & Security**
- VIII. Participating in a UWRAP**
- IX. Coming Home**
- X. Program Withdrawal or Termination**
- XI. Refund Policy**
- XII. Points to Consider**
- XIII. Policy for Students with Disabilities and Special Needs**
- XIV. U of A Electronic Communications Policy**

I. DEFINITIONS

Education Abroad Program (EAP) – is the administrative unit within University of Alberta International which manages and administers study, work & research abroad programs for the University of Alberta. EAP directly supports students in their study, work, research and volunteer abroad endeavours through info sessions, maintenance and staffing of the Education Abroad Resource Library, Pre-Departure Sessions, publication of the Education Abroad Handbook, advisors and servicing of the University of Alberta's partners. EAP also supports faculty administrators in their efforts to provide student mobility opportunities.

Internship, research placement, clinical rotation and work placement: For the purposes of this document, the terms internship, research placement, clinical rotation, work experience, cooperative education (co-op), experiential learning and work placement, are considered to be either work or research. They are defined as: any short-term, supervised work experience usually related to a student's field of major, for which the student may or may not earn academic credit and which are intended primarily as learning and training experiences vs being a career position or job. The work can be full- or part-time, is internationally based, and is paid or unpaid. All the above mentioned types of programs are referred to as University of Alberta Work & Research Abroad Programs (UWRAPs) in this document.

University of Alberta Work & Research Abroad Program (UWRAPs): UWRAPs give University of Alberta students an opportunity to work internationally during a Short Term Program, academic term or year. This allows students to gain practical experience in their field of study, and a competitive edge over other students in their graduating class. Most UWRAP programs require that you remain registered in one or more special courses at the University of Alberta while participating in the UWRAP.

There are several types of UWRAPs:

I. *UWRAP only*

UWRAP only programs are work terms with no study component. Students would be placed in a full time or part-time position for a term or year. This includes international practicum placements, clinical rotations and research placements. These Terms of Participation is in reference to UWRAP only Education Abroad Programs.

II. *Combined Study and UWRAP*

The combined Study and UWRAPs allow students to study for one or two terms at a partner university and then participate in a work or research term administered by that university or a partner organization. In addition to reading the Work Abroad Terms of Student Participation you MUST read the Study Abroad Terms of Student Participation if choosing a Combined Study and UWRAP.

Host University – refers to the university abroad through which the UWRAP placement will be administered.

Host Organization – the organization, company, third party work placement provider, or Partner University lab, or industrial lab with which a student is placed for the duration of the UWRAP.

II. APPLICATION PROCESS

Students who apply must meet the basic application requirements and demonstrate personal suitability. The basic application requirements may vary for each UWRAP. Students are responsible to research what these requirements are and to ensure that they are met prior to applying. More information regarding each UWRAP can be found on line. The program specific application process is outlined on the Go Abroad website.

If you are considering applying for a combined Study & UWRAP, you will follow the Work & Research Abroad Program application process and if nominated to a UWRAP, you will be notified on how to proceed to apply for the Study Abroad portion of the program. All students applying for a combined program must meet the Work and Research Abroad Program deadlines and the Study Abroad Program Deadlines (which generally fall after the UWRAP deadlines).

General requirements for UWRAPs are:

1. **Good academic standing** (*2.5 cumulative GPA, *2.7 current GPA)
2. **Personal suitability**
3. **Available finances**
4. **Foreign language skills** (where necessary)
5. **Two letters of reference** (1 academic, 1 professional)
6. **Resume**
7. **Letter of Intent** - outlining your personal, academic and professional goals.
8. **Other requirements** specific to your program of interest, as outlined on the program information

**May vary for some programs*

Program Eligibility

All UWRAPs are competitive, and have limited space. Students must meet the above mentioned basic application requirements. The online application form, supporting documents, and an interview will be determining factors in the selection process. Students who wish to use a UWRAP to earn credit towards their degree program should consult a faculty/department advisor.

All students enrolled in a four year University of Alberta degree program are eligible to apply for a UWRAP so long as they meet the general requirements.

Step 1: View the Information on the Go Abroad Website

If you are considering participating in a UWRAP, you must first view our work abroad information online at www.goabroad.ualberta.ca.

Step 2: Research

After viewing this session, you will be able to research specific programs using the Go Abroad Program Finder online www.goabroad.ualberta.ca. Given that a number of UWRAPs are competitive, you are encouraged to investigate alternative options by identifying three potential UWRAPs as part of your research. There is no additional cost to apply for more than one program and to list alternative UWRAP options.

Step 3: Create an Account on the Online Application System

Once you have reviewed the information on the website and conducted research on potential UWRAPs, you can create an account on the online application system at www.goabroad.ualberta.ca.

Step 4: Submit Your Completed Online Application

Applicants can submit an application by the appropriate deadline. Deadlines are noted in the Go Abroad Program Finder (and online for EAP options).

Submit one online application listing your preferences of UWRAPs. Incomplete application packages will not be accepted.

Eligible students will be guided on all necessary application material and fees by their Program Contact. An **application package** for those programs administered by the **Education Abroad Program** includes:

1. **Completed Online Application Form**
2. **Official Transcript(s)** of ALL post-secondary work
3. **Up-to-date Resume**
4. **Two letters of Reference** (1 academic and 1 professional)
5. **Letter of intent** outlining your personal, academic, and professional goals
6. **Nomination Fee of \$250** for programs administered by the Education Abroad Program. EAP ONLY accepts online credit card payments (*please see refund policy section XI for refund policy*).

Step 5: Interviews

All application packages will be reviewed by a selection committee. The selection committee will create a short list of candidates that will be eligible for an interview. The interview along with the application package will be used to confirm eligibility and make acceptance and placement decisions. Interviews will be conducted by the program contact. Applicants for particular programs may be required to go through an interview committee or participate in a second interview.

Those submitting an application for a UWRAP will be notified through an email to their University of Alberta account as to whether they have been selected for an interview and they will be required to select a time/day for the interview from an online list. It is the applicant's responsibility to check their email in a timely fashion and carry out any directions provided in the email notification.

**Some programs may not require an interview.*

III. NOMINATION AND ACCEPTANCE

As there are a limited number of spots available for some programs placement of students into available spots will occur based on a candidate ranking. Candidates that meet all the criteria and have had a successful interview will be nominated to a UWRAP. An email notification will be sent to students nominated to the UWRAP along with further instructions on the next steps. Students are responsible to check their emails and ensure that they meet any deadlines provided. Once a student is nominated their application package will be forwarded to the Host University/Host Organisation for final approval. The status of your online account will change from 'Application under review' to 'Selected'.

For those applying to a combine Study & UWRAP a completed Work Abroad Nomination Acceptance Form submitted by the deadline will indicate the student's acceptance of the UWRAP nomination. The UWRAP nomination MAY be CONDITIONAL upon being accepted to the STUDY EXCHANGE component.

A nomination and acceptance of nomination does not signify that a work placement will be secured. A UWRAP position is considered secured once an offer has been made by the Host University or Host Organization and the student has accepted the offer. Students should be aware that for certain UWRAPs, work placements are not guaranteed although there is a very high rate of placements that are secured. Participants should also be aware that once an offer is made by a company or organization and it is refused by the student there is no guarantee that an alternative placement will be found.

IV. COURSE REGISTRATION FOR UWRAPS

Participants considering taking part in a combined Study & UWRAP must consult the Study Abroad Terms of Student Participation in addition to the Work Abroad Terms of Student Participation in order to learn about receiving credit for the study component of their program.

Course registration for UWRAPs can vary by program. More detailed information is available in the program specific brochure, information sheet, or the Frequently Asked Questions booklet that pertains to your program. Some of the different scenarios you can expect to see are:

- The majority of UWRAP participants are registered in an Exchange or Abroad course administered by the Education Abroad Program. These courses are a registration tool that will allow the students to: a) maintain their student status at the U of A; b) generate the appropriate tuition and fees for the program in which you will be participating. Because the Exchange and Abroad courses are only registration 'tools' the Education Abroad program does not grant credit for these courses.
- For some programs you will be registered directly in a University of Alberta course.

- If you are participating in a UWRAP that counts towards your co-op program you will be registered in one of the Work Experience courses. For some programs you will be registered in both a Work Experience course and an Exchange course. In this scenario you would be eligible to receive credit because of your registration in a Work Experience course.
- If you are participating in a UWRAP and it will count towards a practicum, clinical rotation, or community service learning course, you will register in the course designated by the faculty program coordinator. In this scenario you will be eligible to receive credit.
- If you are in a regular stream program (non-co-op, no practicum etc) and you are participating in a UWRAP that will require that you receive credit as one of the program criteria, you will have to negotiate with your faculty advisor a course in which you can register. In some cases this may be an Independent Study course. Once you have successfully completed the program the faculty will assign you a grade and credit.
- If you have graduated, you can apply and participate in a UWRAP for up to ONE year after your graduation date i.e.; if you graduated in June 2016, you have until June 2017 to apply and complete your UWRAP. You will register in the Faculty of Open Studies and be enrolled in an ABROD course for the duration of your UWRAP.

V. PROGRAM COSTS

Tuition paid to the University of Alberta

Students participating in a UWRAP will pay University of Alberta tuition and fees corresponding to the course in which they are required to be registered for their specific UWRAP.

International students enrolled in a four year University of Alberta degree program participating in a UWRAP will pay international student fee rates for the work experience or exchange course in which they are registered.

Nomination Fee

All students who are nominated for a UWRAP program are required to pay a \$250 nomination fee to the Education Abroad Program at the time of nomination.

Additional Costs

Other costs to consider are ancillary health care and travel insurance as well as costs associated with travel to and from the host destination. You must take full responsibility for all financial matters. Neither the University of Alberta nor the Host University is responsible for providing financial support unless explicitly communicated in writing.

Funding & Financial Assistance

University of Alberta awards and scholarships can be used to participate in most UWRAPs. The Program Contact can advise you of any available funding. Any arrangement for financial support from the Host Institution is your responsibility. Be sure to obtain written assurance of any financial support before traveling.

You can start an application for a student loan for a UWRAP in advance of either nomination or formal acceptance. For most SAPs, the University of Alberta remains the designated institution. If applying for a student loan, refer to the Program Contact for more information.

A number of study abroad programs also include a limited number of scholarships. Information is available online. You should ask the Program Contact if the program that they administer includes any special scholarships or bursaries.

VI. PRE-DEPARTURE PREPARATION

All students participating in formal UWRAPs sponsored by the Education Abroad Program are required to complete the Education Abroad Online Pre-Departure course. The Online Pre-Departure course modules address administrative procedures, as well as a wide variety of important topics such as healthcare issues, travel tips, security issues, cultural adjustment, budgets, insurance, and money.

The Education Abroad Program reserves the right to withdraw a student's nomination for participation in any UWRAP where a student does not complete the Education Abroad Online Pre-Departure course.

VII. HEALTH INSURANCE, SAFETY & SECURITY

Travel and Health Insurance while Abroad

When traveling abroad, you should be aware of four general types of insurance coverage that you can obtain: medical insurance, travel insurance, trip cancellation insurance, and personal effects insurance. It is **MANDATORY** for students participating in Education Abroad office-administered programs to provide evidence of a required minimum level of **HEALTH** and **TRAVEL** insurance. You must do so by completing and signing the **Confirmation of Health & Travel Insurance form** provided by the Program Contact or available through your online application, to the Education Abroad office prior to departure. The Education Abroad Program reserves the right to terminate a student's study abroad program should they fail to submit the **Confirmation of Health & Travel Insurance form**. Insurance regarding trip cancellation and personal effects is not mandatory. Your travel and health insurance coverage needs to meet at least the minimum travel and health coverage provided by the Students' Union I Have a Plan Health Insurance (<http://www.su.ualberta.ca/services/healthplan/>) or Guard.Me Insurance (www.guard.me). Students can purchase insurance from any insurance provider so long as it meets similar levels of coverage as I Have a Plan or Guard.Me. Please inquire with the Education Abroad office about purchasing Guard.Me insurance.

U-GO Off-Campus Travel Registry

When participating in a SAP through the Education Abroad Program it is mandatory to register on the U-GO Off-Campus Travel Registry (<https://www.ualberta.ca/why-ualberta/international/go-abroad/ugo-international-sos>). The Education Abroad Program reserves the right to terminate a student's work abroad program should they fail to register on the U-GO Off-Campus Travel Registry.

Safety & Security

The current world reality is that travelling, living, and studying abroad places students at increased risk related to their safety and security beyond what they might experience if they do not travel abroad. By choosing to participate in a study abroad program students recognize that there are associated increased levels of risk for health, safety and security. In order to help students prepare for their sojourn abroad, we highly recommend students be familiar with the information on the Global Affairs Canada website (travel.gc.ca). Preparation is the key to successful travel. By doing your homework before you leave, you minimize the chances of something going wrong once abroad.

Global Affairs Canada Information & Assistance for Canadians Abroad (travel.gc.ca):

You will find a broad range of information to help you prepare for a safe and enjoyable journey. Global Affairs Canada not only offers consular services to Canadians around the world but also provides them with official travel information and advice, on behalf of the Government of Canada, to promote their safety and security overseas. The information must be credible and the advice timely to enable Canadians to be well prepared before departure, to minimize risks, and to make informed judgments, and responsible decisions while abroad.

Travel Reports & Warnings

Travel Reports are also available at travel.gc.ca and offer information on safety and security, local laws and customs, entry requirements, health conditions and other important travel issues.

Travel Warnings provide the Government of Canada's official travel advice, recommending that Canadians postpone or avoid travel to a country, or specific region(s) of a country, when credible information suggests that it is not safe to travel. Travel Warnings constitute an integral part of the Travel Reports in which they appear. It is highly recommended that students check the Travel Reports and Travel Warnings when conducting research and choosing their study abroad destination.

The decision to travel is the sole responsibility of the traveller. The traveller is also responsible for his or her own personal safety. The purpose of Travel Reports is to provide Canadians with up-to-date information to enable them to make well-informed decisions. For additional information, please see the FAQs on the Travel Information Program. (travel.gc.ca)

VIII. PARTICIPATING IN A UWRAP

The University of Alberta can only provide UWRAP opportunities as a result of special agreements and relationships with a Host University and organizations. You need to be aware that you may often be required to work with two very different administrative systems – with different perspectives and styles of management within different cultural contexts. For you, as for all students, this will be one of your greatest challenges and learning opportunities. By agreeing to participate in a UWRAP, you agree to not engage in behaviour viewed as inappropriate or unacceptable or that contravenes the 'Ambassador Role' you assume by applying to participate in a University of Alberta Work and Research Abroad Program. Serious infractions can constitute grounds for termination of a student's program. Students participating in UWRAPs must assume responsibility for this special role. While on a program, students must obey the rules and regulations of the Host University/Organization.

In addition to being bound by the rules and regulations of the Host University/Organization and the laws of their host country, you are expected to demonstrate sensitivity to the local cultural and societal norms. Students are considered representatives of the University of Alberta, and as such you are expected to behave in a manner that reflects positively on the University. While the University of Alberta will work closely with all students to ensure that they are treated fairly while at the Host University/Organization you need to be aware that the issue of 'fair treatment' is often defined culturally in different and complex manners. At the University of Alberta, as in most North American universities, student behavioural expectations are often explicitly defined in 'codes of student behaviour'. This is often not the case in many foreign universities. In many instances, broad societal and cultural norms are used to define behavioural expectations for students. University of Alberta students studying or working abroad are provided general information and orientation to this issue as part of the Pre-departure Sessions, and through materials and handouts. Students are also expected to devote time on their own to learning about cultural norms and behavioural expectations associated with the country to which they are going, prior to their departure. If a Host University/Organization notifies the U of A that it deems a UWRAP participant's behaviour inappropriate, this will be communicated to the student. A major infraction, as defined by the Host University, or repeated incidents of inappropriate behaviour, can result in the Host University/Organization terminating a student's program. If a student's program has been terminated by the Host University/Organization, there will be no reimbursement of any fees and students will be responsible for any additional expenses associated with the termination of their program.

If at any point you have a concern with any aspect of your UWRAP, you are advised to first share this concern with your program contact. If you feel your concern has not been addressed you should then ask your program contact to speak with their supervisor to discuss your concern. If this is not possible or if you prefer to speak with another person about your concern, you are advised to contact the Student Ombud service, University Student Services.

IX. COMING HOME

Undergraduate and graduate students are not required to submit an application for re-admission to resume studies at the University of Alberta as long as re-registration takes place within six months of the end of the student exchange period.

Study and/or UWRAPs are not generally designed to allow you to complete a degree at another institution. You are expected to return to the University of Alberta upon completion of the program. Extension beyond the approved program period requires written consent of the designated officials of each institution.

Work Abroad Returned Student Reports

Upon returning to the University of Alberta, it is **mandatory** that all University of Alberta students who return from a UWRAP complete a Work Abroad Returned Student Report. The information that you provide in the Returned Student Report about your experience is shared with other students who are interested in working/studying abroad. By providing feedback, you can assist others as they prepare for their own adventure abroad. It also allows you to express your opinion about different elements of your experience abroad. Any section of the report that contains personal contact information from you is confidential and only used for tracking purposes. Upon your return to the University of Alberta, you will be sent an email asking you to complete the Study Abroad Returned Student Report. You **MUST** complete the report and submit to the Education Abroad office. In the case that a student does not complete and submit this report, official transcripts may not be released to the student's faculty.

X. PROGRAM WITHDRAWAL OR TERMINATION

The University of Alberta and the Host University/Organization reserve the right to revoke your nomination and cancel your UWRAP at any time if:

- you do not adhere to program procedures
- you do not complete or submit required documents by deadlines
- you do not follow the student code of conduct
- you do not make required payments
- you do not complete the Education Abroad Online Pre-Departure course
- you do not register in the U-GO Off-Campus Travel Registry
- you contravene the U of A, Host University's/Organization's rules and regulations
- there has been a significant negative change in your situation in an area(s) of relevance to the program (e.g. a significant drop in academic performance after nomination, you engage in activities that place you or the personal safety of others at risk, you engage in activities or behaviours that compromise the ability of the Program Administrators at either the Home or Host University to ensure the success of your program in their opinion)
- you demonstrate behaviour, prior to commencing or during your exchange, that damages the special relationship between the U of A and the Host University/Organization in the opinion of both the U of A and Host University Program contacts.

If you choose to withdraw from a program, the time at which you withdraw or have your program terminated will affect whether you are still eligible to register for courses at the University of Alberta and/or receive any refunds. In order to withdraw or have a program terminated without financial penalty (forfeiting the tuition and fees paid), you must withdraw in accordance with formal withdrawal procedures and by the appropriate deadlines of the Host University. If you do not complete your program and fail to withdraw by formal deadlines, you are not eligible for tuition and fee refunds. In addition, the academic record from the Host University will reflect incomplete academic work if you were participating in a combined Study & UWRAP.

Program Cancellation or Modification Due to Issues of Safety and Security

The University of Alberta, through a variety of sources including the Global Affairs Canada website (travel.gc.ca), undertakes a constant monitoring and evaluation of the destinations where it runs approved student programs internationally. This assessment /monitoring seeks to identify any risks associated with the location to determine if potential risks are deemed sufficient to cancel or modify programs planned or operating in a country or region. The university reserves the right to cancel or modify its programs abroad where it deems unmanageable risk to students exists. At a minimum, the University of Alberta observes the Travel Restriction placed on countries and regions as outlined in Travel Advisories categories A through I inclusive for the purpose of determining where programs are allowed to operate for undergraduate study. The University of

Alberta uses additional sources of information in determining where unmanageable risks exist and reserves the right, based upon its assessment of unwarranted and unmanageable risk, to cancel or modify programs at any time.

Students agree to follow recommended precautions and advice, provided by the University of Alberta and accept that when deemed appropriate the University of Alberta may need to cancel or terminate programs abroad due to health and safety concerns.

The University of Alberta will cancel all programs in a country and require students to leave the country where the Global Affairs Canada Travel Report for that country indicates that Canadians should not travel to and/or should leave the country. The University of Alberta may cancel a program prior to its commencement or at any time during its operation if: (1) such a Travel Report is issued by Global Affairs Canada; or (2) if the University of Alberta deems the situation in a country has changed so as to possess certain risks to the safety and security of students.

XI. REFUND POLICY

Nomination Fee: Each applicant who is nominated for an SAP is required to pay the \$250 nomination fee.

The \$250 nomination fee is ONLY refunded if:

- An applicant meets the EAP criteria, EAP nominates the student for a program, but the host organization/institution does not offer a place to the applicant.
- EAP is unsuccessful in offering a placement for a student.
- In exceptional extenuating circumstances (documented illness, etc).

The \$250 nomination fee is NOT refunded if there are changes to the applicant's academic standing after they are nominated by the Education Abroad Program and those changes result in the host organization/institution not offering a placement/position to the applicant.

The \$250 nomination fee is NOT refunded if the applicant is offered a placement/position at a host institution/organization and subsequently does not accept the placement/position.

If the University of Alberta decides to cancel a program for health and safety reasons prior to a program's commencement a refund of applicable tuition and program fees paid to the University of Alberta for the program will be considered. Administration and nomination fees paid to the University of Alberta may not be refunded.

If the University of Alberta decides to cancel a program for health and safety reasons after it has started any refund of tuition and fees will depend upon several factors including: (1) how much of the program has been completed; (2) the refund policy of the host institution which is providing the program; and (3) refund limitations due to non-recoverable amounts and/or contractual obligations for the payment of fees placed upon either the student or the University of Alberta.

If a student participating in a University of Alberta Work and Research Abroad Program chooses to withdraw from a program that has not been cancelled for any reason, the University of Alberta will review all requests from students to terminate a program early for legitimate reasons and any possibility of a refund. Students choosing to participate in a UWRAP must accept as a condition of participation that should a decision be made to cancel or end a program due to concerns over the safety and security of students, program participants may encounter additional and unexpected financial and academic situations. The University of Alberta will work closely with such students to mitigate any possible negative implications of such a decision to the best of its ability. Students should, as a general rule ensure among other things they consider carefully the purchase of travel and program interruption insurance and purchase airline tickets that can have the return date modified with limited or no penalty. The University can accept no responsibility for refunds on any moneys paid to third parties as part of the UWRAP.

XII. POINTS TO CONSIDER

Passport and Immigration Documents

You will not be able to proceed with immigration matters (i.e. student/work visas) until official acceptance from the Host University/Host Organisation is received. At that point, communication with the nearest consular representative can begin (addresses are available on-line). The immigration process varies according to the country. It is your responsibility to ensure that you have all necessary documents and visas prior to the exchange.

Housing

The program contact can provide general information on accommodation at the Host University/ Host Organisation. Once formal acceptance has been received or where advised by the program contact, you are responsible for communicating directly with the Host University on housing and food matters. Host Universities which do not provide accommodation for students often provide assistance to you in locating accommodation. Once you submit your housing request to the Host University it is your responsibility to provide any additional information or required deposits to ensure a room is reserved.

Travel Arrangements

Travel costs and arrangements should be explored when first considering a UWRAP. You may want to determine your travel plans shortly after you apply for a program and book your flights. However, you should not pay for your ticket until a work placement has been secured.

Advance Registration from Abroad

Students may use the Beartracks on-line registration system to register in courses for the term following completion of their UWRAP program. You should discuss your return to the University of Alberta and to your faculty with a faculty program advisor prior to departure.

Work and Research Abroad Address

You are strongly encouraged to notify your program contact of your mailing address and work contact information for the duration of your UWRAP period in case there is a need to communicate any relevant information or details to you while you are on your UWRAP.

Students with Disabilities and Special Needs

The Education Abroad Program encourages all students, including students with disabilities, to consider incorporating a study abroad experience into their academic program. While students with disabilities may need to consider some special issues that arise as a consequence of studying and living in another country beyond those that they may normally deal with here in Canada – the value of undertaking the extra work necessary to participate in an international experience can be well worth the time and energy. For further information on participating in a study abroad program, please consult the Education Abroad Program's Policy for "Students with Disabilities and Special Needs" on Section XII of this document.

International Off-Campus Work Permit

International students participating in a UWRAP and who have an Off-campus Work Permit maybe required to return their Work Permit for the duration of time that they are abroad depending on their registration status. In order to determine if this or other policies apply to your circumstances you should consult the Off Campus Work Program Coordinator at the International Centre 172 Hub Mall.

Citizenship vs. Nationality

Canadians who have more than one nationality through birth, descent, marriage or naturalization are advised that while in the country of their nationality they may be subject to all its laws and obligations, particularly military service. Please note that your 'nationality' refers to your status of belonging to a particular nation, whether by birth (your birth, your parents' birth or possibly even grandparents in some cases) or naturalization, and is different than that of your 'citizenship' where citizenship is the status, rights and duties of a citizen, especially of a particular country. For example – if a Canadian born student who has Greek parents holding Canadian citizenship went to Greece to learn the language/culture, etc of the "mother country" he/she could find him or herself conscripted into the Greek army with no recourse. Why? According to Greek law, if your

parents are Greek, then you are Greek, even if YOU don't officially have Greek citizenship or a Greek passport. In the eyes of the Greek government, you are a Greek national. If you are going to study abroad in a country where you know you have nationality (or may have nationality by default due to your parents and/or grandparents), please ensure you consult with the office that handles immigration matters in that country to see what laws and local customs you may be subject to.

Final Thoughts

While there are many people willing to assist you, you are ultimately responsible for your decisions concerning your work or research placement. Proper steps should be followed and you should ensure your concerns are satisfied before leaving on a UWRAP.

XIII. EDUCATION ABROAD POLICY FOR STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

The Education Abroad Program (EAP) encourages all students to consider incorporating a study abroad experience into their academic program. While students with disabilities may need to consider some special issues that arise as a consequence of studying and living in another country beyond those they may normally deal with here in Canada – the value of undertaking the extra work necessary to participate in an international experience can be well worth the time and energy. This policy has been prepared to provide information, encouragement, and guidance to students with disabilities interested in participating in a U of A study abroad program.

E. Pre-selection steps

1. When considering participation in an international exchange, the first step is to investigate your options and to get some general information surrounding how to choose a program. In this regard, you must first review the Education Abroad Program's Information on our web pages at www.goabroad.ualberta.ca.
2. Now you are ready to identify the program(s) that are of most interest to you and best meet your needs. While students with disabilities are encouraged to examine all our study abroad possibilities for which they have interest, it is important to recognize at this point that not all of our partner universities abroad will be able to offer reasonable accommodations for students with some types of disabilities.

Reasonable accommodations are adjustments made to an academic or work environment that allow an individual with a disability to function successfully in the environment. Examples include ramps and lifts for persons with mobility disabilities and sign interpreters for hearing impaired individuals. Students must recognize that reasonable accommodations are not required to be provided where they would result in undue hardship. For a service provider or employer, undue hardship may result from an accommodation request which jeopardizes the health, safety, and financial viability of the provider. An example is the inability to provide a full-time personal aide for someone due to financial restrictions.

Some students may not be aware that they may need reasonable accommodations at the study abroad site, since they may not have needed to access Specialized Support and Disability Services (SSDS) at the U of A. We ask you to consider that, while you may not require accommodations at the U of A, accommodations may be needed at the study abroad site due to cultural and environmental differences. For example, Denmark is considered forward thinking in making people with disabilities an integral part of society, though at the same time they possess laws that prohibit the altering of buildings in order to preserve their heritage. A person with mobility challenges may find the environment difficult to access compared to what they have become accustomed to at the U of A.

It is also important to realize that foreign government and institutional laws and cultures related to providing services to students with disabilities differ markedly between countries and this may be a part of your considerations in selecting a suitable venue. There are a host of other differences you may not be aware of including the fact that American Sign Language will not be viable as a means of communication in a number of other English speaking countries and

keyboarding is different in different countries – something to know if you use ttys, have a sight disability, and are a touch typist. There are numerous other differences.

The delivery of disability services in other countries can be considerably different than here in Canada and at the U of A. There are resources and experts to assist you in identifying programs that can meet your interests and needs. The SSDS disability advisors at the U of A may have some insight into how to overcome barriers that you may have not anticipated because of your experience at the U of A. There are also some resources we recommend that all students with disabilities consult before proceeding in attempting to identify suitable programs. They include “Rights and Responsibilities: A Guide to National and International Disability Related Laws for International Exchange Organizations and Participants”, “A Practice of Yes: Working with Overseas Partners to Include Students with Disabilities”, and “Building Bridges: A Manual on Including People with Disabilities in International Exchange Programs”. All of these publications are online at: www.miusa.org/.

3. Once you have completed the steps above and have done some investigation to identify potential programs you can then start an online application. Some programs are open to all students while others may only be open to students in certain faculties. Should you require special accommodations in order to meet with the Program Contact and discuss your study abroad possibilities, please contact the Education Abroad Office in order that we may confirm the arrangements required before your meeting.

While a student’s disability will form no part of the selection process in determining eligibility to participate in a study abroad program, the program administrator may suggest the most viable programs to meet your interests and needs. Students are also encouraged to discuss their interest in participating in a study abroad program with staff in the Office for Specialized Support and Disability Services (SSDS). SSDS will be especially helpful in discussions on everything from funding requirements and guidelines for going abroad to differences in technology and service delivery in other jurisdictions. The secret for having a successful study abroad experience is the same for all students – preparation, preparation, and preparation! While it is not mandatory prior to being selected to participate in a study abroad program for students with disabilities to consult SSDS, it is strongly advised.

F. Post-selection steps

1. Once you have received a formal nomination from the Program Contact at the U of A notifying you that you have been selected to participate in a study abroad program, you must consider whether you will need special accommodation from the Host Institution. For students with disabilities where there is an obvious or potential need for some form of accommodation to be made by the Host Institution, you are then required to meet with both your SSDS and exchange advisor to determine what, if any, accommodations and or special supports may need to be articulated and confirmed with the Host Institution. In consultation with the student, SSDS staff will recommend the supports required to fulfill academic responsibilities.

Due to the importance of ensuring that appropriate accommodations are in place at the Host Institution, working with SSDS is mandatory for all students with disabilities who have been nominated to participate in a study abroad program and who will require accommodation from the Host Institution. SSDS is designated by the University’s General Faculties Council Policy as the body which is primarily responsible for providing disability services for staff and students at the University of Alberta.

2. As a general practice, an office similar to SSDS at your Host Institution will seek information on your disability and requirements for accommodation so that it can assess the Host Institution’s ability to provide required accommodations. Additionally, SSDS and the disability office at the Host Institution may need, on your behalf, to complete various forms and paperwork related to things such as applying for funding to cover the cost of the services and products recommended etc. The SSDS staff will help guide you through the process of applying for funding, which, in some cases, requires additional appointments off campus with government representatives. Funding is available for a great majority of support services and equipment provided by the SSDS office, and to cover other specific disability-related costs. You will also want to discuss with SSDS if you can use any funding that you may already receive for studying at the U of A with you when you go abroad. If you cannot take your funding with you, you will need to start planning your new budget.

3. Reasonable accommodations will be recommended by SSDS in consultation with the student, the Education Abroad Program office, and the study abroad site. Accommodations which would require a fundamental alteration of the program, would present an undue hardship, or are not seen as acceptable by the Host Institution may not be provided. Canadian and Alberta legislation related to issues such as duty to accommodate are not binding upon foreign universities and decisions on accommodations are therefore made on a case-by-case, country-by-country, and institution-by-institution basis.

If the study abroad site is reluctant to provide the requested accommodations, then another study abroad site will have to be selected. Students need to recognize that even though all of our exchanges are open to you, the exchange institution may find accommodating a student with a disability an undue hardship. Thus it is important for the student to have done some research into an institution's level of accessibility and for the student to have an alternative choice for study abroad as noted earlier in this document. We recommend that you have 1 or 2 more desired choices as alternatives in case your first choice cannot support the needed accommodations.

4. Neither the U of A nor the study abroad site are obliged to provide accommodations to students who do not provide the required medical certification or who do not make timely requests for accommodations. Should a student only disclose disability accommodation needs once abroad, then SSDS, the Education Abroad Program office and the study abroad site will determine if the student still qualifies to participate and what accommodations, if any, can be provided. It is therefore required that students disclose information about their disability-related needs upon being nominated for a program and well in advance of their planned departure to ensure that any necessary accommodation requests can be considered. If you wait until the last minute to request accommodations then it may not be possible to make appropriate arrangements.
5. Students are not obligated to disclose any information pertaining to their disability as part of the application process. If a student brings disability-related personal property to the Host Institution then the student is responsible ensuring adequate personal effects insurance. Neither the U of A nor the Host Institution can be held accountable for the safety and security of the student's own disability-related personal property.

For further information or questions regarding this policy, please contact:

Education Abroad Program

University of Alberta International
142 Telus Centre
87 Avenue & 111 Street NW
Edmonton, Alberta, Canada T6G 2R3
Tel: 780-492-2692
Email: goabroad@ualberta.ca

XIV. UALBERTA ELECTRONIC COMMUNICATIONS POLICY

The University has approved an Electronic Communications Policy for Students and Applicants. See full policy: <http://www.registraroffice.ualberta.ca/About/U-of-A-Electronic-Communications-Policy.aspx>

When appropriate, the University will send you important information through e-mail. As a result, you will receive this information in a timely way and can follow up promptly.

Key Points Regarding Electronic Communications

Check your e-mail at least once a week

Please login to the Education Abroad Online Pre-Departure course at least once a week

- All students and applicants are assigned a University of Alberta Campus Computing ID (CCID) with e-mail privileges. The 'CCID@ualberta.ca' e-mail address originally assigned by the University is the e-mail address to which communications will be sent.
- See the Academic Information and Communication Technologies (AICT) website for detailed information on CCIDs, conditions of use, and related privileges: www.ualberta.ca/AICT/
- **You must advise AICT immediately of any problems** encountered with University e-mail accounts by contacting the Help Desk at www.ualberta.ca/HELP or calling 780-492-9400
- **We recommend that you do not forward** your University directed e-mail to other non-University e-mail addresses such as those provided by Hotmail, Yahoo, Shaw, Telus, etc. as you could miss important communications that may affect your University career

****Failure to receive or read University communications sent to the University e-mail address in a timely manner does not absolve students and applicants from knowing, responding to, or complying with the content of that communication.****