

SUMMER PROGRAM IN KYOTO TERMS OF PARTICIPATION

Students applying ARE REQUIRED to read this document before submitting an application for the Summer Program in Kyoto administered by the Prince Takamado Japan Centre c/o East Asian Studies at the University of Alberta 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 Summer Abroad Program**
- VIII. Coming Home**
- IX. Academic Credit Transfer**
- X. Program Withdrawal or Termination**
- XI. Education Abroad Program Policy for Students with Disabilities and Special Needs**
- XII. University of Alberta Electronic Communications Policy**

I. DEFINITIONS

Prince Takamado Japan Centre for Teaching & Research (PTJC) – the administrative unit within East Asian Studies which manages and administers the Summer Program in Kyoto at Ritsumeikan University.

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.

Host University – refers to the university abroad

Permission to Participate Form- In order to participate on a summer program and to receive credit towards your degree you must obtain permission from your home Faculty at the UofA. This form ensures that you have approval from your faculty and indicate if you are eligible for credit transfer.

Information Release Waiver- All students are asked to indicate names of people to whom the Education Abroad Office can release information. The Information Release Waiver may be found directly on the UofA Program Application Form.

II. APPLICATION PROCESS

Program Eligibility

To be considered and accepted to the Summer Program in Kyoto, applicants must meet the eligibility criteria listed below:

1. Applicants must have a cumulative GPA of 2.5 to be eligible to apply for this program.
2. Applicants must be post-secondary students and currently registered at an accredited university in Canada. Applications from other Canadian post-secondary institutions will be considered.
3. Candidates are expected to have taken JAPAN 302 (at UA) or equivalent (prerequisite for 300-level Japanese option, JAPAN 3XX) or JAPAN 202 (prerequisite for 200-level Japanese option, JAPAN 2XX). However, exceptions may be made for students who have only taken JAPAN 102 or equivalent. All the candidates must make themselves available for interviews.
4. Students who have resided in Japan for more than one year will not be considered.

How to Apply

Step 1: Attend a Summer Program in Kyoto Information Session

Prince Takamado Japan Centre holds an information session once a year (January/February) advertising the Summer Program in Kyoto. Please attend this session to get basic information regarding the program. It is your responsibility to understand the course requirements for your degree and to research and ensure that the Summer Program in Kyoto courses are suitable for your own degree program.

Step 2: Research the Courses Offered by the Summer Program in Kyoto

After attending the information session, it is your responsibility to understand how the courses offered on the Summer Program in Kyoto will fit into your degree should you wish to obtain credit transfer. Course information can be found on the Summer Program in Kyoto website (<http://www.ptjc.ualberta.ca/KyotoSummerProgram.com>).

Step 3: Get a Program Check from Your Faculty

If you are interested in applying to the Summer Program in Kyoto, it is necessary for you to understand if and how the courses offered will fit into your degree program at the UofA. A **program check** can be requested at

your faculty and it will indicate what courses you have completed towards specific degree requirements so you can figure out if the courses offered by the Summer Program in Kyoto will fit into your degree for credit transfer.

Step 4: Submit the completed Application Package

The application deadline for the Summer Program in Kyoto can be found on the PTJC website (www.ptjc.ualberta.ca). Incomplete application packages will not be accepted. Late applications will be reviewed pending available space and only after all those received on time have been reviewed. Submit all application materials **at one time** to the Prince Takamado Japan Centre. **Complete Application Packages should be sent or dropped off at the following address:**

Prince Takamado Japan Centre for Teaching and Research
TELUS Centre Suite 201
University of Alberta
Edmonton, AB T6G 2R1

A complete **Summer Program in Kyoto Application Package** includes:

1. **Completed Summer Program in Kyoto Application Form** (can be downloaded online)
2. **Permission to Participate Form** (can be downloaded online)
This provides faculty approval to participate in a Summer Program Abroad and indicates your eligibility to transfer credit for academic courses completed on the program to your degree. Completion of this form does not guarantee which courses are eligible for credit transfer. Please note this form takes a minimum of two weeks to be processed by your home faculty and it is your responsibility to ensure that the form has been submitted to the faculty with sufficient time to meet the deadlines.
3. **1 official Transcript(s)** of all post-secondary work.
4. **A statement of purpose in English (400 words maximum)**

III. NOMINATION AND ACCEPTANCE

If successful, you will be contacted by the PTJC Summer Program Coordinator within two weeks from the time you submit an application and advised that you have been nominated to participate in a Summer Program in Kyoto. If you are not offered a nomination you will be advised within two weeks of the application deadline.

Once nominated for a Summer 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 Summer Program Coordinator. Failure to do so will result in withdrawal of the nomination. You must complete all application materials from the Host University and will be responsible for including all materials requested by the Host University.

1. **Application form (Ritsumeikan)**
2. **1 official certificate of enrollment**
3. **Copy of your passport**
4. **2 color photos (3X4) with your name written on the back**
5. **Medical Form**

Once the Host University application package is complete, the Summer Program Coordinator will send it to the Host University for a final admission decision. It often takes several weeks for Host Universities to process the formal admission and to send the acceptance letters to our office. While the majority of students nominated by the University of Alberta are admitted by the Host University, the Host University has final authority to decide.

It is your responsibility to ensure visa, transportation, health care and travel insurance, and banking needs are met prior to your departure. Information will be available on these issues at the Pre-departure Session.

Student Loans & Registration Status at the University of Alberta During the Summer Program in Kyoto

While you study at Ritsumeikan University for 5 weeks, you **WILL NOT** be registered at the University of Alberta for the spring term. However, if you plan to use student loans to pay for your summer program, you will need to complete a **Study Abroad/Exchange Program form** and you can be registered in ABROD 800 at the University of Alberta. You will be responsible for any fees associated with this registration status. This form allows you to remain registered at the University of Alberta during the summer program and allows the University of Alberta Registrar's Office to sign your student loan forms.

IV. PROGRAM COSTS

Detailed program costs for the Summer Program in Kyoto are available online (<http://www.ptjc.ualberta.ca/Students/SummerProgram/About.aspx>).

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 on summer programs.

As mentioned above, student loans can be used for the Summer Program in Kyoto. You can start an application for a student loan for a summer program in advance of either nomination or formal acceptance. If applying for a student loan, refer to the Summer Program Coordinator for more information.

V. PRE-DEPARTURE PREPARATION

Passport and Immigration Documents

All students require a valid passport to participate on the Summer Program in Kyoto. Some programs require tourist or study visas. You will not be able to proceed with obtaining study visas until official acceptance from the Host University is received. Generally, if you are traveling to Japan on a Canadian passport, you do not require a tourist or student visa to enter Japan. If you hold a passport or citizenship from another country, then it is your responsibility to research if you require any specific immigration documents to enter Japan.

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 do not 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.

Travel Arrangements

Travel costs and arrangements should be explored when first considering the Summer Program in Kyoto. You may want to determine your travel plans shortly after you apply for the 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.

Pre-departure Session

All students participating in the Summer Program in Kyoto are required to attend a Pre-departure Session hosted by the Education Abroad Program (UofA International). Dates are posted on University of Alberta International website (www.international.ualberta.ca). In addition to administrative procedures, the Session will also cover a wide variety of important topics such as healthcare issues, travel tips, security issues, adjusting to a new culture, budgets, insurance, and money. A handbook and emergency contact card are also given out at the Session.

The PTJC reserves the right to withdraw a student's nomination for participation in any summer program where a student does not attend the scheduled Pre-Departure Session.

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 at www.international.ualberta.ca to the Education Abroad office prior to departure. The PTJC 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 StudentGuard Insurance (<http://www.studentguard.ca>). Students can purchase insurance from any insurance provider so long as it meets similar levels of coverage at StudentGuard. StudentGuard insurance can be purchased from the Education Abroad office.

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 recognise 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 to be familiar with the information on the Consular Affairs Bureau Website (<http://travel.gc.ca>) provided by Foreign Affairs and International Trade Canada. Preparation is the key to successful travel. By doing your homework before you leave, you minimize the chances of something going wrong.

Consular Affairs Information & Assistance for Canadians Abroad: <http://travel.gc.ca>

You will find a broad range of information to help you prepare for a safe and enjoyable journey. Foreign Affairs and International Trade 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 judgements and responsible decisions while abroad.

Travel Reports & Warnings

Travel Reports are also available at <http://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 (<http://www.voyage.gc.ca/faq/menu-eng.asp>).

VII. PARTICIPATING IN A SUMMER PROGRAM

The University of Alberta can only provide study abroad opportunities as a result of special agreements and relationships with a Host University. 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 summer 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 summer 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 University, 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 University notifies the UofA that it deems a UofA Study Abroad student's behaviour inappropriate, including academic performance, 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 terminating a student's program. If their program has been terminated by the Host University, 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 Summer Program, you are advised to first share this concern with the Summer 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 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.

Income Tax

Please note that all summer programs are less than 13 weeks in duration and therefore ineligible to receive tax credit. Please refer to the Canadian Revenue Agency for complete information.

<http://www.cra-arc.gc.ca/tx/ndvdl/sgmnts/stdnts/menu-eng.html>

IX. ACADEMIC CREDIT TRANSFER

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

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 University – only the Host University 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 University 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 University. 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 summer program are satisfied before you leave. If you feel you must receive credit for a specific and limited number of courses while on the summer program, you should recognize the risks and carefully consider whether or not to participate.

Transfer credit is dependent on courses available at the Host University 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 University are sent directly to the Education Abroad Office upon completion of the summer 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 University 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 University.

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 University 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 UofA 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.

IX. PROGRAM WITHDRAWAL OR TERMINATION

Due to the intensive nature of the Summer Program in Kyoto, participants who decide to withdraw from the program must do so **within the first three days of classes**. 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.

Students who withdraw from the 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 Summer Program Coordinator.

The University of Alberta, PTJC and the Host University 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 UofA or Host University's rules and regulations
- you do not make required payments
- you do not attend the Pre-Departure Session
- 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 UofA and the Host University in the opinion of both the UofA and Host University Program Contacts.

Program Cancellation or Modification Due to Issues of Safety and Security

The University of Alberta through a variety of sources including the **Foreign Affairs Canada's Consular Affairs Information and Assistance** web site(<http://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's will cancel all programs in a country and require students to leave the country where the Department of Foreign Affairs and International Trade 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 the Department of Foreign Affairs and International Trade 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.

Fees and expenditures reimbursement:

If the University of Alberta decides to cancel a program for health and safety reasons prior to a program commencement a full refund of all tuition and fees paid to the University of Alberta for the program will be made. Administration and application 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; how much of the program has been completed, the refund policy of the host institution which is providing the program, and 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 standard refund practices as noted in the Terms of Student Participation for Study Abroad Programs will apply. The University of Alberta will review all requests from students to terminate a program early for legitimate reasons and any possible extraordinary refund.

Students should consider the purchase of travel and program interruption insurance and purchase airline tickets that can have a modified return date 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.

X. 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 UofA 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 view a copy of the Education Abroad Program's Information Session on Getting Started on our web pages at <http://www.international.ualberta.ca/goabroad/study.cfm>. This is an online video which provides an overview of student exchange and study abroad opportunities. Viewing an information session is mandatory for all students wanting to participate in a formal University of Alberta study abroad program. Please advise the EAP Office if you require an alternate delivery of this information.
2. Next, you are required to read the Terms of Participation for students interested in participating in a UofA study abroad program located at http://www.uofaweb.ualberta.ca/uai_educationabroad/pdfs/StudyAbroad-TermsOfParticipation.pdf. This document outlines how to proceed and covers answers to the most frequently asked questions relating to participation in a study abroad program. All students must read and agree to abide by these guidelines in order to be eligible to participate. Again, please advise the EAP Office if you require the Terms of Participation in an alternate format.
3. 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 UofA. We ask you to consider that, while you may not require accommodations at the UofA, 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 UofA.

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 UofA. Luckily there are resources and experts to assist you in identifying programs that can meet your interests and needs. The SSDS disability advisors at the UofA may have some insight into how to overcome barriers that you may have not anticipated because of your experience at the UofA. 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 these publications are available in the Education Abroad Resource Library (EARL) in the EAP Office in HUB Mall and available on line at: <http://www.miusa.org/>.

EAP has undertaken research to identify which study abroad partner universities are better able to provide services to students with disabilities and those partner universities who have communicated an interest in receiving students with special needs as part of the study abroad program they offer to UofA students. We have noted these institutions in our Study Abroad Directory (SAD) http://www.uofaweb.ualberta.ca/uai_educationabroad/pdfs/Directory-StudyAbroad.pdf. The SAD is also available in hard copy in the EARL.

4. Once you have completed the steps above and have done some investigation to identify potential programs you can then book an appointment with an Education Abroad Program Contact (Advisor) for the study abroad program of interest as noted in the SAD. 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 Education Abroad Program Contact and discuss your study abroad possibilities, please contact the front desk at 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). They 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 Education Abroad Program Contact at the UofA notifying you that you have been selected to participate in a study abroad program, you must consider whether you will need accommodation from the host University. For students with disabilities where there is an obvious or potential need for some form of accommodation to be made by the host university, you are then required to meet with both your SSDS and exchange advisors to determine what, if any, accommodations and or special supports may need to be articulated and confirmed with the host university. 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 university, 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 University. 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 university will seek information on your disability and requirements for accommodation so that it can assess the host university's ability to provide required accommodations. Additionally, SSDS and the disability office at the host university 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.
3. Reasonable accommodations will be recommended by SSDS in consultation with the student, the Education Abroad 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 university 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 UofA 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 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 university then the student is responsible ensuring adequate personal effects insurance. Neither the UofA nor the host university 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:

Director
Education Abroad Program
8920 HUB Mall
University of Alberta

XI. U OF A ELECTRONIC COMMUNICATIONS POLICY

The University has approved an Electronic Communications Policy for Students and Applicants. See full policy: <http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/General-U-Policies/20.3.html>

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.

- 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/services/ccid-passwords>
- **You must advise IST immediately of any problems** encountered with University e-mail accounts by contacting the Help Desk at <https://ist.ualberta.ca/support> or calling 790.492.9400.
- **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. 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.