Education Abroad Group Awards—Terms of Reference

Purpose

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

Eligibility

To be eligible for the Education Abroad Group Award, the program must:

- be an organized group education abroad activity administered and sponsored by the University of Alberta (either centrally, by a Faculty or Faculties, or by an individual faculty member);
- have a minimum of 3 students participating, either at the undergraduate or graduate level (or both);
- normally be between 3 weeks and 8 months for-credit experience; programs longer than 8 months are eligible but the maximum support available is 8 months; programs less than 3 weeks will be considered provided participants are eligible to earn a minimum of 3 credits.
- be sustainable (funding is intended to support/encourage established programs or new programs that will continue in the future);
- involve international travel (programs within Canada are not eligible).

Types of programs eligible for funding may include:

- Short-term summer courses or study tours;
- Faculty-led programs (courses taught by UAlberta faculty abroad);
- Group programs led by partner institutions or third-party providers with agreed curricular arrangements;
- Internships;
- Clinical rotations
- Community Service Learning and Volunteer opportunities;
- Programs involving multiple UAlberta Faculties;
- Multi-year programs (programs must apply every year. However, funding commitments will not be made for more than one year).

In order to receive the group award, an individual student participating in the program must also meet the following criteria:

- be registered in a University of Alberta degree program, either at the undergraduate or graduate level;
- undergraduate students have completed a minimum of *12 credits of UAlberta coursework by the application deadline (*15 credits if registered in the Faculty of Science); have minimum cumulative GPA of 2.5, with at least 2.7 in the most recently completed term;
- graduate students must have completed at least one term of graduate study by the application deadline; and have a minimum cumulative GPA of 2.7 on the courses taken.

*Note: Credit requirements may vary for students registered in specific faculties or programs.*
Value

The total value of the award will be based on the duration of the abroad program and the number of students participating. The total award granted will be calculated using the following per-student formula, for up to 8 months; however the applicant has discretion in distributing funds among participants as they see appropriate.

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

Eg. An 8-month education abroad program involving 4 students would be funded as follows:

<table>
<thead>
<tr>
<th>Month 1</th>
<th>Months 2 &amp; 3</th>
<th>Months 4-8</th>
<th>Total Per Student</th>
<th># of students</th>
<th>Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>$750</td>
<td>$1000</td>
<td>$2000</td>
<td>$3750</td>
<td>X4</td>
<td>$15,000 (allocated according to applicant’s distribution plan)</td>
</tr>
</tbody>
</table>

Application & Selection

- Applications for the Education Abroad Group Awards must be initiated by a UAlberta faculty member, Faculty or other administrative unit;
- Applicants will complete and submit a formal application to UAI. The application form will outline details of the group study abroad program, including:
  - Proposed budget/student
  - Risk Management Plan
  - Fund Distribution Plan
- The Education Abroad Group Award Selection Committee, composed of representatives from various Faculties, will be established to evaluate and rank applications and select recipients of the Education Abroad Group Awards;
- Selection for the Education Abroad Group Awards will be based on the following:
  - Primary Criteria:
    - Integration into the academic curriculum of University of Alberta programs;
    - Long-term viability of the program, financially and otherwise;
    - Number of credits students will receive (with an expectation that at least 3 credits will be transferrable) and the learning outcomes of the program;
    - Improvements or changes made to the program on a year to year basis.
  - Secondary Criteria
    - Participation involving existing partner institution;
    - Type of student learning experience (e.g. new and innovative program; meets a need not currently met by existing programs);
    - Number of students anticipated to participate in the program.
- Award payments will be made directly by UAI to students once their participation has been confirmed by the applicant;
- Programs that receive funding will be required to submit a final report to UAI following completion of the program. The report will outline:
  - Program overview and evaluation of academic and intercultural learning outcomes.
  - List of students who participated and credit transfer achieved
  - Financial statements
- Recipients who fail to submit a final report will not be eligible for future funding.
- For application details, visit: [www.international.ualberta.ca/GroupAwards](http://www.international.ualberta.ca/GroupAwards)