PROGRAM OVERVIEW

CAMPUS ALBERTA GRANT FOR INTERNATIONAL LEARNING (CAGFIL)

NOVEMBER 2017 – ROUND OF FUNDING

INTRODUCTION

The Government of Alberta believes it is essential for Albertans to acquire the skills, knowledge and abilities to function effectively within a global context. The internationalization of Alberta's post-secondary education system is central to this goal and to positioning Alberta as a global leader.

Alberta Advanced Education (the Ministry) continues to take a comprehensive approach to international education. One focus area for the Ministry is to ensure that Albertans are well prepared to engage internationally and to compete successfully in the global marketplace of ideas. International education abroad experiences are a powerful way for Albertans to acquire international competencies, to integrate them into their academic and professional development and to excel in our increasingly complex and interconnected world.

In alignment with this focus area, the Ministry established the *Campus Alberta Grant for International Learning* (CAGFIL) in 2009. This grant supports innovative education abroad initiatives that create international opportunities for Albertans in all areas of study. The CAGFIL grant supports Campus Alberta's post-secondary institutions (PSI) in their creation of positive, enduring and sustainable international education experiences by providing partial funding to participating Alberta students.

ELIGIBILITY

Institutions

The CAGFIL grant is available to Campus Alberta's 25 publicly-funded, accredited, and degree/diploma granting PSI. (See Appendix A)

Student Experiences

Eligible programs must be faculty-led, group-based (minimum five students), education abroad initiatives, and offer full academic credit. Individual student initiatives, exchanges or applications are not eligible.

Students

To receive funding, students must meet all of the following eligibility requirements:

- be a Canadian citizen or permanent resident;
- have completed at least two semesters of, as well as be currently registered in and attending a diploma, baccalaureate, master's or doctoral program at an eligible Alberta post-secondary institution (see Appendix A); and
- be a resident of Alberta[1], defined for the purpose of this grant program as **any one** of the following:
    - Born in Alberta;
    - Graduated from a high school in Alberta;
    - Graduated from an Eligible Program at an Alberta post-secondary institution; or
    - Lived in Alberta for 12 consecutive months.

Destinations

Each year, the grant supports up to 400 students travelling to *any* country around the world. Institutions are encouraged to broaden their scope of international opportunities available to students.

In addition, the grant supports up to 100 students travelling to *priority countries* for Alberta, as identified by the Ministry. Priority countries include:

- Brazil
- China
- India
- Mexico
- Vietnam

Program Design

Preference will be given to programs that:

- Identify the learning outcomes, design the curriculum to achieve these outcomes, and assess the outcomes and impact of the experience;

[1] An exception to the Alberta residency requirement may be made for dependents of members of the Canadian Forces if the student:

- Is 22 years of age or younger;
- Has a parent who was born in Alberta and is/was a member of the Canadian forces; and
- Does not meet the Alberta residency requirement as a result of accompanying their parent(s) on military postings outside Alberta.

- Link the education abroad experience to the program curriculum at the home institution in order to maximize the learning experience abroad;
- Encourage both formal and informal learning experiences and integrate students into the life of the host country;
- Enable students to receive course credit at their home institution for undertaking the course program abroad;
- Have an innovative approach to international learning;
- Support the institution's internationalization strategies.

Funding

The Ministry provides $750 CDN per student to support the costs of international travel.

The grant is awarded on a competitive basis. No limit has been placed on the number of programs or amount of funding support that can be requested by an institution.

Funding is dependent on the application's merits and the applying institution's ranking of the application. Institutions are encouraged to provide *clear guidelines on criteria* by which applications will be ranked.

Upon approval of the proposal, 100% of the funding will be transferred to the participating institutions under established procedures. Any change in the total level of funding will be calculated upon receipt and approval of a final report.

Please note that a student can receive the CAGFIL grant in combination with other funding, and institutions are thus encouraged to treat this funding as a scholarship. Students receiving this grant do not need to report it on their provincial *Application for Financial Assistance for Full-Time Post-Secondary Studies*.

APPLICATION PROCESS

The Ministry accepts applications for the CAGFIL grant once per year. The next application deadline is on **November 1, 2017**.

1. Applications for funding are to be prepared by the applying instructor or program administrator.
2. Applications are to be submitted to the designated institutional representative (DIR) of the applying institution by the required internal institutional deadline (prior to the November 1, 2017 deadline). Please see the application form for these details.
3. The DIR is responsible for ensuring the internal review of institutional application forms and ranking each submission against the program guidelines, the quality of the application, and the institution's education abroad goals and internationalization strategies. The DIR then submits the completed *Applicant*

Program Ranking spreadsheet and all applications to the Ministry by 4:30pm on November 1, 2017.

The Ministry's Review Committee will review all application packages and the *Applicant Program Ranking* spreadsheet. The Ministry will send a decision on funding approval to the institution's DIR within four weeks of the deadline.

The Ministry's notification will also include a list of programs eligible for funding, but for which the grant was not approved due to funding limitations. Should any funding remain from approved programs, funding can be used to support other eligible applications, pending ministerial approval.

Prior Government of Alberta funding support of education abroad initiatives does not assure ongoing funding support. This grant aims to stimulate new, innovative, and broader-ranging education abroad initiatives. While there is no limit on how many times a program can receive CAGFIL funding, priority will be given to programs that have received funding less than three times.

ADMINISTRATIVE REQUIREMENTS

It is the responsibility of the institutions to manage and administer the education abroad initiatives, ensuring they adhere to all policies, services related to due diligence, informed consent, program development and management, including:

- Pre-departure advising and orientation;
- Health, safety, and medical insurance information;
- Briefings on emergency protocols, including evacuation plans; and
- Consulting with Canada's Department of Foreign Affairs, Trade and Development on any travel advisories.[2]

All administrative, organizational, academic, reporting, travel, visa, and other arrangements are the responsibility of the recipient institution.

The Ministry encourages PSIs to consider running programs jointly with other Campus Alberta institutions, according to their requirements.

[2] The Ministry encourages all students travelling abroad to register with the Government of Canada in case of an emergency abroad (http://travel.gc.ca/travelling/registration)

REPORTING REQUIREMENTS

Within eight weeks of completion of the approved international education experience, the institutional recipient is required to provide the Ministry with a report summarizing each funded program/course. The report must include:

- Overview of program activities and any outcomes
- List of participating students eligible for funding
    - including confirmation that students met the eligibility requirements set out in the CAGFIL Program Overview
- Total number of students enrolled in the program
- Financial statement of program expenditures
    - including signed confirmation by a financial officer that grant funds were used for their intended purpose
- Photos, student presentations, or other points of interest (optional)

Institutions with past-due reports at the time of the next application deadline will be deemed ineligible for funding.

APPENDIX A

Eligible Campus Alberta Postsecondary Institutions

Alberta College of Art & Design
Ambrose University
Athabasca University
Bow Valley College
Burman University
Concordia University of Edmonton
Grande Prairie Regional College
MacEwan University
Keyano College
Lakeland College
Lethbridge College
Medicine Hat College
Mount Royal University
NorQuest College
Northern Alberta Institute of Technology (NAIT)
Northern Lakes College
Olds College
Portage College
Red Deer College
Southern Alberta Institute of Technology (SAIT)
St. Mary's University
The King's University
University of Alberta
University of Calgary
University of Lethbridge