



International Exchange Terms of Student Participation

This document is intended to provide students who are interested in participating in an exchange program through the Alberta School of Business (ASOB) International Office, 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.

A. Term & Year Exchange Programs

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"Going on exchange has truly been the best experience of my undergraduate years. Regardless of your major, I strongly feel that the ability to work with people from various countries and cultures will be vital in the future of business. Studying abroad offers you the perfect opportunity to not only be immersed in a foreign culture, to travel, and meet many new people, but also to discover new things about yourself. I cannot understate how lucky I felt to have this experience and to represent the U of A, and would highly recommend that everyone consider an exchange during their studies."

- Andrew West, Royal Holloway University of London

I. DEFINITIONS

International Exchange Program (IEP) – is the administrative unit within University of Alberta School of Business which manages and administers International Study Tours and Exchange Programs (EP). IEP directly supports students in their study abroad endeavours through Pre-Departure preparation, advising, and support to the Alberta School of Business partners.

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

Permission to Participate Form- In order to participate in EPs and to receive credit towards your degree you must obtain permission from the Alberta School of Business. This form must be submitted to the Undergraduate Programs Office/MBA Office at the Alberta School of Business and be signed by an advisor. This form indicates that you are eligible to participate in EP and receive transfer credit.

International Student Exchange Application Form - This form is required by all EP'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. This form provides the international office with any necessary personal information, relevant international experience, estimated budget information, and exchange destination choices outlined by the applicant for review.

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

Acknowledgement Form – All EP students are asked to read and sign this form acknowledging that they understand the application process and all fees required, they must follow the disciplinary codes of both the Alberta School of Business and the Host institution, they must be responsible for all medical expenses, and that they must submit a report of their experiences to the International office upon completion of the program.

II. APPLICATION PROCESS

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

1. Good academic standing (3.0 GPA)
2. Personal suitability
3. Available finances
4. Approval from Undergraduate Office

Program Eligibility

BCom and MBA students, including international students, can all potentially participate on an exchange program through the Alberta School of Business.

- BCom applicants are required to complete at least their first year of studies in the Alberta School of Business before they are eligible to participate on exchange. Applications may be submitted during the first year, but students will not be allowed to depart on exchange until at least their third semester in the BCom Program.
- Candidates should have a minimum **GPA of 3.0**. Focus will be put on performance after entering the School of Business and marks in your most recently completed terms when evaluating candidates. *(Note: Some institutions and destinations are highly competitive and might require a higher GPA than the minimum indicated.)*
- Applicants must be registered as a full-time U of A student with at least *3 credits remaining before finishing a degree.
- Students in the Co-op program are eligible to also participate on an exchange, but must work out timing and coordination with both offices to ensure all requirements and obligations can be met for both programs.

Step 1: View the Information on the International Exchange Website

If you are considering participating in an Exchange Program, you must first view our study abroad information online at www.business.ualberta.ca/international.

Step 2: Research

Given that a number of EPs are competitive, you are encouraged to investigate alternative options by identifying three potential EPs as part of your research. There is no additional cost to apply for more than one program and to list alternative EP options.

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

Step 3: Submit Your Pre-Application Profile & Preliminary Interview with Exchange Coordinator

Once you have completed the Pre-Application Profile form which includes basic personal information, as well as, your most recent post-secondary transcripts, your program contact will review your initial application. It is recommended that you contact the Exchange Coordinator to inquire about the host institution of your choice and to ask any questions you may have regarding the EP.

Schedule a preliminary interview with the Exchange Coordinator and bring your Pre-Application Profile and recent transcripts for review.

Step 4: Complete the ASOB Exchange Application Package (available online under “Forms Cabinet” on the website) **by the application deadline.**

The following documents are required:

- (1) Application for Exchange
- (2) Permission to Participate Form (Please attach a program flow chart, available in your program office.)
- (3) Information Release Waiver
- (4) Acknowledgement Form for Outgoing Exchange

In addition, you are asked to submit:

- (5) Letter of Intent
- (6) Up-to-date Official Transcripts
- (7) Personal Résumé
- (8) Application Fee: \$75.00 (non-refundable)

We encourage students applying for Exchange 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.

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 application fee.

III. NOMINATION AND ACCEPTANCE

Application to participate in 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 nominated to participate:

If successful you will be contacted by the Exchange Coordinator within three weeks of the deadline and advised that you have been nominated to participate in an Exchange 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 Exchange Coordinator. Failure to do so will result in withdrawal of the nomination and forfeiture of the application 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 of the application deadline.

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 in an email.

Successful applicants will be formally recommended to the host institution by official nomination process according to the host timeline. After nominations have been made, the host institution's materials will be given to exchange nominees for completion and must be returned to Exchange Coordinator or submitted directly online by deadline given. 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 Exchange Coordinator. If you receive your letter of admission directly from the Host Institution, you must inform the Exchange Coordinator as soon as possible. Failure to do so will delay the processing of the necessary program documents.

While you are encouraged to make tentative plans to participate once the ASOB 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, and health and travel insurance are met prior to your departure.

Once accepted by the Host Institution, you will need to fill out a Student Exchange Registration Form in order to:

- I) remain registered at the University of Alberta during the approved study abroad period
- II) have you enrolled in the "EXCH" course (*will vary for summer programs)

III) have access to advance registration for the academic period following the Exchange Program

IV) retain access to student loans and available special awards and scholarships for Exchange Programs

Once registered in an Exchange 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. You must pay the Registration Confirmation Deposit to the Registrar's Office in August if you are participating on an exchange. Failure to do so will result in the deletion of your course registration.

For students with special needs who may require special accommodations while participating in an EP:

Students with disabilities who have been nominated for an Exchange Program by the Alberta School of Business 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 University of Alberta International Policy for Students with Disabilities, section XIII of this document.

IV. PROGRAM COSTS

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. MBA students can register in a reduced course load for the exchange 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). MBA 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 on a Study Permit (international students) who will be required to pay regular fees plus the differential fee.

****If you are participating in a Spring or Summer Exchange Program, you may need to pay tuition fees directly to the Host Institution for certain programs and therefore will not be registered in the "EXCH" course. However, you may still be able to transfer credit from the exchange program into your program at the U of A****

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 \$75 application fee paid to the International Exchange Program at the time of application and the \$175 fee paid at the time the official letter of acceptance from the Host Institution is picked up by the accepted student. These fees are non-refundable for all students. 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 EPs. The Exchange Coordinator 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 an EP in advance of either nomination or formal acceptance. The University of Alberta remains the designated institution for most EPs. If applying for a student loan, refer to the Exchange Coordinator for more information.

A number of Exchange Programs also include a limited number of scholarships. Information is available online. You should ask the Exchange Coordinator if the program that they administer includes any special scholarships or bursaries.

V. PRE-DEPARTURE PREPARATION

Pre-Departure Checklist Form - All students participating in formal EPs sponsored by the International Exchange Office are required to complete this form. The Pre-Departure Checklist Form outlines all required action by the student to be completed prior to departure to the Host Institution.

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 UASOB International Exchange 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 Health & Travel Insurance Coverage form provided on the UASOB International Programs website prior to departure. The UASOB International Exchange Program reserves the right to terminate a student's Exchange Program should they fail to submit the Health & Travel Insurance Coverage 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/>)

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 an Exchange Program students recognize that there are associated increased levels of risk for health, safety and security. In order to help students prepare for their exchange term abroad, we highly recommend students be familiar with the information on the Consular Affairs Bureau Website (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 once abroad.

Consular Affairs 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. 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 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 Alberta School of Business can only provide EP 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 an EP, 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 an Alberta School of Business Exchange Program. Serious infractions can constitute grounds for termination of a student's program. Students participating in EPs 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 Alberta School of Business, and as such you are expected to behave in a manner that reflects positively on the University. While the Alberta School of Business 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 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 UASOB Exchange Program 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 Exchange Program, you are advised to first share this concern with your Exchange Coordinator. If you feel your concern has not been addressed you should then ask your Exchange 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

Exchange 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 Alberta School of Business students who return from an EP complete an Exchange Student Report. The information that you provide in the Exchange 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 can be made anonymous if you so choose. Upon your return to the University of Alberta, you will be sent an email asking you to complete the Exchange Student Report. You **MUST** complete the report and submit to the International Exchange Office.

IX. ACADEMIC CREDIT TRANSFER

Transfer Credit Request Form – All EP students are asked to fill out this form with any desired courses they wish to enroll in at the host institution and provide credit information, U of A equivalent courses, and syllabi for all of these listed courses. This form must be submitted to the Alberta School of Business Undergraduate/MBA Office for approval from an advisor prior to departure to the host institution. This information will help your faculty decide how credit will transfer for completed course work while on the EP. Once approved by the appropriate program office, the form will indicate which courses the student will have pre-approval transfer credit for, so each student may plan which courses they will take prior to arrival at the host institution.

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 Transfer Credit Request 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 EP's 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 Transfer Credit Request form, then it is your responsibility to contact your program office directly as soon as possible. You should ensure that any concerns regarding your participation in an EP are satisfied before you leave. If you feel you must receive credit for a specific and limited number of courses while on the EP, 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 UASOB policies on credit transfer. It is also your responsibility to ensure an official transcript is forwarded to the Alberta School of Business 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 UASOB Exchange Coordinator. 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 Exchange 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 program office
2. be in good standing in your ongoing degree program
3. not have exceeded the maximum amount of transfer credit allowed by your program

In some instances your program office 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 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.

UASOB normally awards 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.

X. PROGRAM WITHDRAWAL OR TERMINATION

The Alberta School of Business and the Host Institution reserve the right to revoke your nomination and cancel your Exchange 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
- 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 Exchange 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 an EP 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 EP administrator.

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 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 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.

XI. REFUND POLICY

Application Fee: Each applicant who applies for an EP is required to pay the \$75 application fee. \$175 is also due at the time the student receives their official letter of acceptance from the Host Institution.

These fees are non-refundable.

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 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: (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 an Alberta School of Business Exchange 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 an Exchange 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 Exchange Program.

Term or Year Exchange 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.

Housing

The UASOB Exchange Coordinator can provide general information on accommodation at the Host Institution. Once formal acceptance has been received or where advised by the Exchange Coordinator, you are responsible for communicating directly with the Host Institution on housing 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 an Exchange 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 International Exchange 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 an Exchange Program, please consult the International Exchange Program's Policy for "Students with Disabilities and Special Needs" of this document.

Student Loans

You may have access to student loans while participating in an Exchange 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 online registration system to register in courses for the term following completion of their EP. You should discuss your return to the Alberta School of Business with a program advisor prior to departure.

Income Tax

If you are participating in an EP, 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 an Exchange Program where you pay your tuition to your Host Institution, you should obtain your tuition and fees receipts directly from them. EPs less than 13 weeks in duration where tuition and fees are paid to the host institution are ineligible to receive tax credit.

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 an Exchange Program.

XIII. POLICY FOR STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

The International Exchange Program (IEP) 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 Exchange 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 International Exchange Program's Information on our web pages at www.business.ualberta.ca/international.
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 tts, 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 an Exchange 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 an Exchange 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 an Exchange 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 an Exchange 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 an Exchange 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.

XIV. U OF A ELECTRONIC COMMUNICATIONS POLICY

The University has approved an Electronic Communications Policy for Students and Applicants. See full policy: www.registrar.ualberta.ca/ecommunications

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 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 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.****