

**Please download and save the following form before completing it.** Completing the form in Adobe Reader will allow you to use copy & paste functionality and save your responses. If your responses exceed the allotted space, please attach a separate page.

- Thank you for your commitment to internationalizing UAlberta. Complete this form to propose a *new* agreement between the University of Alberta and an international institution. The information provided will help UAI identify the best and quickest method to achieve your international linkage goals.
- After the form has been submitted to [agreements@ualberta.ca](mailto:agreements@ualberta.ca), UAI will assess the proposal and respond as soon as practical.
- This form is only intended for UAlberta faculty and staff, not external parties.
- Note that not all linkages need to be formalized through an agreement. Visit [www.international.ualberta.ca/agreements](http://www.international.ualberta.ca/agreements) to determine whether your initiative should be formalized and for information on the agreements development process.

Information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure contact University of Alberta International at 780-492-8398 or see [www.ualberta.ca/FOIPP](http://www.ualberta.ca/FOIPP).

## SECTION I: Contact Information

Date	
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### UAlberta Contact

Title (Mr, Ms, Dr, etc)		Name	
Position			
Department/Unit			
Faculty/Office			
Email		Phone number	
Academic lead for UAlberta (if different from above)			

### Collaborating Institution

Name of institution			
Title of contact (Mr, Ms, Dr, etc)		Name of contact	
Position			
Department/Unit			
Faculty/Office			
Email			
Additional contacts (if any)			

**SECTION II: Proposed Linkage Details**

Level of agreement sought	<input type="checkbox"/> Institution-wide <input type="checkbox"/> Faculty/Department/Unit-specific
Agreement first proposed by	<input type="checkbox"/> UAlberta <input type="checkbox"/> Collaborating Institution
Are other Canadian or international institutions involved in this linkage? If yes, please list.	
Are other UAlberta Faculties or Departments involved in this linkage? If yes, please list them.	
Description of proposed activity and rationale for agreement	
Desired type of agreement (if known).  Note that UAI will provide advice on the appropriate type of agreement for the activity once the form is submitted.	<input type="checkbox"/> Memorandum of Understanding (MoU) <input type="checkbox"/> Student mobility agreement (e.g. student exchange or study abroad) <input type="checkbox"/> Internship or clinical placement agreement <input type="checkbox"/> Short-term program agreement <ul style="list-style-type: none"> <li><input type="checkbox"/> Visiting Student Certificate Program</li> <li><input type="checkbox"/> English Language Program</li> <li><input type="checkbox"/> Visiting graduate students</li> </ul> <input type="checkbox"/> Agreement for research collaboration <input type="checkbox"/> Faculty/Staff exchange agreement <input type="checkbox"/> Undergraduate articulation or transfer credit program agreement (e.g. 1+3, 2+2) <input type="checkbox"/> Graduate shared credentials program agreement (e.g. joint/dual degree) <input type="checkbox"/> Sponsored degree student agreement <input type="checkbox"/> Agreement for provision of training or professional development programs by UAlberta <input type="checkbox"/> Agreement of provision of services by external organization <input type="checkbox"/> Agreement related to external funding for program <input type="checkbox"/> Other (please elaborate):
Proposed start date of activity under agreement	

**SECTION III: Proposed Collaborating Institution Details**

Type of institution	<input type="checkbox"/> Public university <input type="checkbox"/> Private university <input type="checkbox"/> Government <input type="checkbox"/> Corporation <input type="checkbox"/> Other (please specify):
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Please describe the institution in relation to its peers nationally and internationally. Is the institution in the top 5% of institutions in the country? Include relevant benchmarks or rankings information, such as [QS Top Universities](#), [Times Higher Education World University Rankings](#), [Academic Ranking of World Universities](#). Please note other information about the institution that you consider relevant.

Describe the history of your involvement with the proposed collaborating institution and how the idea for an agreement developed. Are there other connections to UAlberta that you are aware of? How many faculty members at each institution are interested in and support this proposal?

**SECTION IV: Institutional Strategy, Resources, and Risk Management**

Have both the Department/unit and Faculty expressed support for this proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Why should UAlberta establish a formal linkage with this institution as opposed to others? How would having this arrangement help the Department/Faculty and UAlberta as a whole in terms of its strategic objectives?

In particular:

- How would the Faculty and the university benefit from this agreement?
- What will this linkage do that our established roster of international agreements cannot?
- If this institution is not a top institution (top 5%) in the country of interest, why does the faculty want to partner with this institution?
- Describe possible consequences of not entering a formal agreement with this institution.

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If a student exchange agreement is being proposed, please answer the following questions:

What is the expected annual student demand, both outgoing and incoming?	
Has the Faculty assessed the programs available in English at the other institution and committed to providing credit to students who take part in the exchange?	
Who will be responsible for managing the program (including advising incoming and outgoing students, and tracking the balance of incoming and outgoing students)?	

What university resources are required for the linkage? Please also indicate what Faculty resources will be committed.

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What possible risks are involved with the proposed linkage (e.g. health and safety, reputational, financial)?

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How would the success of the linkage be evaluated?

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