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| **Date:** |  |

 **INSTRUCTIONS**

UC International (UCI) is the central office mandated to coordinate international agreements between UCalgary and partner institutions, with the exception of research agreements that involve intellectual property considerations (the latter of which are processed by either the Research Services Office or the Legal Office for Medicine).

An International Linkage Application is to be completed by the UCalgary staff or faculty member proposing a new linkage. Linkage renewals use an abbreviated application form available from irteam@ucalgary.ca

Please return the completed application to irteam@ucalgary.ca. For more information on establishing international linkages please visit: <https://ucalgary.ca/international/international-relations/establish-agreement>.

# For questions about international agreements, please review the Agreements FAQ's section on our website.

# SECTION A:

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| UCALGARY REQUESTER INFORMATION |
| Name and title of UCalgary person proposing linkage: | Department/Faculty: |
| Email:  | Phone:  |

**SECTION B:**

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| **PARTNER INSTITUTION INFORMATION** |
| **Full Legal Name of Partner Institution:** |  |
| **City / Country:** |  |
| **Does the University of Calgary Country Risk Ratings approve this activity in this country? If not, please note that UCI will need to work with Risk Management and Insurance to explore options.** <https://iac01.ucalgary.ca/RiskMgmt/> **(go to the “Country Risk Ratings” tab)** |  |
| **Description of institution:** |  |
| **Rankings:** Rankings are an important consideration factor as it is an indication of an institution’s prestige and research output, among others. For programs involving student mobility, students will often consider an institution’s ranking when deciding which program to take.  |
| [QS World Rankings](https://www.topuniversities.com/universities/university-calgary/undergrad) (2020) *(UCalgary 233)* |  |
| [THE World Rankings](https://www.timeshighereducation.com/world-university-rankings/2019/world-ranking#!/page/0/length/25/sort_by/rank/sort_order/asc/cols/stats) (2019) *(UCalgary 199)* |  |
| [Shanghai Ranking](http://www.shanghairanking.com/ARWU2018.html) – Academic Ranking of World Universities (2018) (*UCalgary 151-200)* |  |
| **Existing** [***UNIVERSITY OF CALGARY LINKAGES***](https://ucalgary-bo.moveonca.com/)***?*** |  |
| **Website:** |  |
| **Historical background:** |  |
| **Current/previous research collaboration?** |  |

# SECTION C:

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| **LINKAGE REQUEST**  |
| **What is the purpose/objective of your linkage request? Please check all that apply.**  |
| [ ]  **Formalize Existing Relationship**  | [ ]  **Research Collaboration**  Also complete Section E |
| [ ]  **Establish Student Exchange Program** Also complete Section D | [ ]  **International Internship/practicum/Co-op, etc.** |
| [ ]  **Staff/Faculty Exchange**  Also complete Section F | [ ]  **To access funding**  |
| [ ]  **Other, please specify:**  |
| **Rationale for Proposed Partnership: Please specify concrete way(s) the proposed partnership will benefit the University of Calgary and/or your academic unit: (student exchange, research collaboration, scholarship program, etc. and provide an explanation as to why we are partnering with this specific institution):** |
| **Please note:** If you are looking to establish an International Development Project, Customized training program or initiate a collaborative Degree (Articulation, Dual degree, etc.) should be directed to: Dr. Cheryl Dueck, Senior Academic Director at cdueck@ucalgary.ca |

**SECTION D:**

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|  **PARTNER INSTITUTION ADMINISTRATION INFORMATION:** |
| **Linkage coordinator name:** |  |
| **Position:** |  |
| **Department:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Address (for courier purposes):** |  |
| **Number of original agreements required:** |  |
| **Is translation required?**[ ]  Yes[ ]  No**If Yes, please specify the language (please see “Frequently Asked Questions About Agreements” section for more information)** |  |

**SECTION E:**

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| **STUDENT EXCHANGE: students taking courses at partner (Complete if applicable)** |
| **Student Exchange Level:** [ ]  Undergraduate [ ]  Graduate: requires approval from Faculty of Graduate Studies (*Section G*)[ ]  Both |
| **Will the exchange be specific to students from your department/faculty/academic unit?** Please note that the Study Abroad Office administers all Undergraduate exchanges except Haskayne School of Business. Exchange requests (except specific to HSB) require signature from Study Abroad Office (*Section G*). [ ]  Yes Please specify: [ ]  No (Exchange will be open to students from all academic units at UCalgary)**Please indicate what disciplines best suit student mobility with this partner:**   |
| **INCOMING STUDENTS (from Partner Institution)** |
| **Proof of proficiency in the English language is required for incoming students doing course work (as per UCalgary Academic calendar). Will students from the partner institution be able to meet required TOEFL/IELTS?** [**http://www.ucalgary.ca/pubs/calendar/current/a-11.html**](http://www.ucalgary.ca/pubs/calendar/current/a-11.html)**Explain:**   |
| **Are there specific admission requirements for incoming students (i.e. security clearance, specific year of study, previous pre-requisites, etc.)?**[ ]  Yes Please specify: [ ]  No  |
| **OUTGOING STUDENTS (UCalgary students)** |
| **Are there specific admission requirements for UCalgary students applying for the partner institution?**[ ]  Yes Please specify: [ ]  No  |
|  **Are courses taught in English at the partner institution?** [ ]  Yes Please list courses/programs taught in English (if available): [ ]  No Please specify language of instruction if not in English:**What language requirements does the partner have for UCalgary students studying at their university?**   |
| **Dates of academic sessions/semesters at partner institution:** |
| **Expected number of UCalgary students participating in the exchange annually:** (Note:Equal numbers of students from both institutions should participate in the exchange)  |
| **Address how this partnership will benefit UCalgary students in ways that are not presently being met through other opportunities? Are there any additional opportunities open to students in the areas of research, internships, or other extended learning?** |

**SECTION F:**

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| **RESEARCH COLLABORATION (Complete if applicable)** |
| **Description of collaborative research:** (Activities undertaken by individual faculty/staff on their own behalf normally do not require a formal institutional agreement; students coming to UCalgary to do research may normally register as a Visiting Research Student. Please specify why this formal linkage is being requested). |
| **Approximate duration of project:**  |
| **Is there a date by which a ‘research linkage agreement’ must be completed in order to qualify for funding or approvals?** |
| **Please list any funding sources for this project/activity**:  |
|  | **Amount:**  |
|  | **Amount:**  |
|  | **Amount:**  |

**SECTION G:**

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| **STAFF/FACULTY EXCHANGE (Complete if applicable)** |
| **Expected number of UCalgary staff/faculty to participate in exchange:** (Activities undertaken by individual faculty/staff on their own behalf do not require a formal institutional agreement; please specify why this formal linkage is being requested.) |
| **Expected activities of staff/faculty while visiting institution:**  |
|  [ ]  **Teach**  |  [ ]  **Participate in conferences**  |
|  [ ]  **Training**  |  [ ]  **Conduct research**  |
|  [ ]  **Other Please specify:**  |
| **Expected duration of exchange period:**  |
| **Will UCalgary be required to provide funding for this activity?**[ ]  Yes Please explain: [ ]  No To the best of the knowledge of all parties involved, the funding for the purposes of the proposed collaboration will not knowingly be used to benefit terrorist groups as defined in the Criminal Code or individual members of those groups, or for terrorist activities, either directly or indirectly. The Canadian government list of terrorist entities can be found at the following web addresses:<http://www.osfi-bsif.gc.ca/Eng/fi-if/amlc-clrpc/atf-fat/Pages/default.aspx> or <http://www.publicsafety.gc.ca/cnt/ntnl-scrt/cntr-trrrsm/lstd-ntts/crrnt-lstd-ntts-eng.aspx>[ ]  Yes |

**SECTION H: Approvals** (Electronic scanned signatures acceptable)

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| **UNIVERSITY OF CALGARY ENDORSEMENTS** |
| **Staff/Faculty member proposing linkage (print name)** | **Signature** | **Date** |
| **Department Head (print name)** | **Signature** | **Date** |
|  **Graduate Program Director** **(print name)** *(if proposing a graduate student mobility or exchange)* |  **Signature** |  **Date** |
| **Dean of Faculty (print name)** | **Signature** | **Date** |
|  Dr. Robin Yates**Dean of Graduate Studies (print****name)** *(if proposing a graduate student mobility or exchange)* | **Signature** |  **Date** |
| Colleen Packer**Director, International Learning Programs** *(if proposing a general student exchange)* | **Signature**  | **Date** |
| Ria Katsaounis**Manager, Business Operations, UCI** *(if proposing agreements involving financial components)* | **Signature**  | **Date** |
| Andrea Morrow**Director, International Relations** | **Signature** | **Date** |

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| **Comments from signatories:** |