

Information FOR FACULTY-LED APPLICATIONS

guard.me Study and Work Abroad Awards

1. Description

To provide funding assistance to support faculty-led international education experiences by making more affordable:

1. International education opportunities; and,
2. International paid or volunteer work experiences with profit and not-for-profit organizations.

The faculty-led international education or work experiences may take place anytime during the participating students' program of studies at Algonquin College.

Please note, individual students participating in faculty-led programs are eligible to apply for the International Study & Work Integrated Learning Bursary for Students.

2. Award Value

1-13 days	\$1750
14-30 days	\$2500
31 days or more	\$3000

Award funds will be transferred to the successful faculty-led applicant's department.

Selection of Award recipients and value of awards shall be determined by a selection committee. All decisions of the selection committee are final and confidential.

3. Eligibility

To be eligible, applicants must:

- Be Algonquin College part-time, partial load, sessional or full-time faculty members
- Undertake to lead a study or work integrated experience outside of Canada and the USA for two or more registered Algonquin College students in full time programs.

- Complete the Application Form for Faculty-led Opportunities and submit by the application deadline.
- Please note that in instances where more than one staff or faculty member is submitting an application to lead the same program, the student to staff/faculty ratio and the activities to be undertaken will be taken into consideration when evaluating the application.

4. Faculty-led Application Process

- Complete the Application Form for Faculty-led Opportunities
- Attach to the application form relevant documentation on the international activity i.e. acceptance at an international school, an international partnership, invitation to participate in an international educational opportunity (research, applied or theoretical) or international employment offers (paid or voluntary).
- Deadlines for receipt of applications

For travel in Fall	Sunday, June 19, 2022
For travel in Winter	Sunday, November 6, 2022
For travel in Spring	Sunday, February 26, 2023

- Bursary funds for successful faculty applications will be transferred to the applicant's department. The bursary funds are to be spent in accordance with Algonquin College directives and direction from the *Selection Committee*.

5. Award Holder Responsibilities

The faculty member must agree to:

- Provide proof of travel his or her own travel (airline boarding passes) within two weeks of returning to Canada, if the faculty member accompanied the students.
- Attest to the travel and participation of named Algonquin College students, including the dates of each student's travel (a one-page form will be provided)
- Provide a brief summary of the activity and/or photographs for publication on the AC websites within two weeks of returning to Canada, together with signed *Marketing Waiver Forms* for each participating student.
- Follow Algonquin College's directives for international travel, which includes country and travel orientation. For more information please go to:

For Employees: <http://www3.algonquincollege.com/directives/policy/ad17->

For Students: [international-travel-and-safety-employees/
http://www3.algonquincollege.com/international/current-
students/international-travel-registration/international-travel-
registration-for-students/](http://www3.algonquincollege.com/international/current-students/international-travel-registration/international-travel-registration-for-students/)

- Be responsible for ensuring that participating students complete the travel forms and waivers.
- Complete the Approval Risk Assessment for International Travel Involving Students and submit the documentation to the Approval Authority in order to receive trip approval.

6. The Algonquin College International Education Centre Disclaimer

The Algonquin College International Education Centre's (IEC) participation in overseas study & work integrated learning experiences is limited to the provision of financial assistance only. The IEC assumes no responsibility for organizing the education or work experience, the quality of the experience, the arrangements between host organizations and any faculty member or Department, medical coverage or logistical arrangements, such as travel or accommodations. Staff and students will be expected to follow international travel and safety directives: [Policy AD17 International Travel and Safety - Employees](#) and [Policy AA44 International Travel and Safety – Students](#). The organizing faculty member will be responsible for ensuring that participating students complete the travel forms and waivers, and for completing the Approval Risk Assessment for International Travel Involving Students and submitting the documentation to their Approval Authority in order to receive trip approval.

7. Questions and Submittal of Applications

- If you have questions, please contact email ac-overseas@algonquincollege.com
Applications must be submitted online