



UNIVERSITY OF
CALGARY

Global Academic Partnership Proposal (GAPP) Form

Please read this page carefully before proceeding to complete this form.

The University of Calgary International (UCI) is the central office mandated to coordinate global academic agreements between UCalgary and external institutions. Agreements that involve research, intellectual property, or lab experiences are managed by the [Research Services Office](#), and agreements with the Cumming School of Medicine are administered by [CSM Legal](#).

Is a formal agreement necessary? Partnerships with external institutions can be established without the need for a formal agreement. A formal agreement may be necessary for the following:

- Partnerships involving financial commitments, such as a funding agreement or training program; or
- Partnerships covering academic programs, such as a student exchange.

Agreement Development Process: Proposals to establish a partnership must demonstrate the value of the linkage for the partnering institutions and the appropriateness of any required institutional resources. The partnership must be consistent with UCalgary's Global Engagement Plan and its strategic priorities.

1. Explore and consider expanding collaborations with our [current global partners](#) before initiating a formal relationship with a new institution.
2. Complete this Global Academic Partnership Proposal (GAPP) Form. For renewals of an existing partnership, please submit a Global Academic Partnership Renewal (GAPR) Form.
3. Obtain faculty signatures on the relevant form.
4. Submit the faculty-completed form to UCI at int.agreements@ucalgary.ca.
5. UCI will review the submitted form and assess the value of the proposed partnership based on institutional strategies and priorities. If deemed required by UCI, consultations may take place with various internal stakeholders, including, but not limited to, the Faculty of Graduate Studies, University Legal Services, Research Services Office, Labour Relations, and Risk Management. The proponent may be invited to discuss any outstanding questions and plan the next steps.
6. Agreements will be drafted based on the information provided on the approved proposal. UCI encourages the use of UCalgary template agreements and will work with counterpart coordinators from the external institution to develop mutually acceptable terms.
7. UCI will endorse the final draft of the agreement to the Provost and Vice-President (Academic) for final approval and signature.

Instructions to complete the GAPP Form: The Global Academic Partnership Proposal (GAPP) Form is an *internal* document to be completed by the UCalgary faculty member or staff proposing a new global partnership. Please fill in the required information in **pages 1-2** and **only the section relevant to the proposed partnership activity**. There is no need to fill out the other sections of the form. Complete the required endorsements up to the Faculty Dean and submit the GAPP Form to int.agreements@ucalgary.ca.

Processing Times: Proposals require the review and approval of various internal stakeholders. The preparation of an agreement may also require consultations and negotiations between parties. The time required from the proposal stage to signing an agreement therefore varies. Please contact us as early as possible to ensure we can help you meet your timeline.

Please reach out to int.agreements@ucalgary.ca if you have questions.



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UCALGARY PROPONENT INFORMATION

Name:	
Title/Position:	
Department / Faculty / Unit:	
Email:	
What is your connection to the proposed Partner Institution?	

PROPOSED PARTNER INSTITUTION INFORMATION

Complete Legal Name of Partner Institution:		
Website:		
Location (City / Country):		
Background of institution (i.e., type (public, private, or government), industry, size, reputation, research areas, strengths):		
UCalgary Country Risk Rating :	Please describe the plans to mitigate the potential risks if travel is involved.	
Do we have existing agreement(s) with this institution? Please check our Partnership Database .	Details of existing agreement(s):	
Partner Institution Rankings: Please click on the links and indicate the partner institution's latest ranking.	QS World Rankings	
	THE World Rankings	
	Shanghai Ranking	
Partner Institution Coordinator:	Name:	
	Title/Position:	
	Department/Faculty:	
	Email address:	
	Phone number:	
	Mailing address:	

Note: Please fill in the required information in pages 1-2 and only the section relevant to the proposed partnership activity. There is no need to fill out the other sections.



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PROPOSED GLOBAL PARTNERSHIP ACTIVITY

Note: Select and describe the proposed partnership activity and complete only the corresponding section below.

Proposed Partnership Activity:	
Level of study:	
Rationale and proposed scope of the partnership (please include program objectives, expected outcomes, and design):	
Concrete way(s) the proposed partnership will benefit UCalgary and/or your academic unit (e.g., student exchange, research collaboration, scholarship program, etc.) and explain why we are partnering with the Partner Institution.	
Other potential areas for collaboration:	
Is there an opportunity for intellectual property development during this collaboration?	

NEXT STEP: Please use the links below to jump to the relevant section that corresponds to the proposed partnership activity. Click **SIGN THE FORM** after completing the section. There is no need to fill out the other sections.

- [SECTION 1 - Formalize a Relationship / Cooperation \(MOU\)](#)
- [SECTION 2 - Establish a Student Exchange Program](#)
- [SECTION 3 - Establish an Internship, Practicum, or Teaching Across Borders \(TAB\) Program](#)
- [SECTION 4 - Establish a Continuing Education Program](#)
- [SECTION 5 - Establish a Customized Training Program](#)
- [SECTION 6 - Establish a Global Development Program](#)
- [SECTION 7 - Receive Funding, Grant, or Contribution](#)



Global Academic Partnership Proposal (GAPP) Form

SECTION 1: FORMALIZE A RELATIONSHIP / COOPERATION (Complete only as applicable)

Note: A Cooperation Agreement or Memorandum of Understanding (MOU) is typically non-binding and used only to gain access to grant funding, scholarships, training, and/or visiting scholar opportunities. We encourage proponents to enter directly into binding agreements with defined terms and activities.

The general purpose of a cooperation agreement is to facilitate mutually beneficial academic and research collaboration between parties which may include one or more of the following. **Please select all that apply.**

Joint educational and research activities, including applications for funding to promote the activities

Exchange of visiting scholars for the purpose of conducting research

Exchange of scholarly work

Exchange of undergraduate students

Exchange of graduate students

Exchange of faculty/staff

Curriculum development and/or co-development at graduate level

Short Programs

Provision of programs of language studies

English Language Program (Language & Culture Course, Semester Program, Intensive Program, Academic Communication Certificate, Others)

Other:

Note: Click **SIGN THE FORM** to complete this document. There is no need to fill out the other sections.

SIGN THE FORM



Global Academic Partnership Proposal (GAPP) Form

SECTION 2: ESTABLISH A STUDENT EXCHANGE PROGRAM (Complete only if applicable)

Note: Global Learning is responsible for administering all student exchanges, except those specific to the Haskayne School of Business.

Will the exchange be specific to students from certain department(s), faculty(s), or academic unit(s)?	
What disciplines best suit student mobility with this partner institution?	
INCOMING STUDENTS (Students from Partner Institution)	
Please explain how students will meet UCalgary's English Language Proficiency requirements.	
Please indicate any specific admission requirements for incoming students (i.e., security clearance, specific year of study, pre-requisites, etc.).	
OUTGOING STUDENTS (UCalgary students)	
Please indicate specific admission requirements for UCalgary students applying to the Partner Institution, if any.	
Is English the language of instruction at the Partner Institution?	
What language requirements does the Partner Institution have for UCalgary students?	
Dates of academic sessions or semesters at Partner Institution:	
Expected number of UCalgary students participating in the exchange annually.	<i>Note:</i> Equal numbers of students from both institutions should participate in the exchange.

Note: Click **SIGN THE FORM** to complete this document. There is no need to fill out the other sections.

SIGN THE FORM

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SECTION 3: ESTABLISH AN INTERNATIONAL INTERNSHIP, PRACTICUM OR TEACHING ACROSS BORDERS (TAB) PROGRAM (Complete only if applicable)

Note: This partnership supports a student's participation in a practicum or internship abroad or at UCalgary. Practicums and internships are supervised, on-site experiences that are part of a student's degree.

Program:	
Will the exchange be specific to students from certain department(s), faculty(s), or academic unit(s)?	
Does this involve staff or faculty?	
What is the expected duration of this agreement?	
How many participants are expected to take part in the activity?	<i>Note:</i> Equal numbers of students from both institutions should participate in the program.
Language proficiency requirements:	

Note: Click **SIGN THE FORM** to complete this document. There is no need to fill out the other sections.

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SECTION 4: ESTABLISH A CONTINUING EDUCATION PROGRAM (Complete only if applicable)	
Program:	
Expected duration of the program:	
Anticipated start and end dates:	
Location or delivery model of the initiative:	
Expected number of participants:	
Other terms and considerations:	

Note: Click **SIGN THE FORM** to complete this document. There is no need to fill out the other sections.

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SECTION 5: ESTABLISH A CUSTOMIZED TRAINING PROGRAM (Complete only if applicable)

Note: The development of a Customized Training Program requires consultation with UCI Global Projects Advisor and oversight from University Legal Services.

Title of the program:	
Objective of the program:	
UCalgary department, faculty or unit involved:	
Duration of the program:	
Anticipated start and end dates:	
Location or delivery model of the initiative:	
Proposed instructors and/or researchers, if applicable:	
Please specify and explain the role of UCalgary in the initiative.	
Please specify and explain the role of the Partner Institution in the initiative.	
Are there any special considerations for intellectual property protection during this collaboration?	
Please include a copy of the cost model for the initiative. (If unknown at this time, please indicate so, and if this is not applicable, please write N/A.)	
Please describe your desired payment and refund policy. (If unknown at this time, please indicate so, and if this is not applicable, please write N/A.)	

Note: Click **SIGN THE FORM** to complete this document. There is no need to fill out the other sections.

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SECTION 6: ESTABLISH A GLOBAL DEVELOPMENT PROJECT (Complete only if applicable)	
Note: Establishing a Global Development Project requires approval from UCI Global Projects Advisor.	
Title of the project:	
Project objectives: (Please attach the concept note if available.)	
Duration of the project (i.e., anticipated start and end dates):	
Institutional partners involved in the development and delivery of the project:	
Prospective signatories on the contribution agreement:	
Sub-agreements required with specific partners and the type of agreement:	

Note: Click **SIGN THE FORM** to complete this document. There is no need to fill out the other sections.

SIGN THE FORM

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SECTION 7: RECEIVE FUNDING, GRANT, OR CONTRIBUTION	
Rationale and proposed scope of the partnership: (Please include program objectives, expected outcomes, and design.)	
Start and end dates:	
Funding/Contribution Amount:	
Other relevant information:	

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SIGN THE FORM



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UNIVERSITY OF CALGARY ENDORSEMENTS

(Please print name and write N/A if the relevant approval is not required.)

PROPONENT/FACULTY TO COMPLETE

UCalgary Faculty/Staff Proponent	Name: Date:	Signature:
Department Head	Name: Date:	Signature:
Graduate Program Director <i>(Required if proposing graduate student mobility)</i>	Name: Date:	Signature:
Dean of Faculty	Name: Date:	Signature:

UCI TO COMPLETE

Research Security	Entity Report / Review Notes: _____	
Dean, Faculty of Graduate Studies <i>(Required if proposing graduate student mobility)</i>	Name: Tara Beattie Date:	Signature:
Director, Student Success and Operations, Office of Signature Learning Experiences <i>(Required if proposing student mobility)</i>	Name: Erin Kaipainen Date:	Signature:
Senior Director, International	Name: Buffy St-Amand Date:	Signature:

Note: Please save and submit this GAPP Form and any supporting documents to UCI at int.agreements@ucalgary.ca.