

2025 Group Study Programs

Electronic Submission Guide

New Group Study Program Proposals - Points to Remember:

- When you have completed all sections of your proposal and received the appropriate departmental and faculty approvals, please submit it electronically to group.study@ucalgary.ca.
- Please submit all six attachments **in their original formats**:
 1. Proposal Cover Page
 2. Written Section
 3. Detailed Itinerary (or Program Schedule for virtual only programs)
 4. Course Information Table
 5. Calendar Course Descriptions
 6. Budget
- Please refer to the Proposal Submission Criteria and Guidelines for specific instructions to ensure your proposal will meet the requirements for review by the Group Study Programs Advisory Committee.
- The original, signed Proposal Cover Page must be submitted as a hard copy to University of Calgary International, MacKimmie Tower 501 – attention Group Study Programs.
- The deadline to submit complete proposals is **June 3, 2024**.
- Please refer to the Proposal Submission Criteria and Guidelines for specific instructions to ensure your proposal will meet the requirements for review by the Group Study Programs Advisory Committee.

Group Study Program Renewals - Points to Remember:

- Submit this [short questionnaire](#) declaring your intent to renew by June 3, 2024.
- When you have completed all sections of your proposal and received the appropriate departmental and faculty approvals, please submit it electronically to group.study@ucalgary.ca.
- Please submit all **in their original formats**:
 1. Returning Program Approval Form
 2. Detailed Itinerary or Program Schedule for Virtual Programs
 3. Course Information Table
 4. Simplified budget: Instructional Expenses only
- The original, signed Proposal Cover Page must be submitted as a hard copy to University of Calgary International, MacKimmie Tower 501 – attention Group Study Programs.
- The deadline to submit complete proposals is **July 2, 2024**.