

STUDENT EXCHANGE AND MOBILITY AWARD APPLICATION

Instructions for Public School District Applications

Award Information

The Student Exchange and Mobility Award supports B.C. students on exchange or mobility activities to foster the development of intercultural skills and knowledge, and strengthen relationships with foreign partners. Increasing the intercultural competence of B.C. students also promotes a more welcoming environment for international students.

Applicants must have the support of their school. Each B.C. public school may support only one (1) application for the Student Exchange and Mobility Award.

Award Value – \$5,000 - \$10,000

Deadline: November 30, 2017

Eligibility Criteria

Eligible Countries



a) MOU Partners: **China, France, Italy, Japan, Spain**

b) Recent MOU-Signing Partner: **Colombia**

c) Other: **See below definition, purpose and application process for details**

- *Definition:* Countries that are not traditionally strong sources of international students studying in B.C., or countries in which school-to-school relationships are less common.
- *Purpose:* Engaging with these countries contributes to diversity for international education programs, fosters new relationships for B.C. school districts, and increases opportunities for B.C. students to develop their intercultural skills.
- *Application Process:* Applicants for Student Exchange and Mobility Awards interested in applying under the “other” category are required to provide a one (1) paragraph justification for how the destination country aligns with the intended purpose (above). Supporting documents should be attached to submitted applications.

In addition to the above, the following criteria must be met to be eligible to apply for the Student Exchange and Mobility Award. Exchange and mobility activities must:

- be organized and sanctioned by a B.C. public school, serving any range between Grade 8 and Grade 12;
- have a minimum of five (5) B.C. students participating (there is no student maximum); and,
- have a minimum duration of one (1) week.

NOTE: activity may already have occurred at the time of application. Funds can be applied to eligible student airfare, transfers and accommodation expenses planned to occur between August 15, 2017 and July 31, 2018.

Application Instructions

1. Each school may select one program for nomination.
2. Part I (Award Application) should be completed by the activity leader – a person at the school who is responsible for the exchange or mobility activity.
3. Part II (Statement of Support) should be completed by the school's principal.
4. The activity leader or school's principal must forward the entire application package (Parts I & II) and all supporting documentation directly to the school district Head of International.
5. The school district Head of International must then submit the entire application package (Parts I & II) in a **single electronic PDF** (i.e., please scan all documents into a single file) directly to the British Columbia Council for International Education (BCCIE) at bccie@bccie.bc.ca with the subject line reading "2017-18 Student Exchange and Mobility Award Application" by **November 30, 2017**.

NOTE: Late or incomplete submission packages will not be considered.

Award Evaluation and Notification

- Award recipients will be chosen by random selection from all applications that are eligible and complete, taking regional considerations into account.
- Applications that are incomplete or inconsistent with the goals and criteria of the program will not be eligible for selection.
- Successful applicants and school administrators will be notified by email.
- Before the end of January 2018, notification and a cheque for the full award value will be sent to the school for disbursement.
- In the event that there are insufficient applications that meet the eligibility criteria, award amounts may be increased or funding may be offered to specific partners to support other similar K-12 student mobility initiatives.
- Successful applicants may be contacted for testimonials and images at a later point to be used for promotional purposes, with their consent.

Requirements of Award Recipients

- A post-activity report from the activity leader must be submitted to BCCIE detailing exchange or mobility activities. Budgetary expenditures in relation to the funding provided must be included and clearly indicate how funding was utilized to support student participation.
- Post-activity report must be submitted to BCCIE at bccie@bccie.bc.ca within one (1) month after return.

NOTE: Eligible activities toward which this funding may be applied include airfare, transfers and accommodation for students.

Personal Information

The collection of the personal information on this form is authorized as per Section 26(c) of the *Freedom of Information and Protection of Privacy Act*, for public schools, or section 8(1) or 12(1)(f)(i) of the Personal Information Protection Act, for independent schools. The purpose of the collection is to determine the applicant's eligibility for the scholarship. The personal information will be shared with the Ministry of Education and the British Columbia Council for International Education which will make the final award decision.

Questions regarding the collection or disclosure of the personal information can be directed to the applicant's school officials or:

Lead – International Education
International Education Branch
Ministry of Education
PO Box 9153 STN PROV GOV
Victoria, B.C.
V8W 9H1
International.Education@gov.bc.ca
250-387-8037

Questions regarding the application can be addressed to bccie@bccie.bc.ca



PART I - AWARD APPLICATION - TO BE COMPLETED BY THE ACTIVITY LEADER

The activity leader is a person at the school who is responsible for the exchange or mobility activity. You must complete and submit Part I, including the additional documentation, to your principal.

A. APPLICANT INFORMATION

School and District Information

School Name: _____ School District: _____
 School Telephone Number: _____ City/Town: _____ Region (please refer to the [map](#) on the ministry website): _____

Activity Leader Information (i.e. person at the school who is responsible for the trip/travel)

Full Name (First Name, Last Name): _____ Position at School: _____
 Telephone Number: _____ Email Address: _____

School District Head of International Information

Name of School District Head of International: _____ Telephone Number: _____ Email Address: _____

School Principal Information

Name of School Principal: _____ Telephone Number: _____ Email Address: _____

Activity Details

Please check one (1) that applies:

- 1) MOU Partner 2) Recent MOU-Signing Partner 3) Other

Title for Activity (E.g., School Name: Cultural Exchange Activity to Beijing and Shanghai): _____

Destination:

City or Cities: _____ Province(s) - if applicable: _____ Country: _____

Anticipated # of Students Attending: _____ # of Chaperones Attending: _____

Name of Foreign Partner Institution(s) if applicable: _____

Start Date (mm/dd/yy): _____

End Date (mm/dd/yy): _____

B. ADDITIONAL DOCUMENTATION

Please include the following information in your application

- List of chaperones attending and their role with the school
- Draft itinerary for the exchange or mobility activity
- Statement of Purpose for the activity (maximum 2 pages) including specific details for:
 - pre-activity learning/preparation
 - post-activity learning/knowledge dissemination
- Statement of Support (Part II) from school principal
- One (1) paragraph justifying the "other" category (if applicable)

C. I HAVE READ AND UNDERSTAND THE INSTRUCTIONS, AND DECLARE THAT:

- i. All information provided is true and complete, and I understand it is subject to audit;
- ii. This activity is organized and sanctioned by a B.C. public school, serving any range between Grade 8 and Grade 12 for the period stated; and,
- iii. I will immediately notify the British Columbia Council for International Education in writing if I resign as primary organizer for this activity or if the activity does not occur.

Part II - STATEMENT OF SUPPORT - TO BE COMPLETED BY THE SCHOOL PRINCIPAL

The collection of the personal information on this form is authorized as per Section 26(c) of the *Freedom of Information and Protection of Privacy Act*, for public schools, or section 8(1) or 12(1)(f)(i) of the Personal Information Protection Act, for independent schools. The purpose of the collection is to determine the applicant's eligibility for the scholarship. The personal information will be shared with the Ministry of Education and the British Columbia Council for International Education which will make the final award decision. Questions regarding the collection or disclosure of the personal information can be directed to the applicant's school officials or:

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THE PURPOSE OF THIS SECTION IS TO ENSURE THAT THE ACTIVITY HAS THE SUPPORT OF THE SCHOOL'S PRINCIPAL.

School Principal Information

Full Name (First Name, Last Name):

Activity Name (please use the same name as that provided by the Activity leader in Part I of the Application):

As the school's principal, I support this application.

I am aware that each school may only put forward one application for the Student Exchange and Mobility Award.

The Ministry of Education also supports teacher mobility awards. Generally, a student award and a teacher award with the same destination/foreign partner will not be supported. **Please check one (1) of the following:**

We have submitted or will be submitting this mobility activity for a Teacher Exchange and Mobility Award.

We have not submitted or will not be submitting this mobility activity for a Teacher Exchange and Mobility Award.

Signature of School Principal

Today's Date

Submission Instructions

- 1) The activity leader or school's principal must forward the entire application package (Parts I & II) and all supporting documentation directly to the school district Head of International.
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