BRITISH COLUMBIA | Ministry of Education

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 - $15,000
Deadline: December 17, 2018

ELIGIBILITY CRITERIA

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 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 1, 2018 to July 31, 2019**.

ELIGIBILE GROUPS

➔ GROUP A - RECIPROCAL EXCHANGES

Reciprocal exchanges are activities where B.C. students visit partner institutions (e.g. sister schools)/partner jurisdictions (e.g. sister cities) and students from those institutions/jurisdictions visit B.C. Reciprocal activities should take place within the same school year. To qualify for this eligibility group, you must be able to provide details on the partner institution(s), the partnership history, and the prospective reciprocal exchange.

Application Process: Applicants applying under reciprocal exhanges must submit Part I, II and Appendix A.

➔ GROUP B - MOU PARTNERS:

- China
- Colombia
- France
- Italy
- Japan
- Spain
- The Netherlands

Application Process: Applicants applying under MOU Partners must submit Part I and II.

➔ GROUP C - OTHER

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 applying under the "other" category must submit Part I, II and Appendix B to justify how the destination country aligns with the intended purpose (above).

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Application Instructions and Submission Process

Activity Leader

A person at the school who is responsible for the exchange or mobility activity

1) Part I - Awards Application
2) Appendix (if applicable):
   - Appendix A - Reciprocal Exchange
   - Appendix B - Other
3) Supporting documentation

School Principal

1) Part II - Statement of Support

PDF → **School District Head of International** → PDF → **BC Council for International Education (BCCIE)**

1. Each school may select one (1) program for nomination.
2. The entire application package **(in a single electronic PDF)** must be submitted to BCCIE at bccie@bccie.bc.ca with the subject line "2018-19 Student Exchange and Mobility Award Application" by **December 17, 2018**.

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

Award Evaluation

- 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.
- Priority will be given to applicants who have not received funding from this Award in previous administrations.

Award Notification and Distribution

- Successful applicants and school administrators will be notified by email.
- Before the end of January 2019, notification and a cheque for the full Award value will be sent to the school district 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

- Successful applicants must complete a post-activity report (a template will be provided) 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 only**.

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
250-387-3711

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

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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.

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 Principal Information

Name of School Principal:

Telephone Number:

Email Address:

School District Head of International Information

Name of School District Head of International:

Telephone Number:

Email Address:

Outbound Activity Details (Outbound activity must take place between August 1, 2018 to July 31, 2019)

Please check one (1) that applies: ☐ 1) Reciprocal ☐ 2) MOU Partners ☐ 3) Other

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Anticipated # of Students Participating

# of Chaperones Participating

Activity Title (E.g., School Name: Cultural Exchange Activity to Beijing):

Destination:

City or Cities:

Province(s) - if applicable:

Country:

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
- ☐ Appendix A: Reciprocal Exchange (if applicable)
- ☐ Appendix B: Justification of 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 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.

Signature of Applicant

Today's Date

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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 Exchange and 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 plus the applicable appendix) and all supporting documentation directly to the school district Head of International.

2) The school district Head of International must then submit the entire application package directly to BCCIE at bccie@bccie.bc.ca with the subject line "2018-19 Student Exchange and Mobility Award Application" in a **single electronic PDF** (i.e., please scan all documents into a single file).

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

Application Deadline: December 17, 2018

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Appendix A - Reciprocal Exchange (inbound activity)

TO BE COMPLETED BY THE ACTIVITY LEADER

To qualify for a Reciprocal Exchange Award, you must be able to provide details on the partner institution(s), the length and details of the reciprocal relationship, and prospective dates for the exchange. Priority will be given to reciprocal exchanges with institutions from MOU partner jurisdictions. For a list of qualifying jurisdictions, please visit: www.gov.bc.ca.

Inbound Activity Details (Inbound activity must take place between August 1, 2018 to July 31, 2019)

Arrival Date (mm/dd/yyyy):

Departure Date (mm/dd/yyyy):

Anticipated # of Students Participating

# of Chaperones Participating

Name of Foreign Partner Institution(s):

Where are the participants coming from?

City or Cities:

Province(s) - if applicable:

Country:

Foreign Partner History - briefly describe the partnership (history and objective) in point form with dates, where possible.

IMPORTANT: Please include a draft itinerary for inbound activities with the other additional documentation.

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Appendix B - Justification of the "Other" Category

TO BE COMPLETED BY THE ACTIVITY LEADER

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 applying under the "other" category are required to complete Appendix B to justify how the destination country aligns with the intended purpose (above).

Destination:

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

Describe how your destination country and prospective partner is suitable for inclusion in this category (500 words max.)