

## GLOBAL LEARNING AWARD: IN-PERSON EDITION

### 2023 - 2024 GUIDELINES

This award was developed by TMU Global to increase participation and inclusion in international activities as a primary goal of TMU's International Strategy. Eligible international activities include work, research, conferences and global learning programs taking place abroad (Please see below for further eligibility requirements). The chance to participate in an academic activity in another country offers a tremendous opportunity for academic development, network building, broadens the professional potential of students, and builds Toronto Met's international profile. This program is administered by TMU Global.

### VALUE OF GRANTS

This fund will provide multiple awards up to \$1,000 for activities taking place in Fall 2023, Winter 2024, and Spring/Summer 2024 terms. Award amounts will be determined based on the duration of activity. Students participating in activities with durations of 3 days or less will receive \$250, 7 days or less will receive \$500, or more than 7 days will receive \$1,000.\*

For activities taking place in the:

- Fall 2023 Term (Sept 1 - Dec 31): a total of \$13,000 will be disbursed
- Winter 2024 Term (Jan 1 - April 29): a total of \$13,000 will be disbursed
- Sp/Sum 2024 Dates (April 30 - Jun 30): a total of \$19,000 will be disbursed
- Sp/Sum 2024 Dates (July 1 - Aug 31): a total of \$19,000 will be disbursed

*\*Any unused funding will be carried over to the next term.*

*\*Duration is based on the program activity dates, with the addition of 1 travel day on either side of the activity (only if travel is not already included in activity dates, as is often the case with Faculty-Led Trips).*

### SUBMISSION DEADLINE

Applications will be open from October 12, 2023 to July 31, 2024. Applications will be accepted on a rolling basis until all funding has been awarded. *Please note applications may close earlier than July 31, 2024 if all funding is awarded earlier on in the term.* Applications will be reviewed in batches on the following dates:

Applications Submitted Between Dates:	Applications Review Date:	Applications Submitted Between Dates:	Applications Review Date:
Oct 12 - Oct 25, 2023	<b>Oct 26, 2023</b>	Feb 22 - March 13, 2024	<b>March 14, 2024</b>
Oct 26 - Nov 15, 2023	<b>Nov 16, 2023</b>	March 14 - Apr 3, 2024	<b>April 4, 2024</b>
Nov 16 - Dec 6, 2023	<b>Dec 7, 2023</b>	Apr 4 - May 1, 2024	<b>May 2, 2024</b>
Dec 7 - Jan 10, 2023	<b>Jan 11, 2023</b>	May 2 - May 29, 2024	<b>May 30, 2024</b>
Jan 11 - Jan 31, 2024	<b>Feb 1, 2024</b>	May 30 - Jul 3, 2024	<b>Jul 4, 2024</b>
Feb 1 - Feb 21, 2024	<b>Feb 22, 2024</b>	Jul 4 - Jul 31, 2024	<b>Aug 1, 2024</b>

We encourage applicants to submit applications at least 6-8 weeks in advance of their activity start date to ensure their application is reviewed and approved (if eligible) prior to their activity start date. However, it is important to

note that we cannot guarantee that students will receive their award payments prior to the start of their activity. Award payments may take up to 4 weeks to process from the date they are requested. Award payments will only be requested to be processed after award recipients have completed the university's [International Risk Management Requirements](#) as outlined in the "Responsibilities of Award Recipients" section below.

Please note that you **must apply prior to your departure** abroad. Funding will **NOT** be provided retroactively.

## ELIGIBILITY

### To be eligible for this award, students must:

- Be registered as an undergraduate, graduate, or Faculty of Law student at the University and have clear academic standing (applications are welcome from both part-time or full-time students and international or domestic students)
- Demonstrate financial need, as determined by Toronto Metropolitan University, through submission of financial information in their General Award Spring Application (see How to Apply section below).

### To be eligible for this award, the proposed activity must:

- Take place outside of Canada (\*note that activities within Canada may be considered when engagement occurs with Indigenous Nations)
- Be academically relevant and/or related to your professional development/goals (Students who are receiving academic credit or fulfilling a program requirement (in-part or whole) will be prioritized)
- While those who are participating in a paid internship (for example) are able to apply, applicants who are participating in unpaid opportunities will be prioritized.
- Be aligned with one of the following activity categories:
  - **Work Abroad** (placements, internships, etc)
    - The activity must be eligible for academic credit or fulfill, in whole or in part, an academic requirement
  - **Research Abroad** (including research internships, as well as conference participation)
    - Priority is given to supervised research abroad and research internships that involve in country supervision
    - For conference attendance, priority will be given to students that are either presenting and/or playing a key role at the conference
  - **Faculty or Staff led trips abroad** (refers to short-term experiential learning programs abroad led by Toronto Met Faculty and/or staff members)
    - Programming that provides academic credit and/or is linked to a specific course and/or program will be prioritized
  - **Short-term programs often referred to as “study abroad” opportunities** (typically in spring/summer months and may be for credit via the [Letter of Permission process](#))
- **Please note:** Activities that are not academically relevant are **not** eligible for funding. Academically relevant refers to activities that grant course credit or activities in which you can clearly demonstrate the academic relevance and contribution to your professional and academic learning. **Important:** Students participating in Toronto Met’s exchange program are not eligible for the Global Learning Award. These students should apply to the [Toronto Met International Exchange Opportunities Scholarship \(TMIEOS\)](#) directly.

## HOW TO APPLY

Students will complete an online application for the Global Learning Award (GLA) via [Toronto Met AwardSpring Application Portal](#). Applications should be submitted individually (no applications submitted as a group will be accepted). **Please note:** In order for the GLA application to appear in your Award Spring’s dashboard, you must have completed the **General Award Spring Application including the optional “Financial Information” section found on the “Application” tab of your portal** as GLA requires applicants to demonstrate financial need. In order to complete this section you will need to first select “Yes” to the question “Would you like to be considered for awards, scholarships and bursaries that require you to demonstrate financial need?” in your General Award Spring Application (Please see screenshot below).

Would you like to be considered for awards, scholarships and bursaries that require you to demonstrate financial need?

- Yes, please complete all questions in this Section
- No, you can skip to the Qualification Questions Section

Once you have completed the above steps, you should be able to find the Global Learning Award (GLA) listed under the “Scholarships” tab of your portal. The GLA application includes:

- General information about you and your program
- Detailed information about the activity
- A written statement (750 words max) that responds to the following:
  - Provide a brief description of the activity
  - How does the activity provide opportunities for academic and/or professional growth?
  - How will this award help financially assist you in participating in your proposed activity abroad?
  - Traveling abroad can be challenging and can push you outside of your comfort zone. Tell us about your experiences and/or skills that will help ensure your well-being while abroad.
  - If you are traveling to a region in the Global South or in a context of heightened power differentials (i.e. low income countries / regions), how will you manage your relationships to mitigate the potential to cause harm or be disruptive?

#### SELECTION PROCESS & CRITERIA

TMU Global will consider only complete applications submitted by the appropriate deadline. TMU Global may ask for confirmation of any information provided. TMU Global will review applications on a rolling basis and approve eligible applications until all funding has been awarded. The final selection of the recipient will be based on the outlined criteria.

- 70% - Priority considerations:
  - First time participating in an academically/professionally relevant international activity,
  - First time accessing financial support for university-sanctioned international activities through Toronto Met,
  - Member of an equity group (includes individuals who self-identify as one or more of the following: A racialized person; an Aboriginal person in Canada (including First Nations [status or non-status], Metis, or Inuit; Black (including those that identify as Afro-Caribbean or African-Canadian); a person with a disability; 2SLGBTQ+; and/or Trans).
- 15% - Written Statement
- 15% - Academic Achievement

#### AWARD CHEQUE DISBURSEMENT PROCESS

It is important to note that we cannot guarantee that students will receive their award payments prior to the start of their activity. Award payments may take up to 4 weeks to process from the date they are requested.

#### RESPONSIBILITIES OF AWARD RECIPIENTS

Successful candidates must:

- Complete the university's [International Risk Management Requirements](#). **IMPORTANT:** Funding will be disbursed to students only after these requirements have been completed.
- Support the sharing and promotion of Global Learning to students upon their return (eg. participate in an event, contribute to Global Learning blog or social media, participate in an interview - video, news story, etc).

Failure to meet these responsibilities may result in the award being withdrawn.

## REVENUE CANADA

Successful applicants should be aware that under the Revenue Canada Income Tax Act, travel/research grants are considered taxable income. A T4-A form will be issued to recipients involved in such activities.

## QUESTIONS?

For further information please contact the Global Learning Team ([global.learning@torontomu.ca](mailto:global.learning@torontomu.ca))