



Memorandum of Agreement

DRI-058-2022

Between

**The Centennial College of Applied
Arts & Technology**

And

Universidad Tecnológica de Panamá

Regarding

ELAP Student Exchange



MEMORANDUM OF AGREEMENT

BETWEEN

The Centennial College of Applied Arts & Technology,
PO Box 631, Station A, Toronto, Ontario M1K 5E9, Canada

AND

Universidad Tecnológica de Panamá,
Universidad Tecnológica, Campus Metropolitano Dr. Víctor Levi Sasso, Postgraduate
Building, Ground Floor, Panama, Panama City

REGARDING

Student Exchange

1. Parties

1.1 The Agreement is between The Centennial College of Applied Arts & Technology, a public non-profit institution founded in 1966 in the City of Toronto, represented in this act by Dr. **CRAIG STEPHENSON**, President and Legal Representative, hereinafter referred to as **Centennial**, and Universidad Tecnológica de Panamá, represented in this act by **Prof. HÉCTOR M. MONTEMAYOR Á.**, male, Panamanian, of age, with the personal identity No. 9-68-267, in his capacity as Rector and Legal Representative, duly authorized by Resolution No. CGU-R-04-2021 of the General University Council approved in virtual ordinary meeting No. 05-2021 held on August 5, 2021, "*by which the subscription and execution of Agreements, Protocols, International Memoranda of Understanding and other similar ones, related to the implementation of International Cooperation Programs in the academic, scientific, research, cultural and Student Mobility, Teaching, Research and Administrative areas of the Technological University of Panama, and other provisions are adopted*", hereinafter referred to as **UTP**. These two organizations collectively will hereinafter be referred to as "Collaborating Institutions".

2. Purpose

2.1 The purpose of the Agreement is to establish opportunities for students to further enhance their academic and professional experiences by exploring unique and distinct learning and professional opportunities in another jurisdiction.



3. Objectives of the Agreement

- 3.1 The Collaborating Institutions wish to enter into a student exchange Agreement, also allowing Centennial to support Emerging Leaders in the Americas Program (ELAP) candidates.

4. Details of the Agreement

ELAP Program Participants

- 4.1 ELAP applicants will collaborate with both their home and host institution to complete the ELAP application and submit supporting documents (detailed in Appendix A).
- 4.2 ELAP candidates, during both the application to and participation in ELAP, will meet all terms and conditions provided on the webpage referenced by Appendix A.
- 4.3 For each ELAP program participant selected as a scholarship recipient by the Government of Canada for a given academic year, Centennial will receive funding, as specified on the webpage referenced by Appendix A, for a minimum of four months or one academic term of study or research. Centennial may also claim additional administrative costs, as specified on the webpage referenced by Appendix A. All funding for the scholarship is provided by the Department of Foreign Affairs, Trade and Development ("DFATD"). The amount of the scholarship and administration fees are subject to updates by the DFATD.
- 4.4 ELAP scholarship recipients must provide Centennial with records to account for all major expenses such as, but not limited to, travel and lodging.
- 4.5 Centennial will waive all tuition fees for ELAP scholarship recipients.

5. Additional Terms and Conditions for Articulation

- 5.1 Centennial will send out invitations to partner institutions to nominate 2 candidates for the ELAP scholarship each year. Due to limited availability of exchange seats, not all institutions may be invited every year.
- 5.2 Collaborating Institutions will provide students with access to exchange information regarding programs, eligibility, admissions and program requirements that pertain to the Agreement.



- 5.3 Each institution will develop their own process for identification of eligible students to participate in the exchange. Students selected for the exchange will be selected on the basis of merit without regard to race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status or physical handicap. The Collaborating Institutions will each accept the participants selected by the other party if mutually acceptable academic and/or professional qualifications and standards are met. All participants will be treated in the same non-discriminatory manner in carrying out the provisions of the Agreement, subject to the provisions of the policies and requirements of each of the institutions. Any violation of these principles will be considered grounds for terminating the Agreement.
- 5.4 Students selected to participate in the exchange should have an adequate level of skill in the language of instruction to be able to follow classes in this language. Students are expected to possess the level of language competency required by international students to meet the program admission requirements. Exchange students will be required to submit language test scores as required by the host institution.
- 5.5 The host institution will retain the right to deny admission to any student who does not meet its admission criteria for exchange students.
- 5.6 ELAP scholarship recipients will follow the fee and record procedures detailed in Appendix A and student exchange regulation of the home institution. All fees will be disclosed at the time of the exchange and will be identified in an implementation document outlining payment dates and parties responsible for payment. Additional fees, such as health insurance, may be charged by the receiving institution.
- 5.7 ELAP scholarship recipients will be responsible for all expenses beyond the amount of funding referenced in 4.2 and Appendix A, such as, but not limited to, the cost of their own transportation, room and board, books, student visa if required, and all incidental expenses involved in the period of study abroad.
- 5.8 All exchange students attending Centennial College must purchase Centennial's health insurance policy.
- 5.9 The host institution will assist the students in finding accommodation and will orient them to campus life upon their arrival.



- 5.10 During the exchange, students will remain registered in their home institution and be accountable to all policies and procedures as they relate to student performance, behaviour and accountability.
- 5.11 Participating students will pursue an academic program according to the standards of the host institution and observe all policies and rules, academic and otherwise, of the host institution. The host institution will promptly notify the home institution if the host institution becomes aware that any exchange student is failing to meet or abide by the relevant standards, policies or rules, or is otherwise creating concern for the host institution. The parties will cooperate in good faith to resolve any student issues that may arise. The host institution will have the right to terminate any student's participation in accordance with the policies and procedures governing its own students, provided, that the host institution has previously informed the home institution of its concerns as provided above and has given the home institution an opportunity to help resolve the issue before a termination occurs.
- 5.12 Students admitted to Collaborating Institutions under the Agreement will have all the same rights and privileges that are generally granted to all other students not covered by the Agreement.
- 5.13 Each institution will formally evaluate the students' academic achievements through the normal channels of evaluation, as per the individual course requirements. Students will receive grades consistent with the host institution's standard practices and policies. Upon completion of the exchange, each institution will provide students with an official transcript.
- 5.14 Upon any major curriculum changes to programs covered by the Agreement the other institution must be notified of such change in writing. If the notified party does not believe the changes support the Agreement, the notified party must express this as soon as reasonably possible and may rightfully elect to consider the Agreement null and void.

6. Confidentiality and Intellectual Property

- 6.1 The Collaborating Institutions shall protect the other party's Proprietary Material (including copyrightable material, curriculum, computer software, logos, corporate marks, product marks, identifiers, or trademarks), in the same manner it would protect its own Proprietary Information and shall report to the other party any violations of the other party's proprietary rights of which it becomes aware.



- 6.2 A party shall notify the other of any intellectual property conceived or made during the term of this Memorandum of Agreement. Unless otherwise specified in this agreement, the Collaborating Institutions hereby grant to each other a royalty-free license to use any such intellectual property for non-commercial, educational or research purposes.
- 6.3 In the event that any jointly-owned intellectual property arising directly from the activities developed under this Agreement will be commercialized, the Collaborating Organizations shall negotiate the division of net royalties based on inventorship or authorship as applicable prior to such commercialization.
- 6.4 Each party acknowledges that Confidential Information disclosed to it by the other party is confidential and that such Confidential Information is the exclusive property of the other party and will be used exclusively, and only to the extent necessary, for the specified purpose and not for any other purpose.
- 6.5 "Confidential Information" shall mean information stored in any format in any way, relating to:
- 6.5.1 prospective students, students, curriculum, business transactions, charges, records, financial affairs, trade secrets, products, services, systems, methods, designs, specifications, formulae, strategies, negotiations of contracts, price lists, pricing policies, quoting procedures, financial information, marketing information, marketing techniques and arrangements, mailing lists, employee data and other materials or information (whether or not similar in nature to the foregoing) relating to the disclosing party's activities;
 - 6.5.2 discoveries, concepts and ideas, including the nature and results of plans, procedures, formulae, technology, techniques, "know-how" and designs; and
 - 6.5.3 any other materials or information (whether or not similar in nature to the foregoing) which are not generally known to others engaged in similar activities or which the receiving party knows or has reason to know is confidential, trade secret or proprietary information of the disclosing party;
- 6.6 Notwithstanding the foregoing, "Confidential Information" shall not mean information:
- 6.6.1 which is now, or subsequently, in the public domain (other than as a result of disclosure by the receiving party in violation of this Memorandum of Agreement);



- 6.6.2 which is already in the lawful possession of a party prior to its receipt from the other party;
which is independently developed by a party without use or reference to the Confidential Information of the other party;
- 6.6.3 which is lawfully obtained by a party from a third party who does not have an obligation of confidentiality; or
- 6.6.4 which is disclosed pursuant to a court order, legal compulsion or in accordance with legislation.
- 6.7 In the event that either party or their respective directors, officers, employees, consultants or agents are requested or required by law, regulation or other legal process to disclose any of the Confidential Information of the other party, the party required to make such disclosure shall give prompt notice so that the other party may seek a protective order or other appropriate relief. In the event that such protective order is not obtained, the party required to make such disclosure shall disclose only that portion of the Confidential Information that its counsel advises that it is legally required to disclose.
- 6.8 The receiving party agrees that it will not, except to the extent authorised by the disclosing party in writing, use or disclose to any third party any such Confidential Information. The receiving party must use at least the same standard of care in protecting the confidentiality of the Confidential Information of the disclosing party as it uses in protecting its own information of a similar nature and, in any event, no less than a reasonable standard of care.
- 6.9 The Collaborating Institutions agree that monetary damages may not be a sufficient remedy for a breach of clause 6. Accordingly, each party agrees and acknowledges that any such violation or threatened violation may cause irreparable injury to the other party and that, in addition to any other remedies that may be available, in law, in equity or otherwise, the other party shall be entitled to obtain injunctive relief against the threatened breach or the continuation of any such breach, without the necessity of proving actual damages.
- 6.10 Notwithstanding any other term of this Memorandum of Agreement, each party recognizes and agrees that the other party may have independent obligations under freedom of information and privacy protection legislation and that nothing in this Memorandum of Agreement prohibits either party from complying with such obligations. Where Confidential Information is also the personal information of an identifiable individual, each party acknowledges that it will only collect, disclose and use such information in accordance with the requirements established pursuant to privacy laws from both jurisdictions governing such information.



7. Indemnity

- 7.1 Centennial shall at all times indemnify, save and keep harmless **UTP**, its officers, directors, trustees, employees, trainers, volunteers, agents and students from and against all suits, judgments, claims demands and losses (including, without limitation, reasonable legal expenses) incurred as a result of any claim, demand or action arising out of or in any way related to this Agreement, unless the same is caused, or contributed to, by the negligence or willful act of an employee or agent of Centennial while acting within the scope of the Agreement.
- 7.2 **UTP** shall at all times indemnify, save and keep harmless Centennial, its officers, directors, trustees, employees, trainers, volunteers, agents and students from and against all suits, judgments, claims demands and losses (including, without limitation, reasonable legal expenses) incurred as a result of any claim, demand or action arising out of or in any way related to this Agreement, unless the same is caused, or contributed to, by the negligence or willful act of an employee or agent of **UTP** while acting within the scope of the Agreement.

8. Renewal, Amendment and Termination

- 8.1 The Agreement shall be effective as of the date of the last signature of the legal representatives or persons authorized by the Parties, established at the bottom of this document, will be in force for a period of three (3) years.
- 8.2 The Agreement is to be renewed three (3) years from the date of signing.
- 8.3 The Agreement may be amended at any time through the written agreement of the Collaborating Institutions. The institution wishing to amend the Agreement shall provide the other institution written notice of the nature of the amendment. Amendments will not reset the renewal date unless agreed to by both parties.
- 8.4 The Agreement may be terminated by either of the Collaborating Institutions at any time provided written notice is given six (6) months in advance to the other institution. This will not affect current exchanges, until the completion of said exchanges, unless agreed otherwise in writing between the institutions.
- 8.5 Any amendment or termination of the Agreement shall bear no effect on students currently participating in the exchange. If the Agreement is amended or terminated, students enrolled in the exchange will be permitted to complete their studies, research or other activities in that exchange with all rights, privileges, resources, supports and faculty commitments that were explicitly or implicitly promised or otherwise conveyed at time of admission into the program. Any mutually agreed amendment will not affect exchanges in progress, until the completion of said exchanges, unless agreed otherwise in writing between the Collaborating Institutions.



9. Execution

For the purpose of executing the activities under this Agreement, the responsible parties will be:

Centennial College:

Laura Wood

Director, International Education, Services & Global Experience

International Education Centre

1-416-289-5000, ext. 2305

wood@centennialcollege.ca

UTP:

Aris Castillo

International Affairs Director

+507-560-3327

relaciones.internacionales@utp.ac.pa

Signed on behalf of Centennial College



Dr. Craig Stephenson
President & CEO

Date: June 19, 2023

Signed on behalf of UTP



HÉCTOR M. MONTEMAYOR Á.
President

Date: 2/1/2023



Appendix A.

Source

<https://www.educanada.ca/scholarships-bourses/can/institutions/elap-pfla.aspx?lang=eng>

(Content below originates from the EduCanada Emerging Leaders in the Americas Program (ELAP) website, as accessed on February 22, 2021. **Appendix A is solely for reference, and any updated content on the EduCanada website shall supersede the content copied below.**)

Emerging Leaders in the Americas Program (ELAP)

Competition: Open for the 2021-2022 academic year

Deadline: March 30, 2021

Who applies: Canadian post-secondary institutions

NOTE: Only Canadian institutions can submit applications on behalf of candidates. They may choose to set their own internal deadline to receive supporting documents.

Description: The Emerging Leaders in the Americas Program (ELAP) scholarships provide students from post-secondary institutions located in Latin America and the Caribbean with short-term exchange opportunities for study or research in Canadian post-secondary institutions, at the college, undergraduate and graduate levels.

Guidelines

The Emerging Leaders in the Americas Program (ELAP) scholarships are facilitated through institutional collaborations and student exchange agreements between post-secondary institutions in Canada and in the following eligible countries/territories: Anguilla, Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bermuda, Bolivia, Brazil, British Virgin Islands, Cayman Islands, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Montserrat, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Turks and Caicos, Uruguay, and Venezuela. These agreements are created between colleges, technical or vocational institutes and universities. Students, hereby referred to as "candidates", must be registered as full-time students in their home institution at the time of application and during the entire duration of their study or research stay in Canada.

Roles and responsibilities

Canadian post-secondary institutions

Canadian institutions are:

- responsible for submitting applications on behalf of eligible candidates from institutions in the eligible countries/territories; and
- encouraged to promote this scholarship opportunity to their faculty and staff members, as well as to partner institutions from the eligible countries/territories.



Canadian institutions with successful candidates:

- should identify one staff member responsible for the administration of the program and another one with delegated signing authority; and
- will receive contribution funding from Global Affairs Canada to disburse as scholarships to recipients.

Non-Canadian candidates from eligible countries/territories

Candidates interested in this scholarship program should contact their home institution to:

- make their interest known;
- find out if there is an existing institutional collaboration or exchange agreement with a Canadian institution; and
- request information about the exchange program application process and selection criteria specific to the Canadian partner institution, and provide all required documents.

Selected candidates are encouraged to:

- submit their visa application as early as possible and follow the procedures of Immigration, Refugees and Citizenship Canada as outlined by the Canadian institution (generally a study permit is required for course work and a work permit is required for research);
- contact alumni of the program through their home institution for advice and a local perspective on the scholarship experience, if applicable;
- ensure that they fulfill the requirements of the Canadian institution including academic requirements and language proficiency; and
- initiate the process for the transfer of credits to their home institution as soon as their Canadian courses have been identified.

NOTE: Scholarship recipients are expected to return to their home institutions after the scholarship period in order to complete their studies.

Non-Canadian post-secondary institutions from eligible countries/territories

Non-Canadian institutions are encouraged to:

- communicate with partner institutions in Canada to confirm or explore institutional collaborations and student exchange agreements;
- promote this scholarship opportunity through their international offices;
- identify strong candidates who meet the admission requirements for the Canadian partner institution;
- provide the candidates' supporting documents to the Canadian partner institution, which is responsible for submitting the scholarship applications; and
- ask selected candidates to upgrade their linguistic, academic and intercultural skills before their departure.

Scholarship value and duration

Funding for ELAP scholarships is made available by Global Affairs Canada through its legal title: the Department of Foreign Affairs, Trade and Development (DFATD).



The Canadian institution will receive funding from DFATD for all successful candidates in the form of a contribution agreement and will be responsible for providing the funds to scholarship recipients.

The scholarship value varies depending on the duration of studies:

- CAD 7,200 for college, undergraduate or graduate students (Master's and PhD) for a minimum of four months or one academic term of study or research; or
- CAD 9,700 for graduate students (Master's and PhD) for a period of five to six months of study or research.

In addition to the funds allocated to the recipients by DFATD, the Canadian host institution may also claim CAD 500 per scholarship recipient to assist with administrative costs once the scholarship recipient arrives in Canada.

Eligible expenses

Canadian institutions will disburse scholarship funds to the scholarship recipient to contribute to the following costs:

- visa or study/work permit fees;
- airfare, for the scholarship recipient only, to travel to Canada by the most direct and economical route and return airfare upon completion of the scholarship;
- health insurance;
- living expenses, such as accommodation, utilities and food;
- ground public transportation, including a public transportation pass; and
- books and supplies required for the recipient's study or research, excluding computers and other equipment.

Payment procedure

Subject to the terms and conditions of the Contribution Agreement, funding will be disbursed by a cheque or Electronic Funds Transfer (EFT) issued to the Canadian institution upon receiving the following documents:

- the Contribution Agreement signed by both the designated authority at the Canadian institution and the designated authority at DFATD; and
- a Cash Flow Statement submitted by the Canadian institution to coincide with the arrival of the scholarship recipients in Canada.

Funds will be disbursed to the scholarship recipients according to the Canadian institution's internal processes and in conformity with the Contribution Agreement concluded between DFATD and the Canadian institution. Canadian institutions will typically disburse funds to scholarship recipients in instalments.

The Canadian institution will retain proof of scholarship payments to the recipient(s) and other documents required as further outlined in the Contribution Agreement concluded between DFATD and the Canadian institution.

Should a recipient not take up the scholarship, all funds, including the administrative fee, must be returned to DFATD through the scholarship program administrator, the Canadian Bureau for International Education (CBIE).



Eligibility

Candidates must be citizens of one of the following eligible countries/territories:

- **Caribbean:** Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Turks and Caicos;
- **Central America:** Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama;
- **North America:** Mexico; or
- **South America:** Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay, Venezuela.

Candidates:

- must be enrolled as full-time students at post-secondary institutions in the eligible countries/territories and paying any tuition fees required by these institutions at the time of application and for the full duration of the exchange;
- who hold Canadian citizenship or permanent residency, or who have a pending application for permanent residency in Canada are not eligible;
- already participating in an exchange scholarship program funded by the Government of Canada are not eligible; and
- already enrolled in a program at a Canadian post-secondary institution are not eligible.

Terms and conditions

The following terms and conditions must be met during the period of the scholarship.

The Canadian post-secondary institution must:

- be a Designated Learning Institution (DLI);
- waive tuition and/or administrative fees for scholarship recipients, as selected students must be registered full-time and paying tuition to their home institution;
- inform both the candidate and their home institution of any mandatory fees that, in exceptional cases, cannot be waived, prior to applying for a scholarship on the candidate's behalf;
- enter into an agreement with the recipient stating that:
 - funding for the scholarship is provided by the Department of Foreign Affairs, Trade and Development (DFATD);
 - the recipient must provide the Canadian institution with records to account for major expenses such as travel and lodging; and
 - the recipient agrees to have their contact information shared with DFATD, for reasons such as: to be invited to join the Government of Canada Scholars' Alumni Association (GCSAA), to attend events organized by the Canadian Embassy, High Commission or Canadian Trade Office in their home country/territory and by DFATD in Canada, or for promotional and statistical purposes; and
- submit qualitative and quantitative reports during the scholarship period.

Scholarship recipients:



- must engage in full-time studies or research as defined by the Canadian institution;
- must be proficient in the language of instruction at the Canadian institution (English or French) before their arrival in Canada, as the scholarship does not cover language training. Language requirements are set by each Canadian institution;
- may not hold any other scholarship granted by the Government of Canada;
- carrying out a semester-based study exchange must arrive in Canada by September for the fall semester or by January for the winter semester;
- conducting research must arrive in Canada for the uptake of their award between June 1, 2021 but no later than February 1, 2022. Failure to arrive during this time may result in the cancellation of the scholarship. In exceptional cases, and with prior approval from DFATD, the arrival deadline may be extended to March 1, 2022;
- enrolled in pharmacy, medicine, dentistry or other health fields are excluded from clinical training or clinically-oriented research involving direct patient-care;
- must ensure that they have appropriate health insurance for the full duration of the scholarship, as per the policies of the Canadian institution;
- must focus primarily on full-time studies or research during their stay in Canada; and
- are expected to return to their home institutions after the scholarship period in order to complete their studies.

Important information:

- Applications at the college or undergraduate levels must be accompanied by a valid student exchange agreement between the Canadian institution and the candidate's home institution. The agreement must state that tuition fees are waived for scholarship recipients. College or undergraduate applications for research traineeships or internships at Canadian institutions with no exchange agreements or MOUs with the candidates' home institutions are also accepted. Such applications must be accompanied by a letter issued by the Canadian institution's international office or equivalent, linking the application to a specific international research collaboration, naming the Canadian supervisor who has agreed to mentor the student during the scholarship period, and confirming that tuition fees, if any, will be waived for the recipient. Such a letter must be uploaded in lieu of an inter-institutional agreement.
- For graduate applications, an inter-institutional agreement is desirable but not mandatory. If there is no existing exchange agreement, graduate applications which involve a new or established collaboration between professors from a Canadian institution and the candidate's home institution will be accepted.
- Applications submitted directly by a candidate or their home institution will not be accepted.
- Scholarships cannot be deferred and are not renewable.
- Priority will be given to candidates who have not previously received a scholarship under the Canada-CARICOM Leadership Scholarships Program, the Canada-CARICOM Faculty Leadership Program, the Canada-Chile Leadership Exchange Scholarship or the Emerging Leaders in the Americas Program.
- Scholarships are not taxable for either the Canadian institution or the scholarship recipient.



Any questions?

Please direct all inquiries regarding the eligibility requirements to: scholarships-bourses@cbie.ca or 613-237-4820.

Deadline for Canadian institutions

The deadline for Canadian institutions to submit online applications on behalf of candidates is **11:59 p.m. EDT, March 30, 2021**.

It is the responsibility of the Canadian institution to ensure that supporting documents are received by the deadline. Supporting documents, other than those requested, will not be accepted.

Canadian institutions are advised to establish an earlier deadline with candidates and their home institutions to ensure timely receipt of supporting documents.

Deadline for candidates and non-Canadian institutions

Interested candidates are encouraged to check with their home institution to obtain the internal deadlines of the Canadian institution and the home institution.

Home institutions are required to send the candidates' supporting documents to Canadian institutions by their established internal deadline.

Arrival in Canada

Scholarship recipients may commence their studies or research as early as June 1, 2021 but no later than February 1, 2022.

Notification

Canadian institutions will receive a preliminary update on the eligibility status of their respective applications in May 2021. The Canadian Bureau for International Education (CBIE), the Scholarship Administrator, will communicate the updates and results to the previously identified staff member responsible for the administration of the program at the Canadian institution.

Canadian institutions will be informed of the final selection and results in June 2021 following approval from the Department of Foreign Affairs, Trade and Development (DFATD). Home institutions in the eligible countries/territories must notify the successful candidates in due course to allow them time to submit their visa or study/work permit application as early as possible.

International candidates are invited to contact their home institution or the Canadian institution regarding the status of their application.

Canadian institutions with successful candidates will receive a contribution agreement for the administration and disbursement of scholarships to the recipients.



Application process

Roles and responsibilities

Candidates:

- interested in this scholarship program should first contact their home institution;
- must provide a letter of intent explaining the nature of studies or research to be undertaken, the rationale for study in Canada and for the choice of institution, program and supervisor, and how the proposed program of study or research relates to their future career; and;
- do not apply on their own behalf, as all applications are submitted by the Canadian institutions on behalf of the candidates.

Home institutions:

- are responsible for identifying strong academic candidates who meet the admission requirements of the Canadian partner institution and for providing the candidates' documents to the Canadian partner institution.

Canadian institutions:

- must apply on behalf of the candidate(s) by submitting the online application form and uploading all supporting documents prior to the deadline;
- may submit multiple applications and will be required to rank their applications, based on their strategic priorities; and
- should identify one staff member responsible for the administration of the program.

Canadian institutions are encouraged to carefully read the instructions below before beginning the online application. Further information is available on the [International Scholarships Canada Application Tool Help](#) webpages.

If institutions experience difficulty filling out or submitting the form, they should send an email to scholarships-bourses@cbie.ca.

Canadian institutions must:

1. Complete an online application for each candidate.
 - Institutions that do not have an account will first need to [Register an account](#).
 - Once the account is created and activated, they will need to log in. Under the "For Non-Canadians" section, scroll down to the Emerging Leaders in the Americas Program and click on Apply Now.
2. Enter data in the fields marked mandatory, following instructions for each item, or copy and paste it from another source. Note that:
 - the name of the candidate must be exactly the same as it is on their passport; and
 - the official name of the candidate's home institution must be provided in their national language.
3. Upload all required supporting documents.
4. Upon completion, verify the data prior to submission.



5. Click SUBMIT to send their form electronically to the Department of Foreign Affairs, Trade and Development (DFATD). The institution will receive a confirmation message and reference number once the form is submitted.
6. Print the form for their records using the print function in the browser.

NOTE: Institutions will have the ability to save applications and complete them at a later time. Both saved and submitted applications will appear on the institution's profile homepage.

Supporting documents

The following documents must be uploaded and attached to the online application form in one of the following formats: .pdf, .jpg, .doc, .docx, .txt or .gif. Each document must be smaller than 5 MB in order for the application to upload successfully.

- **Proof of citizenship:** a copy of the candidate's passport or national identity card with valid dates and photo. **Note:** a driver's license, permanent residence card, work permit, student card, health card, birth certificate or baptism certificate are not accepted as proofs of citizenship. Candidates from countries/territories that do not issue national identity cards must provide copies of their valid passports. The country/territory of citizenship selected in the online application form must be the same as the country/territory of the proof of citizenship.
- **Proof of full-time enrolment:** a letter in English or French from the home institution, on official letterhead, dated within the last six months, confirming that the candidate is currently enrolled in a full-time program (maximum one page). **Note:** copies of transcripts, a student card or a letter of admission are not acceptable.
- **Letter of intent from the candidate:** a letter in English or French from the candidate explaining the nature of studies or research to be undertaken; the rationale for study in Canada and for the choice of institution, program and supervisor; and how the proposed program of study or research will relate to their future career (maximum one page).
- **Letter of support from the home institution:** a letter in English or French from the candidate's instructor, professor or international director on the institution's official letterhead explaining the nature of study or research to be undertaken in Canada and how the candidate and the home institution will benefit from this scholarship program (maximum one page).
- **Letter of invitation from the Canadian supervisor:** applications for graduate students must include a letter from the Canadian supervisor indicating their willingness to support and mentor the candidate. This letter must be on institutional letterhead, be in English or in French, and be signed. It must describe the nature and scope of the research collaboration with the student's home institution, the support they will receive during the exchange period and how the Canadian institution, supervisor and peers will benefit from the exchange (maximum one page).
- **Signed copy of Memorandum of Understanding or Agreement with the partner institution:** a written agreement or understanding, in English or in French, signed by both institutions indicating that tuition fees will not be charged and containing any other clauses of mutual interest. The specific clause in which the tuition fees are waived must be indicated. For college or undergraduate applications involving research at Canadian institutions with no MOUs with the candidates' home institutions, please upload a letter issued by the Canadian institution's international office or equivalent, linking the application to a specific international research collaboration, naming the Canadian supervisor who has agreed to mentor the student during the scholarship period, and confirming that tuition fees, if any, will be waived for the recipient. For graduate applications, if



the exchange takes place under a signed agreement, it is strongly suggested that it be included with the application.

- **Privacy Notice Statement:** a copy of the [Privacy Notice Statement for non-Canadian participants](#) dated and signed by the candidate.

Selection process

The following guidelines are followed for the review, assessment and selection of applications:

- All online applications received by the deadline will be pre-screened to ensure they meet eligibility requirements established for the program.
- Eligible and complete applications, including the supporting documents, will be evaluated based on the following criteria:
 - merit of the research or study to be undertaken in Canada;
 - benefit to the home institution and peers;
 - benefit to the Canadian institution, supervisor and peers; and
 - strength of the linkages to be created through the proposed exchange.
- The Canadian institution will be required to rank its eligible applications based on its institutional strategic priorities.

Conditions

Only applications submitted directly by Canadian institutions will be considered.

The scholarship administrator is not able to provide feedback for unsuccessful candidates.

These scholarships are subject to the availability of funding from the Government of Canada.

[Apply online](#)

Background

In 2009, the Government of Canada announced the Emerging Leaders in the Americas Program (ELAP) to support the development of human capital and the next generation of leaders in the Americas while strengthening the linkages between post-secondary institutions in Canada and Latin America and the Caribbean.

The scholarships also advance Canada's objectives for the Americas: democratic and accountable governance, human rights, the environment, diversity and Indigenous peoples.

