



Academic Student Guidelines

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1. Requesting Sponsorship Letters

Financial support/sponsorship letters are issued to students prior to the start of each semester. This letter is necessary in order to confirm funding for the next semester with the institution. Approximately 2-4 weeks before the beginning of each new semester, **please be sure to request a Sponsorship Letter from your Academic Manager**, for the upcoming term's registration. In order to qualify for a sponsorship letter, students must update their academic files at CBIE.

Upon receiving the sponsorship letter from the Academic Manager, it is the student's responsibility to forward a copy to the financial department at the institution as this will generate the tuition invoice to CBIE. If the sponsorship letter is not submitted to the financial department then the student may risk their account being placed on hold with the institution.

2. Opting Out of University Health Insurance

All students must opt out of University Health Insurance before the University's deadline. All students, (primary or ESL/academic dependents) are covered by Manulife Health insurance and must opt out (i.e. cancel/ withdraw) of all health insurance provided to international students by the institutions.

Please contact the International Student Office and/or Student Financial Services and/or Student Union offices at your institution to inquire about deadlines as early as possible. Normally there are strict deadlines and students have to inquire before classes begin. **This process must be repeated at the beginning of every academic year.** Students will need to provide the university with the following proof of coverage:

- Manulife card and
- Sponsorship letter from CBIE

Please note that if you fail to opt out, your sponsor will not be covering these charges. You will be responsible to settle the amounts directly with Financial Services.

NOTE: The current student plan with Manulife is for **Health Insurance Coverage only** and **does not include any dental insurance**. Therefore, students who do not opt out of dental insurance will be responsible to cover the cost of these amounts directly with the institution.

3. Updating Courses and Grades

Prior to the beginning of each term, please submit to your Academic Manager:

- An unofficial transcript (print out from your university account) to reflect all courses and grades as of the end of last term
- List of courses of enrollment for the next term



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Students who have completed their coursework and who are working on thesis research only, please submit:

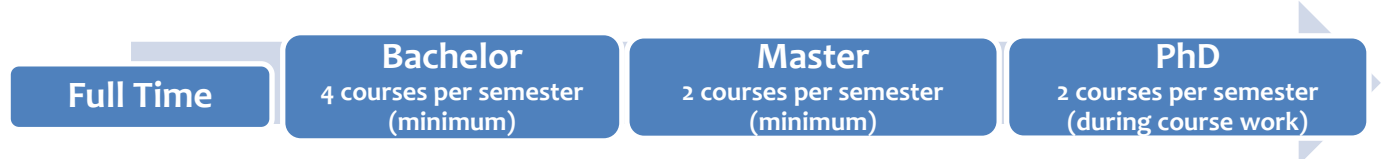
- Proof of enrollment in full time studies

Failure to provide the above documents may result in a temporary freeze of scholarship benefits.

Furthermore, students are expected to maintain good academic standing at all times. An Academic Report will be submitted to the Ministry for any student who repeatedly fails classes and/or is placed on academic probation or dismissed by the university.

4. Full Time Enrollment

Both academic and ESL students (primary and dependents) **must maintain full-time status at all times.**



If there are any reasons that may cause delays to your studies and affect your program completion date (medical issues, pregnancy or related issues) please contact your Academic Manager immediately.

NOTE: As indicated on all financial support letters issued by CBIE, on-line degree programs and courses are not covered by the scholarship.

5. Scholarship End Dates

It is very important that students be aware of their scholarship dates. If you do not know your scholarship start and end date, please email your Academic Manager for this information.

6. Nominated Decree & Program

All students are nominated for a specific degree program by the Libyan Ministry. Financial Support Letters are issued to align with the nominated degree and program. Any courses a student chooses to take outside the nominated degree program will not be covered by the scholarship and instead will be billed directly to the student.

7. Auditing Courses

Students must consult their Academic Manager prior to auditing any course which adds a cost to the tuition fees.



8. Academic Transfers

In order to maximize your allotted scholarship time, students are strongly encouraged not to transfer from one academic institution to another. If there are extenuating circumstances that warrant special consideration, a request must be submitted to the Ministry, on the condition that the student has not exceeded 25% of his total academic period. Students should not change institutions without prior Ministry approval, as CBIE is not authorized to issue a Financial Guarantee Letter to the new institution unless specifically approved by the Ministry.

9. Extension Policies

We would like to take this opportunity to reiterate the following Ministry policies pertaining to extensions:

- **Master’s students** (36 months) are no longer eligible to apply for extensions. As such, the extension form has been removed from the CBIE-LNASP website.
- Similarly, **PhD students** in North America are no longer eligible to apply for extensions, and therefore the extension form has been removed from the CBIE-LNASP website.
 - Note that a decree was circulated recently regarding PhD extensions. We have verified with the Ministry that the decree does not pertain to students in North America, as the PhD period of study was already adjusted to 60/72 months for students in Canada and the United States; whereas in other countries, the PhD period remains 48 months.
- **Bachelor’s students** who received a period adjustment are expected to complete ESL and undergraduate studies within the allotted 56 month scholarship period. For those students who will require only one additional term to graduate, please refer to the [Bachelor’s extension form](#) on the LNASP website, noting that students must be prepared to self-fund after the 56 month scholarship period ends, as there is no guarantee of approval by the Ministry.
- Eligible Master’s students may apply for an **MA to PHD extension** utilizing the following [MA to PHD extension form](#), which notes in detail the eligibility criteria that must be met in order for a request to be submitted.

10. Book Allowance

Once tuition funding has been received from the Ministry of Higher Education, students who are enrolled in their full-time academic program are eligible for an annual book allowance. The amount received is based on the program of study, as determined by the Ministry.

- **PhD Students:** Eligible for a total of three (3) book allowances (one per year), payable in October or January only
- **Master’s Students:** Eligible for a total of two (2) book allowances (one per year), payable in October or January only
- **Bachelor’s Students:** Eligible for a total of four (4) book allowances (one per year), payable in October or January only
- **Specialized:** Eligible for a total of four (4) book allowances (2 while in pre-residency, 2 while in residency)



11. Thesis Defense

All students with a thesis requirement to their program must notify their Academic Manager of the scheduled thesis defense date.

12. Graduating Students

If you have completed the requirements for your program of study (excluding the actual graduation or convocation ceremonies), please contact your Academic Manager. You must make arrangements to close your file in Canada at this time.

NOTE: If you wish to stay in Canada to attend your graduation/convocation ceremony, kindly note that you will need to make your own arrangements for health insurance coverage.

Once the student has met degree requirements, and sends proof of graduation, CBIE will submit a Graduation Report to the Ministry. Students are then eligible to claim reimbursement for [thesis costs](#).

13. Close File

To close a file and request [final travel tickets](#), students must submit a [Close File](#) report to CBIE, along with supporting documents.

14. Travel

If you plan on travelling during the summer, please be sure to contact your CBIE Academic Manager to confirm any travel itinerary.

Any travel you take must not affect your studies. You should also always inform your supervisor(s) and CBIE Academic Manager of your plans to be absent from the university for any length of time.

Please note that CBIE has not yet received funds for mid-term travel, therefore we are not currently able to reimburse for mid-term tickets. If you plan on travelling at your own expense and will be seeking reimbursement in lieu of the midterm ticket, please ensure you hold onto your receipts, itineraries and boarding passes for you and your family members. Please monitor the benchmark messages for updates regarding midterm travel.

15. Immigration Documents

As recommended by IRCC, approximately 3 months prior to the expiry date of your immigration documents (study permit or re-entry visa), please submit a formal request, by email, to your Academic Manager



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requesting a sponsorship letter for renewal of your study permit and/or re-entry visa. Please specify which document you need to renew. After renewal, please provide a copy of this document to CBIE for your file.

Students in Quebec must also apply for CAQ in order to study, prior to applying for a Study Permit.

There have also been recent changes to the application procedure from within Canada. For more information, please visit the website of Citizenship and Immigration Canada:

[Study in Canada](#)

[Immigration, Refugees and Citizenship Canada](#) (formerly CIC)

16. Academic Progress Report and Official Transcript

Once per academic year, CBIE will request an annual progress report consisting of feedback from you and your university supervisor pertaining to your academic achievements and progress. You will also be asked to submit an official academic transcript at that time.

17. Conferences

This benefit remains On Hold, however please notify your Academic Manager if you are travelling, either domestically or internationally.

18. Academic Excellence

We want to hear about your success! Please share with us your accomplishments, milestones or goals as a LNASP student.

19. Ministry Portal:

The Libyan Ministry of Education is now utilizing a new portal system to track scholarship details for all students. The portal is also used by CBIE and Cultural Attaché's abroad when sending and receiving official Ministry decrees, and the portal can be accessed by scholarship students as well. If you have not already registered, the link to the portal can be found on the contact page of the CBIE-LNASP website at:

<https://lsms.ly/#/register>.

20. LNASP on Social Media (Facebook, CBIE.ca, Twitter)

For regular CBIE updates on scholarship program policies, events, forms, and staff contact information please visit the scholarship program [website](#). We are also active on Facebook and Twitter!



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CBIE Related Information:

[CBIE Updates and Announcements](#)

[CBIE-LNASP Forms](#)

[Contact Us](#)