
The page features several large, thick, orange abstract shapes that resemble stylized letters or calligraphic strokes. One large shape on the right side resembles a 'Z' or a similar character, while others are more fluid and curved. These shapes are set against a white background.

## **African Leaders of Tomorrow Scholarship Program**

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### **Scholar Handbook -2019**

Scholar Handbook based on the October 2016 Guide to Managing Award Holders in Canada; published by Global Affairs Canada. In case of discrepancies, the Global Affairs Canada guide takes precedence.

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The various sections of the current *Scholar Handbook* can be revised at any time during the scholarship period. CBIE will inform ALT scholars of the concerned changes accordingly.

## Introduction

The Canadian Bureau for International Education ([CBIE](#)) and The Institute for Public Administration of Canada ([IPAC](#)) would like to congratulate you on your acceptance into the African Leaders of Tomorrow (ALT) Scholarship Program. The ALT Scholarship Program is managed by CBIE in partnership with IPAC and in collaboration with the African Association for Public Administration and Management ([AAPAM](#)) and the Canadian Association of Programs in Public Administration ([CAPPA](#)).

CBIE is the national voice promoting Canadian international education on behalf of members by mobilizing expertise, knowledge, opportunity and leadership. CBIE's activities comprise scholarship management, capacity building, research and information services, advocacy, training programs, professional development for international educators and other services for members and learners. CBIE's membership includes over 150 institutions across Canada spanning the spectrum of Canadian education, from K-12 to postgraduate, public and private sectors.

IPAC is a dynamic, bilingual, national association of public servants, academics, and others interested in public administration. Anchored by 18 regional groups across Canada, IPAC is a membership-based organization that creates knowledge networks and leads public administration research in Canada. IPAC is dedicated to excellence in public administration and management in Canada and worldwide. IPAC's scholarly and practitioner (federal, provincial and municipal) membership, research, publications, national and international networks, along with its expertise in the development of case studies will allow IPAC to manage activities that provide ALT scholars with opportunities to enhance their skills and knowledge.

CBIE and IPAC wish each ALT scholar academic success, as well as a fun, safe experience in Canada! Along with your Canadian university, we are here to assist you in this exciting academic and personal adventure. In order to help us facilitate your stay in Canada it is important that you submit requested documentation to CBIE and IPAC when required. CBIE and IPAC are confident that studying and living in Canada will exceed your expectations and that by the end of your scholarship program you will have memories to cherish for a lifetime!

This student manual contains important information that will be useful for the full duration of your scholarship, including prior to your departure from your home country. Please review this document and keep it as a reference guide.

## 1. Scholarship Overview

The African Leaders of Tomorrow (ALT) Scholarship Program commemorates the late Nelson Mandela's commitment to social justice and equity by supporting young African professionals to become leaders in public policy and administration. Jointly funded by the Government of Canada through Global Affairs Canada (GAC) and the Mastercard Foundation, the ALT Scholarship Program will grant up to 120 scholarships over a five year period to young African men and women to pursue a Master's degree in public administration, public policy or public finance in Canada. Starting in 2015, scholarships have been awarded based on merit to young professionals from a range of sub-Saharan countries. The main goal of the scholarship is to contribute to a strong and effective public sector in sub-Saharan Africa. Special consideration will be given to equitable representation across the continent and to the advancement of women leaders.

## 1.1 Program Components and Duration

ALT scholars come to Canada for 12–24 months depending on their study program. ALT scholars will complete two components of the program:

### a) Academic Component

The recipients of the scholarship will complete a one to two year Master's level program in public administration, public policy or public finance at a Canadian university.

### b) Professional development and leadership

Under this component, the recipients of the scholarship will:

- develop a comprehensive professional development plan
- develop a case study focusing on their home country and be encouraged to publish the results
- complete a practical work experience/internship/applied project
- be matched with a public sector mentor
- participate in conferences, webinars and networking events

In Canadian universities the academic school year is typically divided into three terms: Fall (September–December), Winter (January–April), and Spring/Summer (May–Aug). In Canada, the academic year normally starts in September and therefore all ALT scholars will start in the Fall term. No January admissions will be considered.

## 1.2 Institutional Roles and Responsibilities

There are various groups that are involved in the management of your scholarship.

The Canadian Bureau for International Education (CBIE):

- Oversees the administration of the African Leaders of Tomorrow (ALT) Scholarship Program including promotion of the program, selection process, student placement, orientation, health insurance, academic monitoring, support in organizing an internship/work experience/applied project, as well as financial management.

The Institute of Public Administration of Canada (IPAC)

- Oversees the professional development component (e.g., mentoring, case study, leadership and networking). ALT scholars will be provided with a membership to IPAC while they are in Canada and for a period of time after their return to Africa.

Canadian universities:

- Provide guidance and support to students on all academic matters and on logistical matters such as accommodation, campus services and orientation.

The African Association of Public Administration and Management (AAPAM)

- AAPAM supports the promotion of the program and will be responsible for the alumni association and provide a one-year membership to AAPAM to ALT scholars upon return to Africa.

## 1.3 Expectations from Scholarship Recipients

### a) Compliance with Scholarship Terms

The terms and conditions of the scholarship must be respected at all times by the ALT scholars: these are specified, on the one hand, in the CBIE letter of confirmation of scholarship and the Scholarship Recipient Declaration and Obligations form and, on the other hand, in the Scholar Handbook derived from the Global Affairs Guide.

When the study program includes an option of either a work experience or an applied/practical project, ALT scholars must select this option. In general, the benefits of the scholarship are maintained conditional upon studying full-time (see no. 1.4 c). If the scholar does not study full-time during a given term (i.e. health status, pregnancy), he or she must immediately advise the CBIE program manager who, in consultation with the Scholarship Management Committee, will determine if the scholarship will be placed on hold.

**b) Ethical Behavior and Academic Performance**

It is important to demonstrate ethical and appropriate behavior and good academic performance during the entire scholarship. CBIE reserves the right to recommend the cancelation of the scholarship at any time due to inappropriate behavior or poor academic performance. Universities may also have student codes of conduct. They can decide to expel or discontinue a student's studies, independently of CBIE. This would automatically lead to the cancelation of the scholarship.

**c) Maintain Contact with CBIE**

It is important to maintain contact with CBIE and IPAC during the whole stay in Canada. It is the scholar's responsibility to inform CBIE of any changes that could affect the scholarship status in Canada. It is also the scholar's responsibility to inform CBIE and IPAC of any difficulties or challenges encountered in either the academic or professional development components.

**d) Submit Reports and Requested Information**

As an ALT scholar, you will be asked to submit various reports and information. The main requirements are listed below. These documents and information should be submitted in a timely manner.

**e) Paid Work during Study Program / Complementary financing**

Students who want to work a part-time job can apply with IRCC for a work permit, but only in one of the following cases:

- If the educational institution certifies the employment as an integral part of the student's course of study, for example, a cooperative program;
- If the student is a graduate assistant;
- If the student wishes to work on campus at the educational institution; or
- If the student is sponsored by the Department, and the employment is part of the program arranged by the Department.

**Important:** Students must first inform and obtain authorization from the CBIE Program Manager. Activities of any kind must not compromise the student's full-time status or jeopardize his academic performance or length of stay in Canada. CBIE reserves the right to reduce the Monthly Living Allowance, pro-rated based on the salary earned and the amount received.

Approval is also required if the scholar is offered additional financing or scholarship funds, failing which CBIE reserves the right to recover the full amount of the funds and to notify GAC who could recommend the termination of the ALT scholarship. (See applicable form).

Under the federal *Income Tax Act* and any other provincial legislation regarding income, all sources of income must be reported annually by each individual having earned taxable income. Every award holder earning taxable income must comply with this legislation and is responsible for paying the applicable taxes. Funds received

through the ALT scholarship are non-taxable.<sup>1</sup>

## 1.4 Reporting Requirements

### a) Upon Arrival in Canada

Upon arrival in Canada, it is important to provide CBIE with the following information<sup>2</sup>:

- Contact information in Canada: physical address, phone numbers and email address
- Banking information
- Immigration information: date of arrival in Canada and study and work permit document numbers and validity dates, including any restrictions identified; and
- Completed baseline survey (the link will be sent by email upon arrival in Canada)

### b) Academic monitoring and evaluation of the program

Every scholar will be asked to fill out a short online monitoring and evaluation survey twice a year.

### c) Registration form, Transcript and Diploma

The following documents are to be sent to the CBIE Program Manager:

- A copy of the full time<sup>3</sup> schedule (proof of course registration), signed by the Institution Academic Advisor before the start of every term for approval. Any subsequent changes to the course schedule need to be sent and preapproved by CBIE Program Manager.
- A copy of the academic transcript at the end of each term.
- A copy of the final transcript and diploma at the end of the study program (or a letter confirming that the ALT scholar has met all the requirements for graduation).

ALT scholars need to study/be registered full-time during the whole school year; all exceptions need to be preapproved by CBIE, and in certain cases by the funders. Please also note all Program changes need to be preapproved by CBIE.

### d) Professional Development Component

Under the professional development component, scholars need to submit the following documents to IPAC, as per timelines sent from IPAC:

- A **professional development plan** completed and updated in consultation with the mentor, including details on participation in leadership seminars/webinars.
- A signed copy of the **Mentor-Scholar agreement**.
- A **framework/outline of the case study**
- A **final case study**.

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<sup>1</sup> Based directly on the Guide to Managing Award Holders in Canada, GAC...

<sup>2</sup> Should any of these elements change during the stay in Canada, it is the scholar's responsibility to communicate these changes to CBIE.

<sup>3</sup> Full time schedule for the ALT program generally requires study and registration in 4 regular courses (or otherwise be accompanied by a signed explanation by the Program Director) for the Fall and Winter terms. Regarding the Spring/Summer (May – August), a reduced course load, preapproved by CBIE, may be acceptable if need be, or alternatively include the completion of the work experience/internship/applied project.



#### **e) Work Experience/Applied Project Report**

ALT scholars must undertake a work experience/applied project to apply the knowledge and skills acquired during the study program. To meet the objectives of the ALT scholarship, this project must be of a minimum duration of 130 hours of work related to the program of study, and must be completed on a full-time or a part-time basis during one study term, or during the summer months. Various possibilities meet the objective of the ALT scholarship: a work experience (credited or non-credited, and organized by the institution), a community placement, volunteer work, an applied or 'capstone' project. When the institution offers a work experience or an applied project, this option is mandatory. Before the start of this activity, all remuneration offered by partners must be declared to the Program Manager. Depending on the amount of the remuneration, the CBIE reserves the right to decrease the monthly living allowance proportionally to the salary earned. When programs of studies do not offer a work experience/applied project option, the CBIE Program Manager, in collaboration with IPAC, various associations and the scholar, will attempt to organize a work experience/applied project.

At the end of the work experience/applied project, scholars must complete the Work Experience/Applied Project Report.

#### **f) End of Scholarship Survey**

An end of scholarship survey will be administered by CBIE. A link to the online survey will be sent by email shortly after the return to Africa. The survey contains questions about each component of the program as well as every scholar's overall experience in Canada.

#### **g) Alumni survey**

A short alumni survey will be administered every year to evaluate the results and the impact of the ALT Scholarship Program over the medium to long term. A link to the survey will be sent to every alumni scholar by CBIE.

### **1.5 Termination of Scholarship**

All final decisions regarding the termination of the scholarship are made by GAC. GAC reserves the right to terminate the scholarship at any time based on a scholar's poor academic performance or inappropriate behaviour as laid out in the confirmation of scholarship letter and the Scholarship Recipient Declaration and Obligations form.

### **1.6 Scholarship Extension**

The **maximum** duration of the scholarship determined by the funders is 24 months, or the duration of the study program, whichever is shorter. In the event that a scholar is registered to a program of study of less than 24 months in duration and, for exceptional reasons, requires an additional term, he or she may request an extension explaining the reasons for the request, sending the request to CBIE at least three months before the end of the study program. The request for extension should include:

- Extension letter from the ALT scholar
- Letter of explanation and support from the Program Director explaining the reasons for the extension and the justification of the request
- New academic calendar
- Last transcript
- Extension approval from employer (if applicable)

## 2. Financial Policies and Benefits

The ALT scholarship benefits are listed below. Please see the specific sections for more information on what is included and how to access the benefits. Please note that the scholarship benefits can be revised at any time. CBIE will inform scholars of any changes to the benefits. Please also note that some benefits require prior approval by CBIE. Some benefits required receipts for reimbursements. All amounts are in Canadian dollars.

- Study and work permit costs
- Return airfare and per diems
- Tuition fees and mandatory student fees
- Health insurance
- Monthly living allowance
- Settling-in allowance
- Books and study material allowance
- Winter clothing allowance
- Reimbursement of other expenses related to the study program (pre-approved)
- Allowance for shipping of personal effects at the end of the stay in Canada

### 2.1 Costs to obtain study permit (work permit if essential for the study program)

As an ALT scholar, all expenses incurred for the study permit application are eligible for reimbursement. These expenses include the application fee, biometric fee (if required), fee to obtain a police certificate and fee for the medical examination. The expenses for obtaining a work permit are only eligible for reimbursement if and only if the above-mentioned permit is essential for the study program and is not supplied by the institution. All receipts must be provided for reimbursement.

### 2.2 Return airfare and per diems

ALT scholars are entitled to **one return trip only** for the duration of their study program. At the beginning of the study program, a one-way flight ticket will be provided from the closest international airport to the city where the studies in Canada will take place. A one-way ticket will also be provided at the end of the study program to return to the home country. All boarding passes and e-ticket need to be kept and submitted to CBIE upon arrival in Canada.

The plane ticket will be booked, in consultation with the scholar, and paid by CBIE. While traveling to come to Canada, scholars are entitled to receive a fixed per diem to cover the costs of meals during the travel. This per diem will be reimbursed upon arrival in Canada; receipts for the meal per diem are not required.

No other international flight will be covered by the ALT Scholarship Program.

### 2.3 Tuition Fees

All mandatory fees (i.e. tuition, ancillary fees), will be paid directly to the university by the CBIE upon receipt of an invoice. The ALT Scholarship Program will not cover non-mandatory expenses such as prerequisite courses, audited courses, or any course not required for graduation, unless preapproval is granted for exceptional reasons. In the event of a failed course, the scholar is required to submit a request to the Scholarship Management Committee explaining the situation and reasons for the failure and asking for approval to cover the tuition fees

for the repeated or extra course. The Committee reserves the right to reject the request.

## 2.4 Health insurance

CBIE will provide insurance for medical coverage for ALT scholars through Cowan for the duration of the study program in Canada. Scholars are responsible for changing their address in the Cowan online account in order to receive messages and reimbursements. Please note scholars' dependents are not covered by the Cowan medical insurance program; consequently, scholars must buy **COMPULSORY** medical insurance coverage for their dependents, if applicable.

Upon arrival in Canada, scholars will receive a booklet detailing the medical insurance coverage and how to proceed for payment and reimbursement of claims.

As CBIE provides health insurance coverage, ALT scholars will be required to “opt out” of insurance provided by the university, failure to do so resulting in the scholars being responsible for the said payment. Hence, upon arrival at the university in September, scholars will need to contact the Finance Services or Student Services department to ask to be exempted from medical insurance coverage. Please also note dental insurance is not covered by the ALT scholarship, hence if a scholar does not wish the latter coverage, he or she needs to opt out as well.

## 2.5 Monthly living allowances

ALT scholars receive a fixed monthly living allowance (MLA) based on the city of study. The minimum amount is \$1000 per month. Some cities are allocated a higher monthly allowance (see Appendix III). The MLA is set by GAC and is revised periodically. The monthly allowance will be paid by bank transfer on the last business day of the previous month. For instance, the October 2019 allowance will be received on September 30<sup>th</sup>, 2019.

The monthly living allowance should be used to cover all regular and personal expenses including accommodation, meals, local transportation, telephone, entertainment, etc. It is essential to budget wisely so as to cover all necessary expenses.

In the case of relocation for a work experience placement/applied project, the MLA will be adjusted, based on the location of the work placement.

Note that any contracts for accommodation are the responsibility of the scholar, as well as for any litigation or conflict arising between the two contracting parties. Neither CBIE nor Global Affairs Canada will assume the responsibility for any litigation or conflict arising between the scholar and a third party. It is recommended to the scholar to ensure that the end of the lease corresponds with the end of the study program and the departure from Canada, and to take into account the amount of the last monthly living allowance.

Please note that the payment of the monthly living allowance may be delayed/withheld in the event a scholar does not submit the required documents on time (i.e. registration form, grade report).

## 2.6 Settling-in allowance

ALT scholars receive a \$600 settling-in lump sum which is provided with the first monthly living allowance, to cover settling-in costs such as buying small households items (e.g., cooking hardware, sheets, towels, security deposits, other initial costs).

## 2.7 Books and study material allowance

ALT scholars receive a lump sum of \$400 for the Fall and Winter terms to cover the cost of books, lecture notes

and study material (e.g., paper, CD, printer toner). This fixed allowance will be paid in September for the Fall term and in January for the Winter term, upon submission of the completed and signed Registration Form for the term. An additional amount of \$100 per Spring/Summer course (maximum of \$200) is allocated to cover the costs of books, which will be paid in May, based on the number of courses registered in the Spring/Summer term, upon submission of the completed and signed Registration Form for the term.

Should the cost of books, lecture notes and study material exceed the **total** lump sum amount for the three terms, a scholar can apply **in May of each year** to be reimbursed for the actual cost of compulsory books required – or requested by the Program Director– and any other required school supplies related to the study program. To receive a reimbursement for amounts exceeding the lump sum payments, a scholar must submit supporting documentation, including the list of required books as well as receipts for **all** books and study material purchased. Approval from CBIE is required for amounts exceeding the lump sum amounts. The maximum book and study material allowance is \$1,500 per academic year (September – August).

Please note scholars are required to retain receipts for all books, lecture notes and study material purchased. These receipts are required for random audits and for special requests to be reimbursed for expenses exceeding the total lump sum payments.

Semester	Amount	Procedure
Fall	\$400	Send Registration Form to <a href="mailto:altscholars@cbie.ca">altscholars@cbie.ca</a> Lump sum payment paid in September Retain proof of purchase
Winter	\$400	Send Registration Form to <a href="mailto:altscholars@cbie.ca">altscholars@cbie.ca</a> Lump sum payment paid in January Retain proof of purchase
Spring/ Summer	\$100 per course (maximum of \$200)	Send Registration Form to <a href="mailto:altscholars@cbie.ca">altscholars@cbie.ca</a> Payment paid in May, based on number of courses Retain proof of purchase
May of each year	Request for reimbursements for expenses exceeding lump sum amounts, up to \$500 above the lump sum payments	Submit required book lists and supporting documentation from the Program Director indicating required books/study materials to <a href="mailto:altscholars@cbie.ca">altscholars@cbie.ca</a> Submit receipts for <b>all</b> books and study material purchased Approval of CBIE required Reimbursement payment will be made with subsequent monthly funds transfer

## 2.8 Winter Clothing allowance

ALT scholars receive a \$350 lump sum for winter clothing, to be paid in October. This amount will only be paid once and should be used to buy appropriate winter clothing in Canada (e.g., warm jacket, boots, hat, mittens, scarf). You may seek support from the international student office at your university to identify appropriate clothing and where to buy them.

## 2.9 Computers

ALT scholars who do not have a computer for doing their academic work in Canada will be entitled to purchase of a laptop.

CBIE has signed an agreement with the Coop at the University of Quebec in Montreal for the purchase of laptop

computers; all computers must be purchased through the Coop. We have pre-approved two laptop computer models that would meet the requirements of the majority of programs taken by ALT scholars. Information about the pre-approved models will be provided during the orientation in Ottawa, as well as the buying and shipping procedures.

Should a study program have specific technical computer requirements, please notify the ALT Program Manager.

## 2.10 Other expenses related to the study program requiring previous approval from CBIE

As an ALT scholar, additional funds to cover costs related to the program may be available. This can include cost to attend conferences/seminars/workshops, participate in networking events. However, the expenses under this section have to be necessary, justified and pre-approved by CBIE. Payment will only be made upon submission of receipts and a conference/workshop report (see no 5.3h). To request pre-approval of expenses, please complete the form to this effect and send to CBIE a month before the event. Following the completion of the activities, the form *Request for Reimbursement* needs to be completed and submitted along with the receipts.

## 2.11 Allowance for shipping of personal effects at the end of the stay in Canada

At the end of the study program, scholars who have stayed in Canada for more than 10 months are entitled to one air freight allowance for shipping personal effects back home (see no 6.3).

## 2.12 Summary - Table of Benefits

Benefit	Payment mode <sup>4</sup>	Receipts required	Approval required
<b>Costs to obtain study permit</b>	Study permit costs reimbursed to ALT scholar	Yes	No
<b>Costs to obtain work permit</b>	Work permit costs reimbursed only if essential in study program and not covered by institution	yes	yes
<b>Return airfare</b>	Paid to travel agency by CBIE	Yes (boarding passes and e-ticket)	Yes
<b>Perdiem</b>	Lump sum reimbursed to ALT scholar	No	No
<b>Tuition and mandatory ancillary fees</b>	Paid to university by CBIE	No (but invoice submitted by university)	No
<b>Health insurance</b>	Paid to insurance company by CBIE	No; scholars must opt out of institution medical insurance (otherwise will be responsible for insurance payments). <b>Dental</b> insurance plan not covered: if unwanted, scholars must opt out.	No
<b>Monthly living allowance</b>	Monthly direct deposit in ALT scholar's Canadian bank account	No	No
<b>Settling in allowance</b>	Lump sum paid once	No	No

<sup>4</sup> CBIE reserves the right to refuse reimbursement of an expense in case of no preapproval or in the absence of required receipts.

<b>Books and study material allowance (Lump Sum)</b>	Lump sum paid once per term by direct deposit in ALT scholar's Canadian bank account	Must be retained for audit purposes	No
<b>Books and study material (in excess of lump sum)</b>	Reimbursement to ALT scholar	Yes (for all books and study material purchased)	Yes
<b>Clothing allowance</b>	Lump sum paid once by direct deposit in ALT scholar Canadian bank account	No	No
<b>Other expenses related to the study program</b>	Reimbursed to ALT scholar	Yes; report/slides/photo to be presented	Yes
<b>Allowance for shipping of personal effects</b>	Paid to shipping company by CBIE	Yes	Yes

### 3. Before the Start of the Scholarship: What Scholars Need to Know

#### 3.1 Working with the University

The International Office at the university or the academic advisor of the program can greatly assist with any question (i.e. registration process, orientation, immigration, resources available). It is suggested that the personal information of these persons be kept in a safe and readily available place. Also, visit the website of the International Office to take full advantage of the resources offered to international students, including webinars and orientation programs.

- The university will provide a letter of acceptance to be submitted with the application for a study permit. This offer will indicate the start date and maximum duration of the program of study. Please note that the duration of the scholarship may differ from the institution program of study duration (refer to document *Scholarship Offer*).
- If an orientation program is being organized for international students or new students of the university, it is highly recommended to register to attend. The orientation provides an opportunity to learn more about the resources offered on campus, to meet professors and other students, and thus to begin adapting to university life.

#### 3.2 Corresponding with CBIE

The principal contact at CBIE is the ALT Program Manager. Do not hesitate to contact that person at any time for advice or questions, either by email or by phone. Always include your **CBIE student number in the subject line of the email**, as this enables us to quickly access your file in the database; please note the CBIE student number is the username used to apply for the scholarship.

#### 3.3 CBIE Webinars

CBIE organizes webinars to provide general information and support to both prospective students and those who are already in Canada. Webinars are currently provided on the following topics:

- Application process to the ALT Scholarship Program
- Study permit application process
- Pre-departure orientation - What to expect in your stay in Canada
- Health Insurance – what is covered and how payments are made
- Any important program information (when necessary)



### 3.4 Selection and confirmation of scholarship

The selection of ALT scholars is done by an independent selection committee. Selected candidates must then secure an admission to an eligible university program and study permit to confirm the scholarship. A reminder to accept the offer of admission and send the confirmation to CBIE.

As a confirmed ALT scholar, compliance with all the conditions listed on the admission offer is essential as well as providing the university with the document(s) and information required to lift the admission conditions. For any question or clarification, please contact CBIE. It is also the responsibility of every scholar to carefully read all communications sent by mail or email by the university regarding either the academic program, school of graduate studies, registrar, and international office, and to respond to all requests by the deadline set in these communications. Failure to comply on time could jeopardize the university admission and therefore the scholarship.

### 3.5 Course selection

Each university has its own process for the selection of courses, but online course selection may be possible before arrival in Canada in some institutions. If assistance is required in selecting courses, please contact the academic advisor at the university or alternatively the CBIE Program Manager. A reminder that, to satisfy the scholarship criteria, scholars have to register/study under a reasonable ‘full-time’ course workload and that any modification has to be preapproved by the CBIE Program Manager supported by a valid reason from the Study Program Director.

Note that some programs require preparatory work in advance of the start of classes in September. Monitor all emails, including the university email address, on a regular basis for messages from the university or from specific professors, and ensure to complete any preparatory work in advance of the September arrival.

Upon arrival in Canada, the university registration process must be completed.

## 4. Preparing for Departure

### 4.1 Study Permit

Each scholar is responsible to ensure immigration documents (i.e. visa, study permit, work permit) are valid at all times. The process of obtaining a study permit (visa) for Canada can take two to three months, or sometimes even more. It is therefore important to apply early to provide sufficient time to complete the required steps (i.e. medical examinations, police certificate). Where immigration documents need to be renewed, it is recommended to proceed at least three months before their expiration date.

Once the letter of admission from a Canadian university and the CBIE confirmation of scholarship letter are received, the process of obtaining the Canadian study permit can begin. The application can be made online (<http://www.cic.gc.ca/english/study/study-how.asp>) or through a Canadian [Visa Application Centre \(VAC\)](#). The application can also be submitted to a VAC in person or through an agent.

Please carefully read the steps below:

1. All students must apply for a study permit. The renewal of the entry visa is not required while in Canada except if a scholar needs to travel outside Canada; the costs related to the entry visa renewal will not be covered unless such travel is essential and preapproved by CBIE.
2. Every scholar’s passport must be **valid for the entire length of the study program**. If this is not the case, the passport needs to be renewed.

3. Ensure that the validity dates indicated on the study permit application cover the period starting from the date of the arrival in Canada until the end of the study program as indicated in the letter of admission from the host university.
4. ALT scholars studying in the province of Quebec are exempt from the Quebec Acceptance Certificate (CAQ). The confirmation letter will specify that exemption.

For more information on immigration, please visit the CIC [website](#). Please note that ALT scholars are responsible for paying all fees associated with applying for study/work permit as well as any extensions required while in Canada. Please keep all receipts for reimbursement according to the above terms upon arrival in Canada.

Information on how to pay the visa processing fee is available on the Government of Canada Citizenship and Immigration (CIC) [website](#).

Prior to departure, check the “[Prepare for Arrival](#)” site to ensure all necessary documents are handy in the carry-on luggage upon arrival in Canada.

Please note the costs relative to obtaining a work permit will not be reimbursed except where that document is compulsory in the study program and not covered by the institution.

#### 4.2 Airline Tickets and Baggage Considerations

Once the study permit is received, please inform CBIE immediately and provide a copy of the letter confirming that the study permit has been approved. CBIE will then book the plane ticket in consultation with the scholar and pay the travel agency directly. Please note that boarding passes and e-tickets must be kept and handed in to CBIE upon arrival in Canada. The baggage limitations associated with the travel airline should also be reviewed. Excess baggage can be costed and excess baggage fees are not covered by the ALT Scholarship Program.

The first port of entry into Canada may be Toronto or Montreal, prior to taking a connecting flight to the final study destination. Information about transiting through these airports is available at:

Toronto: <http://www.torontopearson.com/Connecting.aspx#>

Montreal: <http://www.admtl.com/en/guide>

#### 4.3 Finding Accommodation

CBIE strongly encourages scholars to arrange accommodation prior to leaving home. CBIE can assist in identifying suitable accommodation but it is the scholar’s responsibility to perform proper research. The university’s International office can offer assistance with finding accommodation. A reminder to consult the financial section of this document to identify the monthly allowance to be received so as to determine the allowable budget for accommodation.

#### 4.4 Pre-departure Checklist

Pre-departure Checklist	
<input type="checkbox"/>	Ensure current passport’s validity extends to at least 6 months after projected return to home country
<input type="checkbox"/>	Apply for a study permit
<input type="checkbox"/>	Consult the university’s course catalogue and register for courses
<input type="checkbox"/>	Obtain an international credit card, which can prove useful for emergency expenses
<input type="checkbox"/>	Participate in CBIE’s pre-departure webinars
<input type="checkbox"/>	Coordinate with CBIE to book the plane ticket



<input type="checkbox"/> Organize transportation from the airport to the Canadian university
<input type="checkbox"/> Arrange accommodation
<input type="checkbox"/> Exchange a small amount of currency for use during the trip
<input type="checkbox"/> Create a key contact list including addresses and phone numbers
<input type="checkbox"/> Photocopy important <a href="#">documents</a> – bring a copy in hand baggage and leave a copy at home
<input type="checkbox"/> Visit the website of the international office of the university to be informed of the orientation session

## 5. During the Scholarship

### 5.1 In Canada Orientation Session

An orientation session in Canada in Ottawa is organized for ALT scholars before the start of the academic year. CBIE will make all necessary arrangements for scholars to first come to Ottawa, and to then travel to the final destination immediately after the orientation. The orientation will cover topics such as introduction to the Canadian government, intercultural learning and logistical and administrative aspects of the ALT Scholarship Program.

### 5.2 Academic Matters

#### a) Registration/Orientation

Upon arrival in Canada, scholars must visit the university’s International Office and Registrar’s Office with the letter of acceptance and immigration documents in order to complete all necessary registration procedures. It is also highly recommended to participate in the various orientation activities organized by the academic department, Graduate Studies and the International Office.

#### b) Academic Support

Canadian universities provide excellent resources to help students succeed in their academic studies. CBIE strongly recommends contacting the academic advisor or someone from the university’s International Office about the following services:

- **Student mentorship/buddy systems:** The mentor (a senior student) helps to facilitate the mentee’s (you as the new student) transition into university life by offering advice on how to deal with personal and academic difficulties, as well as to give strategies for academic success.
- **Writing centres:** These centres offer assistance with writing essays and reviewing past exams.
- **Study groups:** These are organized groups to help develop effective study skills that will increase the chances of success.
- **Online platforms:** These are used by university professors to upload lecture notes, presentations, practice exams, assignments and reading resources. These platforms may also include forums where students can post questions related to the course material taught in class.
- **Drop-in centres:** These are centres where students can ask senior students for help with assignments, labs and class work.

Please contact the ALT Program Manager at any time to share challenges, difficulties, etc.

#### c) Student Support

Canadian universities provide a series of services to students to help them navigate the complexities of their new social and academic environment. These services are there to assist students achieve success during their studies. Two postsecondary institutions have combined efforts to create a great website to explain the world of student services. Here is the link to the website: <http://www.blueprintsforstudentsuccess.com/>. Please feel free to consult

it as you prepare to attend your Canadian university.

### **5.3 Professional Development and Leadership Component**

One of the key components of the ALT Scholarship Program is to provide professional development and leadership opportunities for ALT scholars. IPAC is the lead on this component and will facilitate opportunities to prepare ALT scholars to assume greater leadership roles in key social and economic sectors when they return to their countries.

#### **a) Mentorship**

IPAC is responsible for the mentorship program, whereby ALT scholars are matched with a Canadian public sector mentor who will offer support by sharing his/her practical expertise and experience. The mentor will also work with the scholar on the preparation of a professional development plan that will include career goals, both short and long term, which will be used to identify complementary learning opportunities.

The professional development plan will look at ways to expose scholars to Canadian knowledge, innovation and best practices in public administration and policy through the development of a case study, and participation in webinars and various networking and learning events.

#### **b) Role of an ALT Scholarship Mentor**

- Be a mentor – support the ALT scholar in creating a professional development plan and identify other learning opportunities;
- Be a coach – share practitioner experience and expertise related to the scholar’s area of interest and review and provide input to the scholar’s case study;
- Be a confidant – conduct regular face to face/Skype/phone meetings with the ALT scholar to discuss progress and challenges.

#### **c) Scholar and Mentor Matching Process**

The mentorship program will use a “made to measure” approach. The mentor will be selected, where possible, based on the scholar’s interest, case study theme, area of expertise and location of academic program. The mentor will be selected from federal, provincial and municipal levels of government, and in some cases NGO’s or will be retired federal government employees.

#### **d) What is expected of ALT scholars and mentors<sup>5</sup>**

The ALT scholar will:

- develop a meeting schedule in cooperation with the mentor
- take the initiative to request meetings, set agendas in consultation with the mentor and follow up on suggestions and advice
- pursue networking or other expert contacts
- prepare for meetings or activities with the mentor
- be open and specific about professional development needs and supports required
- be open to feedback and recommendations

The mentor will:

- make himself/herself available to meet with the scholar
- 

<sup>5</sup> The Cabinet Office, Government of Ontario, Centre for Leadership ‘Mentoring: Ideas for Leaders’, (1995), p. 23

- develop a meeting schedule in cooperation with the scholar
- encourage the scholar to bring problems and challenges forward for discussion
- be willing to share his/her own work experience
- open doors to networking and other professional development opportunities for the scholar
- where appropriate, involve other experts in providing support on specific issues or concerns
- encourage self-assessment and give feedback

#### **e) Case Study Development**

As part of the ALT Scholarship Program application process, each scholar was asked to develop a case study proposal. The objective of the case study component is to provide a concrete opportunity to apply learning to a real situation or challenge in one's home working environment. It is anticipated that these case studies, when completed with the mentoring support of professors and/or mentor, may also be of interest to governments, schools of public administration, and others. It may be necessary to rework the proposed case study after arrival in Canada – based on discussions with the mentor, professors and others – to ensure that the case study is realistic and realisable with the resources available.

Within the first term of the study program in Canada, each scholar will be provided with a case study handbook, a proposed case study outline as a guide, and access to IPAC's library of Canadian and international case studies. Additionally, a webinar on the development of a case study will be held during the Fall of each academic year. Further details on the webinar will be sent directly by IPAC.

#### **f) Leadership and Networking**

Another component of the professional development plan will be to identify complementary learning opportunities, such as webinars and conferences.

IPAC will host webinars throughout the year on a variety of leadership topics such as public sector leadership; management competencies such as values, ethics, change management, open government through transparency and accountability. IPAC also holds various conferences throughout the year including the IPAC Annual Conference, the annual Leadership Conference and regional New Professionals conferences, which will provide opportunities to bring together ALT scholars and public sector leaders to share their expertise and experience through interactive and dynamic dialogues. Finally, there will regional events which are designed to merge professional development and networking, with contributions from innovative leaders.

ALT scholars will be included on IPAC's list serve for up-coming events. IPAC will send out a monthly email with critical dates such as IPAC conferences, training programs, Regional Group learning events, webinars, etc. IPAC will coordinate with AAPAM and CAPPAA to ensure that their events are included in the monthly overview. Mentors will also be asked for input and ideas on leadership and networking opportunities that might exist within their own networks.

#### **g) IPAC and AAPAM Memberships**

Both IPAC and AAPAM will be providing each scholar with free membership to their respective Association. IPAC will provide ALT scholars with a membership during their stay in Canada while AAPAM will provide a one-year membership following the completion of their program in Canada. Once ALT scholars are identified, IPAC will facilitate the membership registration process and communicate these details directly to scholars.

Membership to AAPAM for the first year after studying in Canada will be provided. This will ensure that graduates access membership benefits, which include the Association's online membership platform. Through this platform AAPAM will also set up an exclusive section, only accessible to the ALT scholars. In this platform they will have access to an alumni directory.

#### **h) Conferences / Symposia / Seminars**

ALT scholars are encouraged to participate in conferences/symposia/seminars, which constitute excellent learning and professional development opportunities. Pre-approval, subject to budget allocation, is required for participation in the activities listed above and for reimbursement of expenses incurred. The appropriate form must be filled out and submitted to the CBIE at least 15 days before the scheduled activity. Upon returning from the event, the scholar must submit: i) a short summary of the activity attended including learning/knowledge acquired; ii) 2 PowerPoint slides presenting the highlights iii) some photos; iv) receipts for funding reconciliation and/or reimbursement.

Extracurricular activity (i.e. conference, remunerated or non-remunerated work activity) must not compromise academic performance and the duration of the stay in Canada.

### **5.4 Health and Wellness**

#### **a) Health Insurance**

For information on the health insurance plan, please see the Financial Policies section of this document. For specific information on the types of services and medications that are covered, please refer to the booklet that is provided during the orientation session, or communicate with the insurance provider directly.

#### **b) How to Find Medical Assistance**

When seeking medical assistance, always bring the health insurance card and personal identification documents. It is also advisable to bring a credit card in case the provider does not have a direct billing arrangement with the insurance provider.

In deciding where to seek medical care, consider the urgency of the health status:

1. In a life threatening situation, call 911 for immediate ambulance/paramedical assistance. No regional code is required.
2. In the case of a milder condition such as the common cold, a pharmacist can be consulted. Pharmacists receive training on pharmaceutical medications and can answer questions and offer advice for simple health problems. The pharmacist might also offer some over-the-counter medication that is available without a prescription.
3. To see a doctor for a non-urgent situation, contact the International Office on campus for information on the location and type of health services available to students. At some universities, there is a medical clinic available to students on campus.
4. To see a doctor outside the health services available on campus, some cities have general medical clinics that treat patients without an appointment. These walk-in clinics are useful for immediate attention to minor health problems and are usually open later than other clinics.
5. In the case of a medical condition that requires urgent care, go to a hospital emergency department. Hospital emergency departments are open 24 hours, but should only be used in a medical emergency. All other medical problems should be treated by Student Health Services on campus, or in a health centre or clinic off campus.

#### **c) Contact Lenses, Glasses and Medical Prescriptions**

Scholars who wear contact lenses and/or glasses or have a medical prescription should consult a doctor in the home country who can provide a copy of a prescription in English or French to take to Canada. Please note that most pharmacies will not fill medical prescriptions if the doctor prescribing the medication does not hold a medical

license in the host province. In this case, it will be necessary to take the prescription to a doctor in the new Canadian community to have him/her re-write the prescription.

#### **d) Pharmacies**

In Canada, each pharmacy has a pharmacist who prepares and dispenses prescription medication.

Prescription medication: for all medical prescriptions, please consult a pharmacist who will prepare the medicine according to the doctor's specifications, and explain when and how it should be taken. Instructions on when to take the medicine will be written on the label which should be read carefully. Ask questions if you do not understand the instructions. This medication must be taken by the patient only and not by any other person. In case of additional prescription/medication needed, the doctor must give the pharmacist permission to 'refill' the order. Please note that some medications available without a prescription in other countries may require a prescription in Canada.

#### **e) Culture Shock**

Culture shock describes the anxiety experienced when a person moves to a new country or culture. ALT scholars may experience symptoms of cultural shock when adapting to life in Canada. Some strategies to deal with culture shock: maintain contact with others from the home culture to reduce feelings of loneliness; develop a hobby or include a regular form of physical activity in one's routine; seek support from family and friends. In the event that extreme culture shock is experienced, please refer to the international student coordinators at the university or counseling service. Further information on the stages of culture shock can be found on [EduCanada's website](#). There will be session during the ALT Orientation program in Canada about culture shock and strategies for adapting to living and studying in Canada.

#### **f) Psychological Distress**

If at any time during the stay in Canada, one experiences psychological distress and/or difficulties in adapting to the life in Canada, please consult the university's student health services who have expertise in this area and are best able to advise on services available on campus. In addition to professional services, online apps are available that can be downloaded to a smart phone or tablet. The [HealthyMinds](#) app is a free Canadian application that has been created to help students cope with stress and achieve a work-life balance.

### **5.5 Consular Assistance**

Please refer to [Appendix II](#) for contact information for the nearest embassy or consulate in Canada for the home country of citizenship.

### **5.6 Extracurricular Activities**

#### **a) Student Clubs**

CBIE encourages all ALT scholars to take advantage of the many student clubs and activities offered on university campuses. This is a great way to meet new people, enhance leadership skills, establish professional connections and develop additional interests and hobbies. To learn more about the university's clubs and associations, please enquire at the International office. Extracurricular activities may also be available in the community of residence. [Meetup](#) is an online resource that might be of interest.

#### **b) Volunteering**

As a newly-arrived international student, volunteering (i.e., non-profit organization, non-governmental organization) represents a valuable way to gain new experiences and make new friends. For a list of external organizations that regularly accept volunteers in governance, leadership and direct community service, please consult the [Volunteer Canada site](#).

## 5.7 Banking

Upon arrival in Canada, one of the first tasks is to set up a bank account, required so that CBIE can transfer the monthly living allowance. There are many banks and credits unions in Canada to choose from; but it is recommended to consider one that is conveniently located near one's residence or near the university campus. Please [click here](#) to see a list of Canadian banks. For a list of credit unions, you may [click here](#).

After opening the bank account, send a voided cheque to CBIE, ensuring that the following information is included:

- Name of Bank
- Address of Bank
- Name of the Account (usually your name – but confirm how the bank has recorded your name)
- Account Number (including the bank transit number)

## 5.8 Travel

### a) Local Transportation

Students in Canada living in urban areas sometimes have access to public transportation at a reduced cost. Please consult the international student coordinator about the available types of transportation.

### b) Domestic Travel

Students are permitted to travel within Canada either for purposes related to their study or work experience, or for personal reasons. The scholarship may provide funding for some of these trips, if they are pre-approved by CBIE and respect the guidelines of the scholarship. Train and bus tickets are usually available to students at discounted rates. Any domestic travel must be preapproved by the CBIE Program Manager by completing the form to that effect, to ensure that the medical insurance company is informed.

### c) International Travel

ALT scholars must contact CBIE before making any plans to travel internationally. International travel must not affect their studies or the duration of the scholarship. The scholarship program does not provide funds for international travel and the health insurance coverage is not valid outside of Canada. It is the scholar's responsibility to ensure that all required immigration documents (i.e., visa, international travel permit, re-entry visa) and international medical insurance coverage are valid. At all times, **CBIE must be informed and preapprove all scholar travel**; failing this the scholarship may be suspended or cancelled.

## 5.9 In Canada checklist

Once you are in Canada Checklist	
<input type="checkbox"/>	Provide CBIE with address and contact information in Canada
<input type="checkbox"/>	Submit reimbursement form with original receipts for costs related to obtaining a study permit, boarding passes and request for per diems reimbursement
<input type="checkbox"/>	Participate in CBIE/IPAC in Canada Orientation Session
<input type="checkbox"/>	Complete registration process with the university
<input type="checkbox"/>	Open a bank account and provide a void cheque to CBIE
<input type="checkbox"/>	Visit the international student office and introduce yourself
<input type="checkbox"/>	Participate in the institution orientation sessions and for international students
<input type="checkbox"/>	Contact IPAC mentor to introduce yourself

## 6. Final Departure from Canada and Re-entry in Africa

### 6.1 Debriefing session

Toward the end of the study program, CBIE and IPAC will organize a debriefing session to discuss issues related to re-entry in Africa and how to use the knowledge and practical skills acquired while in Canada. All details will be communicated before the end of the study program.

### 6.2 Final Reports

ALT scholars are required to complete an online end-of-scholarship survey, and submit reports before their return to Africa (i.e., Work Experience/Applied Project Report, Final Case of Study, diploma/final transcript).

### 6.3 Departure within the grace period/booking of return plane ticket

The end of the study program is determined as follows: i) the date of the last day of class; ii) the date of the last final exam; or iii) the date of final submission of a major assignment/report. In accordance with the guidelines of the scholarship, the scholar must leave the country thirty (30) days after the final award payment is made, except where the study or work permit expires before that time. If the manager is informed of the end date of the study program or the expulsion from the program after having paid unrequired monthly living allowances, the scholar will need to reimburse any additional monthly living allowance paid.

All scholars must inform the CBIE of the desired date of departure two months prior to the expected return date to Africa. The CBIE will reserve the return plane ticket in accordance with the guidelines and in consultation with the scholar, and will pay the travel agency directly. Boarding passes must be kept and a scanned copy must be sent to the CBIE upon return to Africa. If a scholar does not present herself or himself at the airport following the acceptance of the travel plan and the issuance of the plane ticket, the CBIE will inform the agencies as required, and will expect from the scholar the full reimbursement of the plane ticket cost and any related expenditures. All rebooking fees will be assumed by the scholar, if need be.

The CBIE will also coordinate the shipping of personal effects to the country of origin for any scholar whose stay is equal to or exceeds 10 months, according to the following criteria:

- The maximum weight for the first year of study: 100 kgs (plus 30% for packaging)
- An additional 50 kgs per additional year or part of a year of study (plus 30% for packaging)
- The goods are delivered to the point of entry (airport or harbour)
- Insurance fees, customs clearance as well as any possible additional fees charged in some countries for belongings recovery at destination will be assumed by the scholar
- Air cargo may be replaced by ocean freight, but the cost must not exceed an amount equivalent to the authorized air cargo; also, combining air cargo and ocean freight is not allowed.



## 6.4 Pre-return/in Africa checklist

Pre-return /in Africa checklist
<input type="checkbox"/> Participate in debriefing session
<input type="checkbox"/> Inform the mentor and any contacts in Canada of departure to Africa and how linkages can be maintained
<input type="checkbox"/> Provide CBIE with ideal date of departure two months in advance and collaborate to ensure the booking of return flight.
<input type="checkbox"/> Verify with the university and any other organization that no outstanding fees are left unpaid
<input type="checkbox"/> Coordinate shipping of personal effects covered by the ALT Scholarship Program
<input type="checkbox"/> Plan the date of return in conformity with ALT scholarship guidelines and immigration documents (i.e., study permit)
<input type="checkbox"/> Send CBIE copy of final transcript, letter confirming all diploma requirements met, and copy of diploma when available
<input type="checkbox"/> Complete CBIE's online end of scholarship survey
<input type="checkbox"/> Complete and send CBIE the 'Work Placement/Applied Project' form
<input type="checkbox"/> Write and send the final case of study
<input type="checkbox"/> Communicate with AAPAM to give them your contact information to set up your membership and participate in alumni activities.



## 7. Canada – an Overview

### 7.1 Introduction to Canada



Canada is globally recognized as a progressive multicultural nation and is consistently rated as one of the best countries in the world in which to live. The following facts provide a brief description of Canada:

**Population:** 36.7 million (2017)

**Capital city:** Ottawa, Ontario (pop: 1.3 million)

**People:** Canadians are [ethnoculturally diverse](#) with over 200 reported ethnic origins. In 2011 the most frequently reported ancestries were: Canadian, English, French, Scottish, Irish, and German. In addition, the following ethnic origins also exceeded 1 million people: Italian, Chinese, First Nations, Ukrainian, East Indian, Dutch and Polish.

**Immigration:** In 2011, 20% of the Canadian population was [foreign-born](#). The majority of Canada's recent immigrants are from Asia and the Middle East, with slight increases in immigration from Africa, the Caribbean, and Central and South America.

**Languages:** English and French are Canada's two official languages. Canadians are [linguistically diverse](#) with over 200 languages reported as mother tongue.

**Religion:** Many Canadians are Christian (67.3%) but almost a quarter of the population does not have a religious affiliation (23.9%). 2011 data reports that 3.2% of Canadians are Muslim, 1.5% Hindu, 1.4% Sikh, 1.1% Buddhist.

**Government:** Parliamentary democracy.

**Canadian holidays:** [Click here](#) to see a list of federal public holidays. For provincial holidays, please inquire at your international office.

**Provinces and territories of Canada:** Canada's ten provinces and three territories combine to make up the world's second largest country after Russia with a landmass of 9,093,507 km<sup>2</sup>.

Additional Canadian facts can be found [here](#).

## 7.2 Climate in Canada

The Canadian climate is varied, with four distinct seasons and fluctuating temperatures throughout. The weather varies greatly depending on the province and territory, with the east and west coasts having moderate winters and summers and more precipitation, the central provinces generally having hotter summers and colder winters, and northern Canada being colder with short summers and long winters. While it is best to consult weather conditions specific to the city of residence, one can expect the following average temperatures each season: Fall ranges from -3 to +15 degrees Celsius; Winter ranges from -5 to -20 degrees Celsius; Spring ranges from +10 to +18 degrees Celsius; and Summer ranges from +18 to +30 degrees Celsius. Since weather conditions can change quickly (from one day to the next and sometimes even during the same day!), it is useful to check weather conditions – on the radio,, the [internet](#) or download an app to your mobile device.

Coming from sub-Saharan Africa, a big difference in temperature will undoubtedly be felt, especially in the Winter season. The best way to prepare for the cold temperatures and snow is to wear layers of clothing, adding or removing clothing as the weather changes. Since Canada has four distinct seasons, we recommend bringing a selection of long pants, shorts, skirts, long-sleeved and short-sleeved shirts, light and thick sweaters, a light jacket, (waterproof) shoes, sandals, a hat, gloves, a scarf, a swimming suit, sunglasses and an umbrella. A warm coat and boots will need to be purchased in Canada with the winter clothing allowance.

## 7.3 Time Zones in Canada

Canada has six time zones. In August, most of Canada will be on Daylight Saving Time:

- Newfoundland (UTC-02:30)
- Atlantic (UTC-03:00) – Nova Scotia, New Brunswick, Prince Edward Island
- Eastern (UTC-04:00) – Quebec, Ontario
- Central (UTC-05:00) – Manitoba
- Mountain (UTC-06:00) – Alberta, Saskatchewan (during Daylight Saving Time)
- Pacific (UTC-7:00) – British Columbia

With some exceptions, in areas that apply Daylight Saving Time, clocks are to be turned forward by one hour on the second Sunday of March and turned back on the first Sunday of November.

In placing phone or skype calls to family or friends in Africa (or even on the other side of Canada!), it is useful to use this [Meeting Planner](#) to check time zones (and not risk waking up someone in the middle of the night!).

## 7.4 Canadian Currency

Coins:

Nickel (5 cents), Dime (10 cents), Quarter (25 cents), Loonie (One Dollar), Toonie (Two Dollars)

Banknotes:

Five Dollars (Blue), Ten Dollars (Purple), Twenty Dollars (Green), Fifty Dollars (Red), One Hundred Dollars (Brown)

## 7.5 Electrical Plugs in Canada

The electrical supply is 110 Volts and 60 Hertz (cycles per second). The following electrical plugs are used in Canada. Check whether your electrical appliance requires an adapter to be used in Canada.



## 7.6 Laws in Canada

One should always be mindful of and follow Canadian laws, as failure to do so may have serious legal consequences.

Some important laws to keep in mind include:

- **Driving:** speed limits and road rules must be obeyed. When driving in Canada, one must always carry an international driver's license or a have a Canadian provincial driver's license.
- **Alcohol:** in most provinces consuming alcohol is not permitted in public. It is also not permitted to have open alcohol in a car. Drinking and driving is a serious offense in Canada. Maximum blood alcohol levels are low across the country.
- **Drugs:** illicit drugs such as marijuana, cocaine, ecstasy, heroin, LSD, methamphetamine, and psilocybin (magic mushrooms) are illegal in Canada. Prescription drugs must be prescribed by health professionals in controlled amounts for specific medical purposes.
- **Noise levels:** must be reduced to moderate levels governed by local by-laws, and especially after 11pm.

## 7.7 Tourism in Canada

Canada is one of the most culturally diverse countries in the world and Canada welcomes people from all over the world. Canada's incredibly varied geography is a significant tourist attraction. Much of the country's tourism is centered on Canada's three largest cities: Toronto, Montreal and Vancouver, which are well known for their culture, diversity and historic sites. Canada offers everything from high-energy sports like cycling, skiing, and kayaking to cultural activities and festivals that promote art, music, cuisine, literature and dance from all over the world. Be sure to take the time to try something new and visit some of our world-renowned sights!

## 8. Canadian Higher Education System

### 8.1 Overview

Canada is characterized by a high standard of education for its almost 100 universities and degree-granting institutions. Canadian universities vary from the large, urban, research-intensive universities with over 50,000 students, to the small, intimate liberal arts colleges with only a few thousand students enrolled.

There are two main types of post-secondary institutions:

- Universities that offer degree programs at the undergraduate and graduate level;
- Colleges, institutes, polytechnics and cégeps that offer career-related diploma and certificate programs and in some cases also offer undergraduate and graduate programs.

Since Canada is a bilingual nation, students can expect to study in either of the official languages: English and French.

## 8.2 Academic Grades

Each university has its own grading system. Your marks may be reported in percentages, a letter grade or a value number. The scale below is an example only. Please find out about the grading scale associated with your university.

	Percentage	Letter Grade	Grade Point Average* (scale of 0 - 4)
<b>Excellent</b>	90 - 100	A+	4.0
	85 - 89	A	4.0
	80 - 84	A-	3.7
<b>Good</b>	77 - 79	B+	3.3
	73 - 76	B	3.0
	70 - 72	B-	2.7
<b>Adequate</b>	67 - 69	C+	2.3
	63 - 66	C	2.0
	60 - 62	C-	1.7
<b>Marginal</b>	57 - 59	D+	1.3
	53 - 56	D	1.0
	50 - 52	D-	0.7
<b>Inadequate / Fail</b>	0 - 49	F	0.0

\*4 point Grade Point Average (GPA) scale is commonly used in Canadian universities

## Appendix I – CBIE and IPAC Contact Information

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## Appendix II – Embassy Contact Information

### **Embassy of the Republic of Angola**

189 Laurier Avenue East  
Ottawa, Ontario, K1N 6P1  
Tel: (613) 234-1152  
Fax: (613) 234-1179  
Email: [embassyangola@can-org](mailto:embassyangola@can-org)  
[www.embangola-can.org](http://www.embangola-can.org)

### **Ambassade du Bénin**

58, rue Avenue Glebe  
Ottawa, Ontario, K1S 2C3  
Tél.: (613) 233-4429  
Courriel : [ambassade@benin.ca](mailto:ambassade@benin.ca)  
<http://www.benin.ca/>

### **Botswana Mission Accredited to Canada**

1531-1533 New Hampshire Avenue, NW  
Washington, 20036 United States  
Tel.: (202) 244-4990  
Fax: (202) 244-4164  
[www.botswanaembassy.org](http://www.botswanaembassy.org)

### **Ambassade du Burkina Faso**

48 Chemin Range  
Ottawa, Ontario, K1N 8J4  
Tél: (613) 238-4796  
Télec.: (613) 238-3812  
Courriel: [contact@ambabf-ca.org](mailto:contact@ambabf-ca.org)  
<http://ambabf-ca.org/>

### **Ambassade du Burundi**

350 Rue Albert bureau 410  
Ottawa, Ontario, K1R 1A4  
Tél: (613) 234-9000  
Télec.: (613) 234-4030  
Courriel: [ambabottawa@yahoo.ca](mailto:ambabottawa@yahoo.ca)  
[http://ambassadeduburundi.ca/?page\\_id=106](http://ambassadeduburundi.ca/?page_id=106)

### **High Commission of Cameroon**

170 Clemow Avenue  
Ottawa, Ontario, K1S 2B4  
Tel: (613) 236-1522 / (613) 236-1524 / (613) 236-1569  
Fax: (613) 236-3885  
E-mail: [cameroun@rogers.com](mailto:cameroun@rogers.com)  
<http://www.hc-cameroon-ottawa.org/>

**Embassy of the Central African Republic**

2704 Ontario Road North West  
Washington, D.C., 20009, United States of America  
Tel.: (202) 483-7800  
Fax: (202) 332-9893  
<http://www.rcawashington.org/>

**Embassy of the Republic of Chad**

350 Sparks Street, Suite 802  
Ottawa, Ontario K2R 7S8  
Tel.: (613) 680-3322  
Email : [info@chadembassy.ca](mailto:info@chadembassy.ca)  
<https://www.chadembassy.ca/>

**Ambassade de la République démocratique du Congo**

18 Chemin Range  
Ottawa, Ontario K1N 8J3  
Tél.: (613) 230-6391 / (613) 230-6582  
Télec.: (613) 230-1945  
Courriel: [ambardcongoacan@rogers.com](mailto:ambardcongoacan@rogers.com)  
<http://ambardcongoacanada.ca/>

**Ambassade de Côte d'Ivoire**

9, Avenue Marlborough  
Ottawa, Ontario K1N 8E6  
Tél. : (613) 236-9919  
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Courriel: [info@canada.diplomatie.gouv.ci](mailto:info@canada.diplomatie.gouv.ci) / [ambci.info@rogers.com](mailto:ambci.info@rogers.com)  
<http://www.canada.diplomatie.gouv.ci/>

**Embassy of the State of Eritrea**

1708 New Hampshire Avenue N.W.  
Washington, D.C., 20009, United States of America  
Tel.: (202) 319-1991  
Fax: (202) 319-1304  
Email: [embassyeritrea@embassyeritrea.org](mailto:embassyeritrea@embassyeritrea.org)  
<http://www.embassyeritrea.org/>

**The Embassy of the Federal Democratic Republic of Ethiopia**

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Ottawa, Ontario K1P 5H9  
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**Embassy of the Republic of the Gambia**

5630 16th Street NW  
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Tel.: (202) 785-1399  
Email: [info@gambiaembassy.us](mailto:info@gambiaembassy.us)  
[www.gambiaembassy.us](http://www.gambiaembassy.us)

**The Ghana High Commission to Canada**

1 Clemow Avenue  
Ottawa, Ontario K1S 2A9  
Tel : (613) 236-0871  
Email: [ghanacom@ghc-ca.com](mailto:ghanacom@ghc-ca.com)  
4665 Yonge Street Suite 205/206  
North York, Ontario M2N 0B4  
Tel.: (416) 848-1014  
Email: [ghanaconsulate@rogers.com](mailto:ghanaconsulate@rogers.com)  
<https://ghc-ca.com/>

**Ambassade de Guinée**

483 rue Wilbrod  
Ottawa, Ontario K1N 6N1  
Tél.: (613) 789-8444  
Télec. : (613) 789-7560  
Courriel: [ambagui.canada@maegn.net](mailto:ambagui.canada@maegn.net)  
[demande@ambaguinee-ca.com](mailto:demande@ambaguinee-ca.com)  
<http://ambaguinee-ca.com/ambassade>

**High Commission of Kenya**

415 Laurier Ave E.  
Ottawa, Ontario K1N 6R4  
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Fax: (613) 233-6599  
Email: [balози@kenyahighcommission.ca](mailto:balози@kenyahighcommission.ca)  
<http://kenyahighcommission.ca/>

**Embassy of the Republic of Liberia**

5201 16th Street N. W.  
Washington D. C., 20011, United States of America  
Tel.: (202) 723-0437  
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**Ambassade de Madagascar**

03, rue Raymond  
Ottawa, Ontario K1R 1A3  
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Courriel : [ambamadcanada@bellnet.ca](mailto:ambamadcanada@bellnet.ca)  
[www.madagascar-embassy.ca](http://www.madagascar-embassy.ca)



**High Commission of the Republic of Malawi**

2408 Massachusetts Ave. N.W.  
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Email: [malawidc@aol.com](mailto:malawidc@aol.com)  
[www.malawiembassy-dc.org](http://www.malawiembassy-dc.org)

**Ambassade du Mali**

50 Avenue Goulburn  
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[www.ambamali.ca](http://www.ambamali.ca)

**Embassy of Mozambique**

1525 New Hampshire Ave, NW  
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**High Commission for the Republic of Namibia**

1605 New Hampshire Avenue N.W.  
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Fax: (202) 986-0443  
Email: [info@namibianembassyusa.org](mailto:info@namibianembassyusa.org)  
[www.namibianembassyusa.org/](http://www.namibianembassyusa.org/)

**Embassy of Niger**

2204 R Street N.W.  
Washington, D.C., 20008, United States of America  
Tel.: (202) 483-4224  
Fax: (202) 483-3169  
<https://www.visahq.ca/niger/embassy/canada/>

**High Commission of the Federal Republic of Nigeria**

295 Metcalfe Street  
Ottawa, Ontario K2P 1R9  
Tel.: (613) 236-0521,2,3/ (613) 236-0521 ext 240 (24h)  
Fax: (613) 236-0529  
Email: [chancery@nigeriahcottawa.ca](mailto:chancery@nigeriahcottawa.ca)  
<http://www.nigeriahcottawa.ca/>

**High Commission of the Republic of Rwanda**

294 Albert Street, Suite 404  
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<http://rwandahighcommission.ca/fr/>

**Ambassade du Sénégal**

57 Ave Marlborough  
Ottawa, Ontario K1N 8E8  
Tél.: (613) 238-6392  
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<http://www.amsencanada.org/>

**High Commission of the Republic of Sierra Leone**

1701 - 19th Street N.W.  
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Fax: (202) 483-1793  
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<https://www.embassyofsierraleone.net/>

**Permanent Mission of Somalia to the United Nations**

425 East 61st St., Suite 702  
New York NY, 10021 United States of America  
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Fax: (212) 759-0651  
Email: [somalia@un.int](mailto:somalia@un.int)  
<https://www.un.int/somalia/>

**High Commission of South Africa in Canada**

Toronto  
110 Sheppard Avenue East, Suite 600  
Toronto, Ontario M2N 6Y8  
Tel.: (416) 944-8825  
Fax: (416) 944-0925

Ottawa  
15 Sussex Drive  
Ottawa, Ontario K1M 1M8  
Tel.: (613) 744-0330  
Fax: (613) 741-1639  
<http://www.southafrica-canada.ca/>

**Embassy of the Republic of South Sudan**

1015 31st Street, NW  
Washington, D.C., 20007, United States of America  
Tel.: (202) 293-7940  
Fax: (202) 293-7941  
<http://www.southsudanembassyusa.org/>

**High Commission of Tanzania in Canada**

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Fax: 613-232-5184  
Email: [contact@tzrepottawa.ca](mailto:contact@tzrepottawa.ca)  
[www.tzrepottawa.ca](http://www.tzrepottawa.ca)

**Ambassade de la République Togolaise**

12 Chemin Range  
Ottawa, Ontario K1N 8J3  
Tél. : (613) 238-5916 / 17  
Télec. : (613) 235-6425  
Courriel : [ambatogoca@hotmail.com](mailto:ambatogoca@hotmail.com)  
<http://www.ambassade-togo.ca/visas/>

**High Commission of the Republic of Uganda**

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Ottawa, Ontario K1R 7S8  
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Fax: (613) 789-8909  
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<https://ottawa.mofa.go.ug/>

**High Commission of the Republic of Zambia**

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Fax: (613) 232-4410  
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[www.zambiahighcommission.ca](http://www.zambiahighcommission.ca)

**Embassy of the Republic of Zimbabwe**

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Email: [zimottawa@zimfa.gov.zw](mailto:zimottawa@zimfa.gov.zw)  
<http://www.zimottawa.com/>

## Appendix III – Monthly Living Allowance per city – Revised July 2019

### Canadian Cities (July 2019)

If the city where the educational institution is located is not listed below, the basic monthly rate of \$1,000 applies. Please note the amounts below are revised annually by the Canadian government.

City	Province	Allowance
Abbotsford	British Columbia	\$1,300
Belleville	Ontario	\$1,350
Brantford	Ontario	\$1,300
Calgary	Alberta	\$1,500
Charlottetown	Prince Edward Island	\$1,200
Corner Brook	Newfoundland	\$1,100
Edmonton	Alberta	\$1500
Fredericton	New Brunswick	\$1,250
Gatineau	Quebec	\$1,200
Guelph	Ontario	\$1,400
Halifax	Nova Scotia	\$1,450
Hamilton	Ontario	\$1,450
Kamloops	British Columbia	\$1,400
Kelowna	British Columbia	\$1,500
Kingston	Ontario	\$1,350
Kitchener-Waterloo-Cambridge	Ontario	\$1,400
Lethbridge	Alberta	\$1,300
London	Ontario	\$1,300
Moncton	New Brunswick	\$1,250
Montreal	Quebec	\$1,250
Nanaimo	British Columbia	\$1,400
Oshawa	Ontario	\$1,450
Ottawa	Ontario	\$1,500
Peterborough	Ontario	\$1,350
Prince George	British Columbia	\$1,250
Quebec	Quebec	\$1,200
Red Deer	Alberta	\$1,350
Regina	Saskatchewan	\$1,300
Saint John	New Brunswick	\$1,150
Sarnia	Ontario	\$1,300
Saskatoon	Saskatchewan	\$1,350
St. Catharines – Niagara	Ontario	\$1,300
St. John's	Newfoundland	\$1,350
Thunder Bay	Ontario	\$1,300
Toronto	Ontario	\$1,700
Vancouver	British Columbia	\$1,750
Victoria	British Columbia	\$1,550
Windsor	Ontario	\$1,200
Winnipeg	Manitoba	\$1,300