

***CHANCELLOR'S AWARD  
FOR GLOBAL COMPETITIVENESS***

**Application Guidelines and Application Form**

**(October 15, 2014)**

**Purpose**

These guidelines establish the regulations existing for the Troy University "*Chancellor's Award for Global Competitiveness*"; established by Office of the Senior Vice Chancellor for Academic Affairs and the Troy University Foundation.

The purpose of the Award is to foster the international awareness and better insertion of Troy University students in the worldwide work market. The awards, enabled by proceeds derived from the Troy Foundation's Troy Car Tag program and other international travel funding, will be available in \$750.00 increments to qualifying students participating in university-approved study abroad programs. These awards are governed by the eligibility requirements and conditions described below.

**Fund Administration**

Initial funding for these awards will be provided by Car Tag Program and the Troy University Annual Fund. This fund shall be a current award fund, contributions to which will be made absolutely to the Troy University Foundation, which is located at Troy University Troy, Alabama and is an exempt and charitable organization as described in Section 501 ©3 and 170c2 of the Internal Revenue Code. Gifts to the Fund shall be maintained and administered by the Foundation in accordance with Foundation policies and applicable State Law.

**Award Guidelines**

**A. Eligibility Requirements for the "*Chancellor's Award for Global Competitiveness*"**

- 1) The Director of TroyAbroad will grant the award on behalf of the TroyAbroad Awarding Committee. Appeals of the Director's decisions can be made to the Committee.
- 2) Awards are available to all graduate and undergraduate students who have already successfully completed at least one full term at Troy University and registered full-time; are in good academic standing, and possess a minimum GPA of 2.5.
- 3) Students are required to engage in learning opportunities overseas vetted by Troy University and capable to fulfill their graduation requirements or provide credit hours towards their degrees.
- 4) Applicants will be eligible if they HAVE NOT received a previous award for this purpose from Troy University or its Foundation in the previous 18 months.

- 5) Applications will be accepted from October 1<sup>st</sup> to January 20th for travel in the spring and to April 1<sup>st</sup> for travel in summer or fall. Applications will be accepted until April 1<sup>st</sup>.
- 6) Awardees must submit, within 30 days of the student's return, a written report of no more than 3 pages (single-spaced) about his/her experience abroad, and also a completed TroyAbroad Student Evaluation Form.
- 7) Awardees must be willing to make a detailed presentation about the experience abroad during the semester following their return upon request of the Office of TroyAbroad.
- 8) On behalf of the Awarding Committee, TroyAbroad will authorize the award and payment of the grants to students conditional to their agreement to fulfill the following requirements:
- a) Return to Troy University for the following term or semester.
  - b) Proof of participation in the international learning opportunity (e.g. paid receipt of airfare, certification from the faculty leading the initiative, other meaningful means that prove actual attendance of students to the study opportunity). Any student enrolled in a Troy University class must complete the class in a satisfactory manner or the grant will be revoked and the student account charged for the amount of the award
  - c) Timely submission to the Troy Abroad Office of the "TroyAbroad Student Evaluation Form" <http://trojan.troy.edu/internationalprograms/troyabroad/forms.html> (Tab "Evaluation Form").
- 9) All applicants must fill out and sign the "Study Abroad Application Form" <http://trojan.troy.edu/internationalprograms/troyabroad/forms.html> (Tab "Application Form"); and submitted it to the TroyAbroad Office with the documents indicate below by the already pre-established dates. No other forms of applications or other forms of submissions will be accepted or considered. Applicants should submit the following documents with their application:
- a) A cover letter no longer than one page (single-spaced) explaining how the learning opportunity overseas will further their studies (Students should carefully consider what they want to state in their letters since they are very important in deciding about granting the award.. The letter gives the Committee the opportunity to know students better, and understand their aspirations and the way in which they consider the award will help them to achieve their professional objectives).
  - b) A letter of recommendation issued by a faculty member of Troy University.
  - c) Unofficial transcripts from Troy University.
  - d) An approved Transfer of Credit Agreement for those students studying abroad for a term or a yearlong <http://trojan.troy.edu/internationalprograms/troyabroad/forms.html> (Tab "Transfer of Study Abroad Credits").
  - e) Fill out, sign off, and return to TroyAbroad as part of the application package, the "Study Abroad Award Agreement" (<http://trojan.troy.edu/internationalprograms/troyabroad/forms.html> -Tab"Guidelines and Instructions to Apply for the Chancellor's Award for Global Competitiveness").

10) The application for the award has to be complete with all required documents to be considered.

**B. TroyAbroad Awarding Committee**

1) The Committee will meet as required; however, the Senior VC for Academic Affairs shall convene the Awarding Committee for the first meeting and shall appoint its Chair Person; from then on, its Chair Person will call for meetings.

2) The Senior Vice-Chancellor for Academic Affairs will appoint directly two of the members of the Committee in addition to the Associate Vice-Chancellor for International Affairs, the Associate Provost and Dean of Undergraduate Studies, and the Director of TroyAbroad.

3) The Director of TroyAbroad will act as the Secretary of the Committee and will prepare the agenda, keep the minutes of work sessions, and present to the consideration of the Committee the funding requests submitted by students in the forms herein indicated and with the required documentation.

4) The Director of TroyAbroad will also oversee the implementation of the guidelines and procedures established in this document to disburse funds to grantees.

5) The Committee should make sure to document its decisions.

6) The Committee will approve its decision by the vote of simple majority (three members) if so required.

## **Attachment # 1**

# **Chancellor's Awards for Global Competitiveness Study Abroad Award Agreement**

I, the undersigned, student at Troy University and recipient of the Chancellor's Awards for Global Competitiveness (referred hereon indistinctively as to "the Award" or "the Award") and attending the study abroad opportunity named as \_\_\_\_\_ (referred hereon as the "Program"), do waive and release all claims against Troy University and its employees and agents. I also grant claim releases against to any of Troy University tour organizer or arranger employed or utilized by Troy University or the undersigned, arising out of or relating to participation in said Program including but not limited to claims for any injury, loss, damage, accident, delay, or expense resulting from the use of any vehicle, any strikes, war, weather, sickness, quarantine, government restrictions or regulations or arising from any act or omission of any steamship, airline, railroad, bus company, taxi service, hotel, restaurant, school, university, or other firm, agency, company or individual.

I also release Troy University its employees and agents and agree to indemnify them, with regard to any financial obligations or liabilities that I may personally incur or any damage or injury to the person or property of others that I may cause, while participating in the Program.

I understand that the air carrier's liability for loss or damage to baggage, or for death or injury to person or property is limited by their tariffs and/or by the Warsaw Convention. I understand that Troy University is not responsible for any injury or loss whatever suffered by me during independent travel (which I understand is unsupervised) or during any absence from any group Program or other supervised activities.

I have read, understand and comply with the requirements of the TroyAbroad Program as stated on the TROYABROAD Application Form.

I have read, understand and comply with the requirements, payment and refund policies and other policies of the Program I will be attending.

I hereby grant Troy University and its agents full authority to take whatever actions they may consider to be warranted under the circumstances regarding my health and safety, and I fully release each of them from any liability for such decisions or actions as may be taken in connection therewith.

I authorize Troy University and its agents, at their discretion, to place me, at my own (or my parents) expense, and without my further consent, in a hospital for medical services and treatment or, if no hospital is readily available, to place me in the hands of a local medical doctor for treatment. If deemed necessary, I authorize Troy University or its agents, to transport me back by commercial airline or otherwise at my own (or my parents) expense for medical treatment.

In the event Troy University or its agents advance or loan any monies to me or incur in special expenses on my behalf, I (and my parents) agree to make immediate repayment upon my return and understand that said expenses unpaid will be placed on my university account.

I understand that if this is a Group Program, that group standards must be observed. I will comply with Troy University's and the Program's rules, standards and instructions for student behavior.

I hereby also waive and release all claims against Troy University and its agents arising at a time when I am not under the direct supervision of Troy University or its agents or arising out of my failure to remain under such supervision or to comply with such rules, standards and instructions, and I agree to indemnify Troy University and its agents against any consequences thereof.

I agree that Troy University shall have the right to enforce appropriate standards of conduct and performance and that they may at any time terminate my participation in the Program for failure to maintain these standards or for any actions or conduct, which Troy University considers to be incompatible with the interest, harmony, comfort and welfare of other students.

If my participation is terminated, I consent to being sent home at my own (or my parents) expense with no refund of fees.

On group tours or other activities arranged by Troy University, I will accept the will of the majority whenever a matter of choice is presented to the group. I will also accept in good faith the instructions and suggestions of Troy University or its agents in all matters relating to Troy University's Program or in the personal conduct of Program participants.

I understand that from time to time Troy University's publicity material may include statements by its students and or their photographs, and I consent to such use of my comments and photographic likeness.

I understand that Troy University reserves the right to cancel Programs due to an insufficient number of participants or otherwise, to change initial assignments, and to make alterations in Programs and itineraries as may be required. In addition, I understand that Troy University's Program charges are based on currently applicable tariffs, government regulations and currency exchange rates and are subject to minor changes depending on the tariffs, regulations and rates in effect at time of departure.

All references in the Agreement and Release to "Troy University" and "its agents" shall include Troy University and all of its trustees, officers, directors, staff members, campus directors, chaperons, group leaders, employees, agents, volunteers, and affiliated organizations.

All references herein to the "parents" of the applicant shall include the legal guardian or other adult responsible for the applicant.

**In order receive the award awarded to me by *Chancellor's Award for Global Competitiveness* Awarding Committee; I agree to fulfill the following requirements:**

- 1) Only attend a learning opportunity overseas vetted by Troy University; which fulfills my graduation requirements or provide me with credit hours towards my degree.
- 2) To have at least one public presentation about my experience abroad during the semester following to my return upon request of the Office of TroyAbroad.
- 3) I will submit, to Troy University through its TroyAbroad Office, within 30 days after my return, a written report of no more than 3 pages (single space) about my experience abroad, and the Troy Abroad Student Evaluation Form (in the Web at [http://trojan.troy.edu/internationalprograms/assets/documents/troyabroad/TROY\\_ABROAD\\_EVALUATION.pdf](http://trojan.troy.edu/internationalprograms/assets/documents/troyabroad/TROY_ABROAD_EVALUATION.pdf)).
- 4) I also agree to submit as part of my report, and to the complete satisfaction of TroyAbroad, proof of my actual participation in the international learning opportunity. I understand that such a requisite will be satisfied by submitting at least one of the following documents: paid receipt of the airfare/boat/train/bus, statement from the faculty leader, official transcripts of certification issued by the host institution abroad, or any other meaningful means that prove my actual attendance to the study abroad opportunity.
- 5) I understand that a refund of the award is mandatory in any case where the awardee fails to complete the course or program of study satisfactorily.
- 6) I understand that the award will not be granted to me unless I have made a deposit.

Student Full Name	Signature	Date

**Parents/Legal Guardians (In case the student is 19 years old or younger)**

<b>Mother's Name</b>	<b>Signature</b>	<b>Date</b>
<b>Father's Name</b>	<b>Signature</b>	<b>Date</b>
<b>Legal Guardian(s)</b>	<b>Signature</b>	<b>Date</b>

**Certification of Approval By**

Director of TroyAbroad	Signature	Date
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