



# International Experience Guide





Holly, International Placement  
Thailand



# BGInS International Experience Guide

There are six ways to fulfill the BGInS International Experience Requirement (IER). Each option has different timelines, costs, and academic requirements. This guide will help you determine which one is right for you.

Read on to learn more about the application process, important dates and deadlines, and the IER Bursary.





## IER Options at a Glance

General Considerations				
<b>Option:</b>	<b>Exchange or Letter of Permission</b>	<b>International Placement</b>	<b>Courses Taught Abroad</b>	<b>Global and International Group Project</b>
<b>Term:</b>	Fall, Winter or Fall & Winter	GINS 3900/3901 Summer face-to-face Summer, Fall, Winter virtual	Summer	Winter
<b>Duration:</b>	Dependent on institution	6 – 12 weeks	2.5 to 3 weeks	One semester
<b>Travel Planning:</b>	Students are responsible for travel planning and in-country arrangements	Students are responsible for travel planning and in-country arrangements	Travel planning and logistics mostly organized by units on campus	No travel required
Academic Requirements (All options require 3 <sup>rd</sup> year standing)				
<b>CPGA:</b>	7.0 or greater	GINS 3900/3901: In-person 7.0 minimum  Virtual 6.5	No CGPA requirement	No CGPA requirement
Financial Considerations				
<b>Tuition:</b>	Exchange: Tuition paid to Carleton, regular rates apply  LOP: Tuition paid to host institution	Tuition rates dependent on which term internship occur	Summer tuition rates apply	Cost of course is included in Winter tuition
<b>Costs to plan for:</b>	Flights, accommodations, general living expenses	Flights, accommodations, general living expenses	Course fees, *flights, general spending money	No additional costs beyond regular tuition
<b>Misc. information</b>	Exchange: Partner institutions  LOP: Non-partner institutions	Suitable for Transfer Students	Topics of courses and destinations change annually <b>*Inclusion of flight cost in course fees will vary</b>	Theme of group project changes annually



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UN Headquarters, New York



# Choosing a BGIInS IER Option

Below is an overview of some criteria that can aid students in choosing an IER option. In the pages that follow, each option is presented in detail with reference to these criteria. Students are welcome to receive advising from BGIInS staff on selecting an option that is best for them.

## Time of Year and Duration

- IER options are available over the Fall, Winter and Summer terms. Certain options have ideal terms in which they should take place
- The duration of IER options range between 3 weeks to 2 full semesters

## Cost

- All IER options require students to pay tuition in addition to any costs incurred for their IER
- All BGIInS students traveling for their IER are eligible to receive an IER Bursary
- Costs provided in this brochure are estimates only

## CGPA Requirements

- Some IER options have CGPA requirements. Options with minimum CGPA requirements must be adhered to, while the options without CGPA requirements offer more flexibility for students' eligibility

## Travel Planning and Group vs Individual Travel

- Some IER options for group travel are pre-arranged by BGIInS and supporting offices on campus, where students will do minimal planning and organizing for their IER
- Other IER options are individualized and require substantial planning and initiative from students to make arrangements

## Transfer Students

- Certain IER options are better suited to students with transfer credit. Transfer students are encouraged to receive IER advising so that they can choose an option that is conducive to their study plan



Emmalee, Letter of Permission  
Germany





## Option 1: International Exchange

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Exchange allows students to pursue full-time study at one of Carleton's partner institutions. Students pay tuition to Carleton while on exchange and can transfer credits back to their Carleton degree. Exchange is available during the Fall and/or Winter terms. Student require a minimum of a 7.0 CPGA to participate in an exchange. The application deadline for outgoing exchange is early December of the preceding academic year. This program is administered by the ISSO.

**\*Students with transfer credit are required to complete at least 4.0 credits at Carleton before being able to apply for Exchange**

## Option 2: International Internship

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A placement is a for-credit internship work option, which is normally unpaid. Placements must be global and international. Normally this means the placement is with an organization outside of Canada, but it could also mean interning with an organization based in Canada that works on global and international issues.

Student require a minimum of a 7.0 CGPA to participate in a face-to-face internship, and a 6.5 CGPA for a virtual internship.

Most students will register in GINS 3900 (0.5 credits) or GINS 3901 (1.0 credit). Face-to-face internships are only available during the Summer term, although virtual internships are available in the Fall, Winter or Summer terms.

**\*Students with transfer credit are required to complete at least 4.0 credits at Carleton before being able to apply for Exchange**



## Option 3: Letter Of Permission

This option allows students to take courses abroad at a university that is not an exchange partner. In order for courses to count toward your Carleton degree, they must comply with Letter of Permission (LOP) regulations and be pre-approved by the Registrar's Office. Students need to take a minimum of 0.5 credits to satisfy the IER. Students pay tuition to the university that they are attending. The LOP option is available all year, but there are different application deadlines for each term.

March 1: Summer term LOP deadline

July 1: Fall term LOP deadline

November 1: Winter term LOP deadline

\*Students with transfer credit are required to complete at least 4.0 credits at Carleton before being approved for an LOP.



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## Option 4: Carleton Course Taught Abroad

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Academic units across campus offer courses taught abroad, and many can fulfill the IER. These courses are normally offered in the early summer term. GINS 3300 is offered annually, and other units may offer their courses on an annual or semi-annual basis. The topic, destination and instructor will vary from course to course. Eligibility and logistics are determined by the academic unit offering the course. Below is a list of courses taught abroad that can fulfill the IER, and there may be additional options outside of this list that qualify. Please consult the BGIInS website for availability.

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## Option 5: GINS 3100, Global and International Group Project

In this course, students have the opportunity to gain real-world research and project development experience from the classroom in Ottawa. Under the direction of a Carleton instructor, students groups work together as “e-volunteers” with an overseas partner. BGIInS students taking this course are not eligible to apply for the IER bursary. Registration for the course is available through Carleton Central.







## International Experience Requirement (IER) Bursary

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Students completing their IER are eligible to apply for financial assistance of \$500 - \$2500. The IER bursary is managed by the Awards and Financial Aid Office and is intended to supplement the student's primary source of funding. The amount of the bursary will vary according to need. As part of the application process, the student will be required to complete a budget document declaring expenses (educational and living) and all financial resources (income, savings, scholarships, bursaries, student loans, student line of credit). BGIInS students participating in GINS 3100 to fulfill their IER requirement are not eligible for the IER bursary.



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Peru

## IMPORTANT INFORMATION

**BGInS guarantees that sufficient IER options will be available for all students. It does not guarantee that space will be available in your preferred option, though we will make every effort to accommodate your preferences.**

**Academic Requirements:** Students applying to complete the International Experience Requirement must:

- Have at least 3rd year standing at Carleton University
- Meet the minimum CGPA of their chosen option (please see individual options for details)

**Timelines and Deadlines:** Each IER option has specific timelines and deadlines. Students should pay close attention to the timelines and deadlines of their preferred IER option.

**Costs and Payments:** Each IER option has a different set of costs and fees. Costs will vary depending on destination and the duration of travel. Students should research associated costs closely before making decisions on their IER option.

**Insurance:** Students will be responsible for obtaining their own insurance and/or services package for any travel abroad. You will be required to provide proof of insurance before departure.

**Health:** Some countries require travelers to provide proof of vaccinations. Students are required to obtain the necessary vaccinations and information regarding the medical risks of their destination.

**Liability:** BGInS will make every effort to support students undertaking an IER; however, students assume final responsibility for all costs and risks associated with the IER.

**Passport and Visas:** Students must obtain their own passport, which must be valid for at least six months beyond the last day of the IER. Students may also be required to obtain a visa to travel to their chosen destination. It is the responsibility of each student to research the visa requirements. Please note that visas can take a long period of time to obtain; so applications should be made well in advance of travel.

**Travel Registry:** All students are required to complete the Travel Registry through Carleton Central before participating in the IER.

**Documentation:** There are different documents required for each IER option. Please consult the BGInS website for the required documents for your chosen option. Students will not be allowed to participate in the IER until they have completed all necessary documentation.



## Notes:





Kean, International Placement  
Jamaica



For advising and additional information

Please contact the Bachelor of Global and  
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