

**TRANSFOR-M:  
Transatlantic Master Programs Leading to a European and a Canadian degree in  
Forestry, Environmental or Conservation Sciences**

**MEMORANDUM OF UNDERSTANDING  
(the “Memorandum of Understanding”)**

**Between:**

- Albert-Ludwigs-University Freiburg
- Bangor University (Wales)
- University of Eastern Finland
- University of Natural Resources and Life Sciences, Vienna
- University of Padova

(Collectively, the “EU Members”)

**And:**

- University of New Brunswick
- University of Alberta
- The University of British Columbia

(Collectively, the “Canadian Members”)

(The EU Members and the Canadian Members are together the “EUC Members”)

**Definitions**

*Exchange Student* shall mean any student registered in Master’s programs at his/her Home Institution and the Host Institution while he or she is studying abroad at the Host Institution.

*Full Academic Year* shall mean the academic year at the Host Institution and commences on the first day of classes and conclude on the last day of lectures or examinations. The Full Academic Year may be divided into several semesters or terms.

*Home Institution* shall mean the institution at which a student is registered before going abroad and that has admitted the Exchange Student to its master’s program.

*Host Institution* shall mean the institution that has agreed to host the Exchange Student from the Home Institution and that has admitted the Exchange Student to a master’s program.

*Liaison Officers* are the designated representatives at each EUC Member responsible for coordinating the academic and administrative responsibilities for the TRANSFOR-M Program. The list of liaison officers is provided in Appendix 1.

*Study Plan* shall mean the program of study that the Exchange Student should submit to both the Home Institution and the Host Institution. The Study Plan should outline the course and research work to be undertaken at the Home and the Host Institution to satisfy their degree requirements.

## **BACKGROUND AND PURPOSE**

The EUC Members wish to cooperate to deliver 2-year thesis-based and course-based transatlantic Master's programs leading to a European and a Canadian degree in forest, environmental or conservation sciences and further academic cooperation in these fields (the "TRANSFOR-M Program").

Under the terms of this Memorandum of Understanding, students registered in Master's degree programs at any of the EUC Members in the fields of forest, environmental or conservation sciences, are eligible to participate in the TRANSFOR-M Program.

## **GENERAL**

This is a multilateral agreement based upon a consortium model of balance management. Students apply to the TRANSFOR-M Program through their Home Institution and must meet the minimum eligibility criteria and be admitted to the master's programs at both their Home Institution and their Host Institution in order to participate. Fulfillment of minimum eligibility requirements does not guarantee admission and each EUC Member reserves the right to admit Exchange Students based on many considerations including fulfillment of eligibility requirements, availability of appropriate program and courses of study, and balance of students exchanged among the EUC Members. For each EUC Member, the number of incoming and outgoing student exchanges will be approximately the same over the term of this Memorandum of Understanding.

## **GOALS AND FORMS OF COOPERATION**

The main interests of this academic cooperation are as follows:

- To implement Master's programs leading to a European and a Canadian degree in the field of forestry, environmental and conservation sciences/management and that include the development and delivery of field courses and internships
- To develop institutional bases for academic cooperation and exchanges
- To exchange students amongst EUC Members

## **STUDENT RECRUITMENT AND ADMISSION**

Admission to the TRANSFOR-M Program is a two-step process. First, the applicant must be selected for potential participation in the TRANSFOR-M Program; then the applicant must be granted admission by both the Home and the Host Institution.

### **Application Process for TRANSFOR-M Program**

Applicants wishing to participate in the TRANSFOR-M Program must submit her/his application, including all application materials outlined in Appendix 2 for the proposed Home Institution and Host Institution(s) to the Liaison Officer of the Home Institution. The Liaison Officer will verify that the applicant meets the eligibility criteria for the TRANSFOR-M Program and the admission criteria of each Master's program to which the applicant is applying. Admission requirements, deadlines and application material are noted in Appendix 2 and are current at the time of signing but may change without amendment to this Memorandum of Understanding.

### **Selection**

Each Home Institution will select the applicant(s) it wishes to nominate for the TRANSFOR-M Program, taking into account the admission requirements of the proposed Host Institution(s).

EUC Members will jointly select applicants for potential participation in the TRANSFOR-M Program and will consider the balance of students exchanged among the EUC Members. In case one EUC Member does not have sufficient qualified applicants, applicants from the reserve list may be selected by the EUC Members.

Successful applicants will receive a letter of advising them that they have been selected for potential participation in the TRANSFOR-M Program.

### **Admission**

Once the students have been selected for potential participation in the TRANSFOR-M program, they must apply for admission to the master's program at both the Home and the Host Institution.

EUC Members agree that students will be admitted on the basis of academic merit and/or professional qualifications. Each Host Institution will have the sole discretion in determining admissibility into its academic program.

If the student is admitted to the Host Institution, the Liaison Officers of both the Home and Host institutions will work with the student to develop a Study Plan that will outline courses to be taken at the Host Institution and the transfer credits (if any) that will be granted at the Home Institution. Liaison Officers of both the Home Institution and the Host Institutions must approve the student's Study Plan.

## PROGRAM GUIDELINES

Because Exchange Students pay tuition fees at their Home Institution, and Canadian students generally pay much higher tuition fees, the number of European students received at each Canadian Host Institution cannot exceed the number of Canadian students sent in the long term. To allow for year-to-year variation in the amount and quality of applicants, a maximum cumulative imbalance of 3 students (sent versus received at each Canadian Member) is allowed.

The credit transfer between Canadian and European universities for coursework to meet individual degree requirements will be determined by each EUC Member granting the degree. The EUC Members acknowledge and agree that some institutions may not grant credit for coursework taken at other institutions. Generally, the credit transfer will be: 1 Canadian Credit = between 2 and 3 ECTS, aiming at equality in total workloads across different Master's programs.

The duration of the transatlantic exchange must be at least one Full Academic Year.

Upon successful completion of a student's Study Plan, each of the institutions conferring a degree will determine whether the student has fulfilled that institution's graduation requirements for its master's program and will officially confirm the student's eligibility for degree conferral. The EUC Members are committed to helping those students who are unsuccessful in meeting the graduation requirements to successfully complete their studies at a single institution towards a single degree.

For the purpose of calculating student exchanges, one student registered for a Full Academic Year is equivalent to two students registered for one semester/term of a Full Academic Year. If a participating Exchange Student voluntarily withdraws or is dismissed for disciplinary reasons before the end of the Full Academic Year (or other approved exchange period), that student's exchange will be considered completed by the Home Institution and Host Institution as it pertains to accomplishing balance of exchanges between the EUC Members.

The following graduate degree programs are eligible for the TRANSFOR-M Program:

### Canada

- Master of Forestry, MF (University of New Brunswick)
- Master of Forest Engineering, MFE (University of New Brunswick)
- Master of Environmental Management, MEM (University of New Brunswick)
- M.Sc. Forestry (University of New Brunswick)
- M.Sc. Forest Engineering (University of New Brunswick)
- M.Sc. Environmental Management (University of New Brunswick)
- M.Sc. (University of Alberta)
- Master of Agriculture, MAg (University of Alberta)
- Master of Forestry, MF (University of Alberta)
- Master of Forestry, MF (The University of British Columbia)

### Europe

- M.Sc. Forest Sciences (Albert-Ludwigs-University Freiburg)
- M.Sc. Agroforestry (Bangor University / Wales)
- M.Sc. Conservation and Land Management (Bangor University / Wales)
- M.Sc. Environmental Forestry (Bangor University / Wales)
- M.Sc. Agriculture and Forestry (University of Eastern Finland)

M.Sc. Mountain Forestry (University of Natural Resources and Life Sciences, Vienna)  
M.Sc. Forest Science (University of Padova)

The language of instruction will be English. However, local European languages (German, Italian and Finnish) may also be used for some optional courses at EU Members. It is strongly recommended that Canadian students formally study the language spoken at the EU Member where the student has been accepted into the master's program.

Each of the EUC Members may request that any Exchange Student be withdrawn from the TRANSFOR-M Program by their Home Institution for reasonable cause. While complying with the request, the Home Institution will work with the student to ensure a smooth transition back into the Home Institution's master's program.

### **ROLES AND RESPONSIBILITIES OF EUC MEMBERS**

Home Institutions will be responsible for:

- recruiting applicants;
- verifying eligibility of applicants to participate in the TRANSFOR-M Program;
- assisting applicants in the preparation of Study Plans;
- submitting applications for selected applicants to the Liaison Officer at the Host institution;
- providing pre-departure preparation to outbound Exchange Students which may include: an orientation session on living abroad; specific country orientation, including cultural awareness; academic culture of the Host Institution; basic language orientation; and workshop on safety and security when abroad. Any expenses related to this preparation have to be paid by the Exchange Student;
- ensuring Exchange Students have been advised of the need to obtain health and other appropriate insurance coverage; and
- providing Exchange Students with rules and regulations of the Home Institution and Host Institution in effect at the time of the exchange.

Host Institution will be responsible for:

- assisting Exchange Students, as far as possible, in locating suitable accommodation. Host Institutions cannot guarantee accommodation in institution operated or controlled housing. Housing information for each EUC Member will be noted in [Appendix 5](#);
- providing appropriate assistance in matters of course registration, health, language and local custom that may arise;
- providing basic due process and fundamental fairness to Exchange Students in accordance with its academic and disciplinary rules and regulations; and
- providing access to language training (only for the European institutions).

#### General Responsibility:

- Each EUC Member shall designate an individual who will serve as the Liaison Officer for this Memorandum of Understanding. In addition to coordinating their Institution's responsibilities under this Memorandum of Understanding, Liaison Officers will be responsible for advising and assisting Exchange Students. The designated Liaison Officers (with their addresses, phone numbers, and emails) for this Memorandum of Understanding are noted in Appendix 1.
- It is the primary responsibility of the department (or Faculty) within the Home Institution to advise and help the student to manage the requirements of the TRANSFOR-M Program on an ongoing basis.
- To the extent possible, the EUC Members will attempt to respect the planned number of Exchange Students and to maintain a reasonable balance in the number of Exchange Students between the EUC Members.
- The Liaison Officers will review the TRANSFOR-M Program annually to determine if there is any imbalance in the number of students exchanged among EUC Members and adjust the numbers of Exchange Students the following year in order to maintain a reasonable balance.
- The EUC Members are committed to working toward the following:
  1. Opportunities for students to work toward achieving a second language proficiency when the opportunity arises; and
  2. Ensuring Exchange Students receive clear advice and appropriate credit in accordance with their Study Plan.
- The crests and logos of the EUC Members are the intellectual property of those Institutions and may not be used without the express written permission of the Institution that owns the crest or logo.

### **STUDENT RESPONSIBILITIES**

#### Exchange Students will be responsible for:

- applying for and obtaining the appropriate visa (Host Institution to provide necessary institutional documents);
- applying for and obtaining appropriate insurance;
- complying with all policies, procedures, rules and regulations of the Host Institution during their studies at the Host Institution, as well as any other policies, procedures, rules or regulations placed upon them by the Home Institution during the period of their participation in the TRANSFOR-M Program; and
- all costs associated with their participation in the TRANSFOR-M Program including tuition fees, student fees, travel, passport, visas, accommodation, meals, insurance, medical expenses, textbooks, equipment, clothing and personal expenses and application fees.

Exchange Students will have the rights, responsibilities and privileges enjoyed by other international students at the Host Institution.

## **FEES AND FINANCIAL SUPPORT AND INSURANCE FOR STUDENTS**

As far as possible, the Home institution will provide Exchange Students with information about travel grants, subsidies and additional funding sources and/or stipends. Exchange Students will pay to their Home Institution full tuition fees and all other mandatory and required fees associated with full-time registration in the graduate program to which they have been admitted at the Home Institution during their exchange. Exchange Students will pay no application or tuition fees at the Host institution. Where local regulations require Host institutions to assess tuition fees to incoming exchange students, funding to cover these tuition fees will be secured by the Host Institution before the exchange can be offered. Exchange Students will be responsible for paying other mandatory fees at the Host Institution as required (and as noted in [Appendix 3](#)). Some EUC Members require mandatory health care coverage ([Appendix 4](#)) obtained through their Institution as a condition of registration on their campus. All Exchange Students are required to obtain adequate out of country major medical insurance which includes repatriation expenses. Other insurance to be considered by the Exchange Students would include property insurance and liability insurance. Exchange Students must demonstrate evidence of coverage when requested by any appropriate authority. Current information and requirements surrounding health care coverage for Exchange Students will be provided as part of the application / information package forwarded to applicants. Where applicable, Host Institutions will provide liability insurance for all Exchange Students at the same level they provide their own students (whether for extra cost to the Exchange Student or not). While access to the library system, laboratories and on-campus services may be possible without any fees, optional and user fees may exist on each campus and the primary ones are noted in [Appendix 3](#).

## **LIABILITY**

Each EUC Member shall indemnify and hold harmless the other EUC Members in connection with any liabilities, claims, losses, costs, damages, charges and expenses whatsoever, including reasonable legal fees, in any way caused by or arising from the performance or non-performance of its obligations under this Memorandum of Understanding, any negligent act or omission, or any breach of any representation, warranty or covenant.

No EUC Member is liable to the other EUC Members for any negligent or wrongful act, either of commission or omission, of the other EUC Members or of any Exchange Student. Nothing in this Agreement is to be construed as either enlarging or diminishing any legal obligation or duty owed by any EUC Member to the other EUC Members or to a third party.

## **INFORMATION DISCLOSURE, PRIVACY, AND LEGAL COMPLIANCE**

All EUC Members acknowledge that each EUC Member is subject to its own jurisdiction's laws regarding information disclosure and/or privacy and that access to information in respect of this Memorandum of Understanding will be provided in accordance with those laws. The records transferred to or collected, created, maintained or stored under this Memorandum of Understanding by each EUC Member are subject to the access provisions of the relevant jurisdiction's laws and shall not be released unless the applicable law so requires.

Additionally, all EUC Members acknowledge that they may be requested to meet certain obligations under the laws and regulation applicable to the other EUC Members, including but not limited to sanctions laws;

export control laws; work, health and safety laws; immigration laws; counter terrorism and security laws; anti-bribery laws; and laws relating to the provision of education to international students.

Each EUC Member understands and acknowledges that such laws and regulations may affect or restrict this MOU and/or the activities contemplated by this MOU. Each EUC Member acknowledges that in any activities or projects contemplated by this MOU, it will comply with all laws and regulations of its own jurisdiction and take all reasonable steps to ensure that it is not in breach of the laws and regulations of the other EUC Members' jurisdictions where requested to do so by an EUC Member, provided that taking such steps is not in breach of any law or regulations of an EUC Member's own jurisdiction.

### **CONFIDENTIALITY**

Each EUC Member who receives any information from another EUC Member marked "Confidential" ("Confidential Information"), will take reasonable steps to protect its confidentiality, will not disclose to any third party such Confidential Information without the prior written consent of that EUC Member, and will only use such Confidential Information for the purposes contemplated in this Memorandum of Understanding. For the purposes of this Memorandum of Understanding, Confidential Information shall not include information that is or becomes part of the public domain through no act of the receiving party, that was in the receiving party's possession before receipt from the disclosing party, that was rightfully received by the receiving party from a third party without a duty of confidentiality, or information that is required to be disclosed under any applicable law or by order of a court.

### **RENEWAL, TERMINATION, AND AMENDMENT**

This Memorandum of Understanding will come into effect with the approval of the EUC Members through the signatures of their representatives who have full authority to sign and enter into this Memorandum of Understanding on behalf of their Institution and will remain in force until September 30, 2023.

Each EUC Member may unilaterally withdraw from participation in this Memorandum of Understanding by giving six months written notice to the other EUC Members unless an earlier withdrawal date is mutually agreed upon. Upon receipt of such notice, no additional students will be admitted from the withdrawing EUC Member. The Exchange Students already admitted into the TRANSFOR-M Program will be given reasonable time to complete their Study Plans.

Early withdrawal from this Memorandum of Understanding by any EUC Member would necessitate correcting any imbalances which may exist. If required, each EUC Member agrees to allow a period of up to two years to redress any imbalances that may exist at the time of a EUC Member's early withdrawal.

The EUC Members may terminate this Memorandum of Understanding prior to its expiration date. In the event of termination of this Memorandum of Understanding, each EUC Member agrees to allow a period of up to two years to redress any imbalances that may exist at the time of termination. In such instances priority for recovering imbalances shall be afforded to the EUC Member(s) with the greatest negative imbalances by sending students to Institutions with positive balances.

As appropriate, there may be consideration for expansion and inclusion of other institutions. Generally, new institutions will be admitted in pairs; one Canadian and one EU institution together in order to have a balanced involvement of EU and Canada. Criteria for admission of new institutions would include: academic standards,

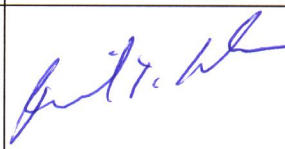


geographic representation/balance, and ability (financial and otherwise) for participation in the TRANSFOR-M Program and are subject to approval by the appropriate academic governing bodies at each EUC Member.

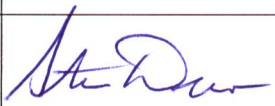


This Memorandum of Understanding shall replace the TRANSFOR-M: Transatlantic Master's Programs Leading to Dual Degrees in Forestry and Environmental Management Memorandum of Understanding which expires on September 30, 2018. Amendments to this Memorandum of Understanding shall be in writing and shall be made and executed with the signature of authorized institutional representatives.

Subsequent to the expiration of this Memorandum of Understanding, EUC Members will endeavor to continue ongoing project activities.



In witness whereof, the parties hereto have affixed their signatures:

Institution	Print Name	Title	Date	Signature
University of New Brunswick	Daniel Coleman	Assistant Vice-President Fredericton (Academic)	30.6.2018	
The Governors of the University of Alberta	Dr. Steven Dew	Provost and Vice- President (Academic)		
	Dr. Stanford F. Blade	Dean, Faculty of Agricultural, Life and Environmental Sciences		
	Dr. Heather Zwicker	Dean, Faculty of Graduate Studies and Research		
The University of British Columbia	Mark Crosbie	Associate University Counsel		
	Dr. Andrew Szeri	Provost & VP Academic		

In witness whereof, the parties hereto have affixed their signatures:


Institution	Print Name	Title	Date	Signature
University of New Brunswick	Daniel Coleman	Assistant Vice-President Fredericton (Academic)		
The Governors of the University of Alberta	Dr. Steven Dew	Provost and Vice-President (Academic)	Oct-17/18	
	Dr. Stanford F. Blade	Dean, Faculty of Agricultural, Life and Environmental Sciences	Oct 7/18	
	Dr. Deborah Burshtyn	Interim Vice-Provost and Dean, Faculty of Graduate Studies and Research	09/28/18	
The University of British Columbia	Mark Crosbie	Associate University Counsel		
	Dr. Andrew Szeri	Provost & VP Academic		


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University of New Brunswick	Daniel Coleman	Assistant Vice-President Fredericton (Academic)		
The Governors of the University of Alberta	Dr. Steven Dew	Provost and Vice-President (Academic)		
	Dr. Stanford F. Blade	Dean, Faculty of Agricultural, Life and Environmental Sciences		
	Dr. Heather Zwicker	Dean, Faculty of Graduate Studies and Research		
The University of British Columbia	Mark Crosbie	Associate University Counsel	Sep 26 2018	
	Dr. Andrew Szeri	Provost & VP Academic	9/29/18	

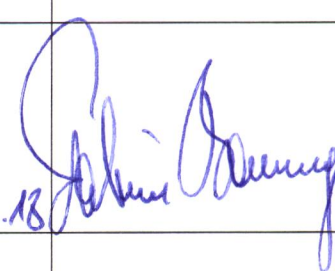


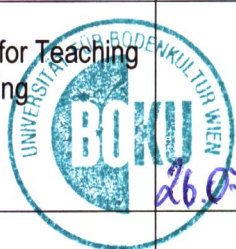
Institution	Print Name	Title	Date	Signature
Albert-Ludwigs-Universität Freiburg	Dr. Juliane Besters-Dilger	Vice-President for Academic Affairs	05. M. 2018	J. Besters-Dilger
Bangor University (Wales)	John Hughes	Vice-Chancellor		
University of Eastern Finland	Harri Siiskonen	Academic Rector		
University of Natural Resources and Life Sciences, Vienna	Sabine Baumgartner	Vice-Rector		
University of Padova	Prof. Rosario Rizzuto	Rector		
	Prof. Giancarlo Dalla Fontana	Vice-Rector		
	Prof. Raffaele Cavalli	Director, Dep. Land, Environment, Agriculture and Forestry		

Institution	Print Name	Title	Date	Signature
Albert-Ludwigs-Universität Freiburg	Dr. Juliane Besters-Dilger	Vice-President for Academic Affairs		
Bangor University (Wales)	John Hughes	Vice-Chancellor	26/9/18	
University of Eastern Finland	Harri Siiskonen	Academic Rector		
University of Natural Resources and Life Sciences, Vienna	Sabine Baumgartner	Vice-Rector		
University of Padova	Prof. Rosario Rizzuto	Rector		
	Prof. Giancarlo Dalla Fontana	Vice-Rector		
	Prof. Raffaele Cavalli	Director, Dep. Land, Environment, Agriculture and Forestry		


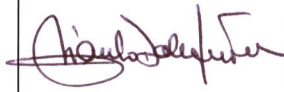

Institution	Print Name	Title	Date	Signature
Albert-Ludwigs-Universität Freiburg	Dr. Juliane Besters-Dilger	Vice-President for Academic Affairs		
Bangor University (Wales)	John Hughes	Vice-Chancellor		
University of Eastern Finland	Harri Siiskonen	Academic Rector	18.9.2018	
University of Natural Resources and Life Sciences, Vienna	Sabine Baumgartner	Vice-Rector		
University of Padova	Prof. Rosario Rizzuto	Rector		
	Prof. Giancarlo Dalla Fontana	Vice-Rector		
	Prof. Raffaele Cavalli	Director, Dep. Land, Environment, Agriculture and Forestry		

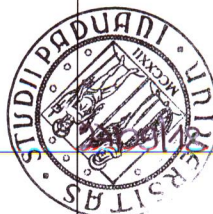


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Albert-Ludwigs-Universität Freiburg	Dr. Juliane Besters-Dilger	Vice-President for Academic Affairs		
Bangor University (Wales)	John Hughes	Vice-Chancellor		
University of Eastern Finland	Harri Siiskonen	Academic Rector		
University of Natural Resources and Life Sciences, Vienna	Sabine Baumgartner	Vice-Rector for Teaching and Continuing Education	26.07.18	
University of Padova	Prof. Rosario Rizzuto	Rector		
	Prof. Giancarlo Dalla Fontana	Vice-Rector		
	Prof. Raffaele Cavalli	Director, Dep. Land, Environment, Agriculture and Forestry		





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Bangor University (Wales)	John Hughes	Vice-Chancellor		
University of Eastern Finland	Harri Siiskonen	Academic Rector		
University of Natural Resources and Life Sciences, Vienna	Sabine Baumgartner	Vice-Rector		
University of Padova	Prof. Rosario Rizzuto	Rector		
	Prof. Giancarlo Dalla Fontana	Vice-Rector	27/10/18	
	Prof. Raffaele Cavalli	Director, Dep. Land, Environment, Agriculture and Forestry	27/10/18	



**Appendix 1: List of the Designated Liaison Officers (1)**

<b>Institution</b>	<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
University of New Brunswick	Dr. Brigitte Leblon	University of New Brunswick, Faculty of Forestry and Environmental Management 28 Dineen, Fredericton, NB, E3B 5A3, CANADA	+1.506.4534924	+1.506.4533538	<a href="mailto:bleblon@unb.ca">bleblon@unb.ca</a>
University of Alberta	Dr. Andreas Hamann	Department of Renewable Resources Faculty of Agricultural, Life and Environmental Sciences, University of Alberta 751 General Services Bldg Edmonton, Alberta, T6G 2H1, CANADA	+1.780.4924413	+1.780.4924323	<a href="mailto:andreas.hamann@ales.ualberta.ca">andreas.hamann@ales.ualberta.ca</a>
The University of British Columbia	Mr. Jorma Neuvonen	The University of British Columbia, Faculty of Forestry, 2618-2424 Main Mall, Vancouver, BC, V6T 1Z4 Canada	+1.604.8222807	+1.604.8228645	<a href="mailto:jorma.neuvonen@ubc.ca">jorma.neuvonen@ubc.ca</a>

### Appendix 1: List of the Designated Liaison Officers (2)

Institution	Name	Address	Phone	Fax	Email
Albert-Ludwigs-Universität Freiburg	Dr. Heinrich Spiecker (Marianne Stadler)	Albert-Ludwigs-Universität, Freiburg Faculty of Environment and Natural Resources Professur für Waldwachstum, Tennenbacherstr. 4, 79106 Freiburg, Germany	+49.761.2033736	+49.761.2033740	<a href="mailto:instww@uni-freiburg.de">instww@uni-freiburg.de</a> ( <a href="mailto:Marianne.Stadler@iww.uni-freiburg.de">Marianne.Stadler@iww.uni-freiburg.de</a> )
Bangor University (Wales)	Dr. Sopan Patil	School of Natural Sciences, Bangor University, Bangor, Gwynedd, LL57 2UW, Wales (UK)	+44.1248.388294	+44.1248.354997	<a href="mailto:s.d.patil@bangor.ac.uk">s.d.patil@bangor.ac.uk</a>
University of Eastern Finland	Dr. Marjoriitta Möttönen	University of Eastern Finland, Faculty of Science and Forestry, P.O. Box 111 (Yliopistokatu 7), 80101 Joensuu, Finland	+358.50 4423031	+358. 29 4457 316	<a href="mailto:marjoriitta.mottonen@uef.fi">marjoriitta.mottonen@uef.fi</a>
University of Natural Resources and Life Sciences, Vienna	Dr. Hubert Hasenauer	Universität für Bodenkultur Wien Institute of Silviculture / Rectorate Peter-Jordan-Straße 82/II; 1190 Wien Center for International Relations	+43 1 47654-91311		<a href="mailto:Hubert.hasenauer@boku.ac.at">Hubert.hasenauer@boku.ac.at</a>
	Andre Hackelberg	Peter Jordan-Straße 82a, 1190 Wien	+43-1-47654-32015	+43-1-47654-32009	<a href="mailto:Andre.hackelberg@boku.ac.at">Andre.hackelberg@boku.ac.at</a>
University of Padova	Dr. Silvia Rettore	Università degli Studi di Padova School of Agricultural Sciences and Veterinary Medicine Viale dell'Università, 16 35020 Legnaro (PD)	tel. 049-827 2548	fax 049-827 2529	<a href="mailto:silvia.rettore@unipd.it">silvia.rettore@unipd.it</a>
	Prof. Raffaele Cavalli	Dep. Land, Environment, Agriculture and Forestry Viale dell'Università, 16 35020 Legnaro (PD)	tel. 049-827 2724	fax 049-827 2750	<a href="mailto:raffaele.cavalli@unipd.it">raffaele.cavalli@unipd.it</a>

## Appendix 2: Admission Requirements, Deadlines and Application Material (1)

*\*\*\*subject to change – please consult with each institution prior to application\*\*\**

Institution	Admission Requirements	Deadline	Application Material
University of New Brunswick	<ul style="list-style-type: none"> <li>• An undergraduate degree in science, forestry, environmental studies, social ecology, or equivalent, from a recognized university</li> <li>• Grade point average (GPA) of 3.0</li> <li>• English language requirement (<a href="http://www.unb.ca/gradstudies/admissions/international.html">http://www.unb.ca/gradstudies/admissions/international.html</a>)</li> </ul>	March 1 <sup>st</sup> for the MEM program (check with the UNB Liaison officer for the other programs)	<ul style="list-style-type: none"> <li>• In addition to the application material that is required to apply to the UNB School of Graduate Studies (see <a href="http://www.unb.ca/gradstudies/admissions/index.html">http://www.unb.ca/gradstudies/admissions/index.html</a>), you need to send also an authorized copy of your admission letter to the TRANSFOR-M program</li> </ul>
University of Alberta	<ul style="list-style-type: none"> <li>• A 4-year undergraduate degree, or its academic equivalent from a recognized university</li> <li>• English language requirement: TOEFL score of 550 (88 internet-based) or an equivalent score on an approved English Language examination</li> <li>• Grade point average (GPA) of 3.0 in the last two years of undergraduate or graduate work.</li> </ul>	May 15	<ul style="list-style-type: none"> <li>• <a href="http://tinyurl.com/rr-admissions">http://tinyurl.com/rr-admissions</a></li> </ul>
The University of British Columbia	<ul style="list-style-type: none"> <li>• Applicants for a master's degree program must hold the academic equivalent of a four-year bachelor's degree from UBC with one of the following:</li> <li>• A minimum overall average in the B+ range (76% at UBC) in third- and fourth-year courses.</li> <li>• Academic standing with at least 12 credits of third- or fourth-year courses in the A grade range (80% or higher at UBC) in the field of study.</li> <li>• Applicants with international academic credentials should refer to the following website for specific requirements: <a href="http://www.grad.ubc.ca/prospective-students/application-admission/minimum-academic-requirements-international-credentials">http://www.grad.ubc.ca/prospective-students/application-admission/minimum-academic-requirements-international-credentials</a></li> <li>• English language requirement: TOEFL 100 (internet-based): <a href="https://www.grad.ubc.ca/prospective-students/application-admission/english-proficiency-requirements">https://www.grad.ubc.ca/prospective-students/application-admission/english-proficiency-requirements</a></li> </ul>	March 15	<ul style="list-style-type: none"> <li>• Please refer to the application document checklist at: <a href="http://www.forestry.ubc.ca/students/graduate/how-to-apply/">http://www.forestry.ubc.ca/students/graduate/how-to-apply/</a></li> </ul>

## Appendix 2. Admission Requirements, Deadlines and Application Material (2)

\*\*\*subject to change – please consult with each institution prior to application\*\*\*

Institution	Admission Requirements	Deadline	Application Material
Albert-Ludwigs-Universität Freiburg	<ul style="list-style-type: none"> <li>• BSc (or equivalent primary degree) with an average grade of at least 2.9 in a forestry or environmental science programme</li> <li>• Technical requirements in general: 50 ECTS from the areas of natural sciences and forestry sciences, social and economic sciences and quantitative methods</li> <li>• Technical requirements for               <ul style="list-style-type: none"> <li>- the English elective track “International Forestry”:                   <ul style="list-style-type: none"> <li>○ 25 ECTS of forestry sciences and management of natural resources</li> </ul> </li> <li>- the German elective track “Forstwirtschaft”:                   <ul style="list-style-type: none"> <li>○ 25 ECTS of forest sciences and management of natural resources</li> </ul> </li> </ul> </li> <li>• Language proficiency certificates in English and/or German (depending on the respective elective tracks and mother tongue), according to level C1 of the Common European Framework</li> </ul>	<p>Non EU-citizens: mid-May</p> <p>EU-citizens: 30 June</p>	<ul style="list-style-type: none"> <li>• online application: <a href="http://www.msc-forst.uni-freiburg.de/en/admissions/how-to-apply">http://www.msc-forst.uni-freiburg.de/en/admissions/how-to-apply</a></li> <li>• printed and signed application form</li> <li>• authorized hard copies of B.Sc. or previous degrees with transcripts</li> <li>• copy of admission letter to the TRANSFOR-M program</li> <li>• applicants from China: APS certificate</li> </ul>
Bangor University (Wales)	<ul style="list-style-type: none"> <li>• Applicants should normally have at least a second-class degree in a relevant subject. Applications from mature applicants with relevant experience in forestry, agriculture or land use are actively encouraged. Applications from people with other backgrounds are welcomed and will be considered on an individual basis.</li> <li>• Applicants whose first degree was not in English must have an overall score of IELTS 6.0 (with no individual score lower than 5.5) or equivalent. Refer to: <a href="https://www.bangor.ac.uk/international/future/englishlanguage">https://www.bangor.ac.uk/international/future/englishlanguage</a></li> </ul>		<ul style="list-style-type: none"> <li>• Please see details at <a href="http://www.bangor.ac.uk/courses/postgrad/taught/apply_taught.php.en">http://www.bangor.ac.uk/courses/postgrad/taught/apply_taught.php.en</a></li> </ul>

## Appendix 2. Admission Requirements, Deadlines and Application Material (3)

*\*\*\*subject to change – please consult with each institution prior to application\*\*\**

Institution	Admission Requirements	Deadline	Application Material
University of Eastern Finland	<ul style="list-style-type: none"> <li>• BSc. in Forestry (or equivalent primary degree) from a recognized university</li> <li>• Very good English language skills (TOEFL internet-based 92 points, IELTS 6.5, PTE 62; TOEFL code number 9779; TOEFL should not be older than 2 years). Applicants' language skills will be deemed sufficient also if they have Bachelor's or Master's degree (or higher) conducted in English language in EU or ETA country or in Australia, Canada, Ireland, New Zealand, United Kingdom or United States or secondary education conducted in English in Australia, Canada, Ireland, New Zealand, United Kingdom or United States. Please see details at <a href="http://www.uef.fi/en/web/admissions/language-requirements">http://www.uef.fi/en/web/admissions/language-requirements</a></li> </ul>	1 November-31 January (may vary annually)	<ul style="list-style-type: none"> <li>• Please see details at <a href="http://www.uef.fi/en/web/admissions/how-to-apply-">http://www.uef.fi/en/web/admissions/how-to-apply-</a></li> </ul>
University of Natural Resources and Life Sciences, Vienna	<ul style="list-style-type: none"> <li>• successful completion of a relevant Bachelor's programme or other equivalent degree programme at a recognized Austrian or foreign post-secondary institution</li> <li>• Knowledge of German or English at Level B2 of the European Reference Framework for languages; e.g. certified by Cambridge Certificate of Advanced English; IELTS results 6.0 or better; TOEFL (paper based 577 or computer-based 233 or 90-91 internet based); TOEIC (at least 785 points); Completion of a study programme that was entirely taught in English from countries with English as the official language</li> </ul>	30th of June and 30th of November	<ul style="list-style-type: none"> <li>• Please see details at <a href="http://short.boku.ac.at/how-to-apply-en.html">http://short.boku.ac.at/how-to-apply-en.html</a></li> </ul>

## Appendix 2. Admission Requirements, Deadlines and Application Material (4)

*\*\*\*subject to change – please consult with each institution prior to application\*\*\**

University of Padova	<p>Applicants are expected to hold a BSc or equivalent degree which ensures:</p> <ul style="list-style-type: none"> <li>• Adequate competencies in the fields of forest, agricultural, biological or environmental sciences, including essential knowledge in ecology, forestry, economics and technology connected to the sustainable management, production and conservation of forests ecosystems, natural resources, soil and land. Other academic curricula will be considered and assessed by the Teaching Committee on an individual basis according to the applicant's overall CV</li> <li>• Adequate knowledge in scientific experimental and research methods and capacity to apply them in connection to real issues and problems in the field of forest and natural resource management.</li> <li>• Proficiency in English at B2 level or equivalent (e.g. IELTS or TOEFL) according to the Common European Framework of Reference for Languages (CEFR) is required. If the applicant is an English native speaker or has completed his/her High School and/or Bachelor/first cycle degree in English, no language certification is required.</li> <li>• Bachelor degree to be acquired within end of July</li> </ul>	January 31	<ul style="list-style-type: none"> <li>• Filled in APPLICATION FORM at: <a href="http://www.unipd.it/relint/en">www.unipd.it/relint/en</a> (&gt; Erasmus Mundus JD &amp; Double Degrees: Application. Deadline June 30th for Full Academic Year)</li> <li>• Documents to be attached:</li> <li>• Copy of your passport/ID</li> <li>• Previous study diploma giving access to this Double/Joint Degree Course and the related final transcript of records OR a Diploma Supplement</li> <li>• Official nomination to UNIPD as TRANSFOR-M participant</li> </ul>
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*Note: TOEFL score requirements are according to specific regulations of the hosting universities.*

### Appendix 3. Institutional Fees (1):

Exchange Students will pay to their Home Institution full tuition and all other mandatory and required fees associated with full-time registration in the graduate program to which they have been admitted at the Home Institution during their exchange. Exchange Students will pay no application or tuition fees at the Host institution. Where local regulations require Host institutions to assess tuition fees to incoming exchange students, funding to cover these tuition fees will be secured by the Host Institution before the exchange can be offered. Exchange Students will be responsible for paying other mandatory fees at the Host Institution as required.

Institution	Mandatory fees* at the Host institution
University of New Brunswick	<ul style="list-style-type: none"> <li>The mandatory fees for all Master programs is detailed at the following URL <a href="http://www.unb.ca/financialservices/students/tuitionandfees/fred_grad_cdn_ft_course.html">http://www.unb.ca/financialservices/students/tuitionandfees/fred_grad_cdn_ft_course.html</a></li> </ul>
University of Alberta	<ul style="list-style-type: none"> <li>Exchange students will be required to pay a once-per-term fee for the Universal Transit Pass (the “U-Pass”) which provides students with unlimited use of all Edmonton-area public transportation.</li> <li>Exchange students who are neither Canadian citizens nor Permanent Residents of Canada (and who therefore do not have public health care coverage from one of the provinces of Canada) will be required to participate in the University of Alberta Health Insurance Plan (UAHIP).</li> </ul>
The University of British Columbia	<ul style="list-style-type: none"> <li>Graduate students can expect to pay approximately \$923 (2018) per year in student fees (including the transit U-Pass) and \$232 for the AMS/GSS Extended Health Plan. Most of these fees are mandatory, but some have opt-out provisions. Refer to this URL for up-to-date and more specific details: <a href="http://www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-student-fees">http://www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-student-fees</a></li> </ul>
Albert-Ludwigs-Universität Freiburg	<ul style="list-style-type: none"> <li>Social contribution (56 €) entitle students to take advantage of all services offered by the Office of Student Services: cafeterias; accident, personal liability, bicycle, and cloak room theft insurance; social and psychotherapeutic advising; day care; credit bank; job search service</li> <li>Basic contribution to the public transportation semester-ticket (22 €)</li> <li>Administrative fee contribution (70 €)</li> <li>Student government fee (7 €)</li> </ul> <p>During the registration period, these fees (a total of 155 €) can be paid directly at the university cashier’s office in the administrative building (Fahnenbergplatz 1<sup>st</sup> floor, room 01008).</p>

\* fees may vary in the different years



### Appendix 3. Institutional Fees (2):

Exchange Students will pay to their Home Institution full tuition and all other mandatory and required fees associated with full-time registration in the graduate program to which they have been admitted at the Home Institution during their exchange. Exchange Students will pay no application or tuition fees at the Host institution. Where local regulations require Host institutions to assess tuition fees to incoming exchange students, funding to cover these tuition fees will be secured by the Host Institution before the exchange can be offered. Exchange Students will be responsible for paying other mandatory fees at the Host Institution as required.

Institution	Mandatory fees* at the Host institution
Bangor University (Wales)	<ul style="list-style-type: none"> <li>Charges are made for residential field courses (one week duration, MSc Conservation and Land Management, MSc Environmental Forestry only)</li> <li>Student union membership is included, but individual student clubs and societies may charge an additional fee</li> </ul>
University of Eastern Finland	<ul style="list-style-type: none"> <li>The Student Union (ISYY) membership fee is €126 for the full academic year (information from 2017). The Student Union (ISYY) membership is mandatory for Master's degree students. The Student Union (ISYY) membership will entitle to a variety of benefits.</li> <li>Students who have paid the Student Union (ISYY) membership fee can order a student card. The student card entitles to a discount on meals at the campus restaurants as well as to reduced train and bus fares. Moreover, students who have paid the Student Union (ISYY) membership fee are entitled to use the services provided by the Finnish Student Health Service (FSHS). Students can order a physical student card (€ 15,10) or a digital student card (free of charge) (Information from 2017). More information at: <a href="http://www.uef.fi/en/studies/new-masters-degree-students">http://www.uef.fi/en/studies/new-masters-degree-students</a></li> </ul>
University of Natural Resources and Life Sciences, Vienna	<ul style="list-style-type: none"> <li>Membership to the Austrian National Union of Students (ÖH) is compulsory for all degree programme and non-degree programme students (also for exchange students whose tuition fee is waived) and currently (2017) costs € 19.20.</li> </ul>
University of Padova	<ul style="list-style-type: none"> <li>Supplementary fees (e.g. revenue stamp, regional fees for accommodation, additional compulsory insurance) cannot be waived and shall be paid to UNIPD. The amount is subject to variations each year: for the academic year 2017 /2018 supplementary fees are equal to Euros 182.</li> <li>The mandatory fees for all Master programs is detailed at the following URL <a href="http://www.unipd.it/en/funding-and-fees">http://www.unipd.it/en/funding-and-fees</a></li> </ul>

\* fees may vary in the different years

#### Appendix 4. Insurance Requirements (1)

All exchange students are required to obtain adequate out of country major medical insurance which includes repatriation expenses. Other insurance to be considered by the students would include property insurance and liability insurance. Students must demonstrate evidence of coverage when requested by any appropriate authority. Where applicable, Host institutions will provide liability insurance for all exchange students at the same level they provide their own students (whether for extra cost to the student or not). Some participating institutions require mandatory health care coverage obtained through their institution as a condition of registration on their campus:

Institution	Insurance Requirements
University of New Brunswick	Students coming to UNB must purchase the UNB guard.me insurance (which is mandatory for all international students enrolled at UNB). Students are responsible for securing independent insurance during their time in Canada that is not at UNB (i.e. if they travel before or after their exchange). Details on the plan are given at <a href="http://www.unb.ca/financialservices/students/healthinsurance.html">http://www.unb.ca/financialservices/students/healthinsurance.html</a>
University of Alberta	Please refer to these URLs for specifics: <a href="https://www.ualberta.ca/international-student-services/money-insurance-permits-guide">https://www.ualberta.ca/international-student-services/money-insurance-permits-guide</a> <a href="https://www.ualberta.ca/international-student-services/money-insurance-permits-guide/health-insurance">https://www.ualberta.ca/international-student-services/money-insurance-permits-guide/health-insurance</a>
The University of British Columbia	Please refer to this URL for specifics: <a href="https://students.ubc.ca/health-wellness/health-insurance">https://students.ubc.ca/health-wellness/health-insurance</a>
Albert-Ludwigs-Universität Freiburg	In order to register, students must submit a certificate providing evidence of health and nursing care insurance coverage. They may request this certificate from their health insurance agency. Therefore students should register at a public German health insurance company, which costs about 90 € per month. They have to register at the agency personally once they have arrived in Freiburg. It is not possible to register in advance. However, students who acquire their own health insurance in accordance with international health insurance agreements or are covered internationally on a family health insurance plan in their native country are exempt from the health insurance requirement. This exemption has to be certified by a public health insurance agency in Germany. In this case they are not allowed to contract public German health insurance again during their whole study life! (They must take out a policy with another insurance.)

## Appendix 4. Insurance Requirements (2)

All exchange students are required to obtain adequate out of country major medical insurance which includes repatriation expenses. Other insurance to be considered by the students would include property insurance and liability insurance. Students must demonstrate evidence of coverage when requested by any appropriate authority. Where applicable, Host institutions will provide liability insurance for all exchange students at the same level they provide their own students (whether for extra cost to the student or not). Some participating institutions require mandatory health care coverage obtained through their institution as a condition of registration on their campus:

Institution	Insurance Requirements
Bangor University (Wales)	Students must pay a health surcharge when applying for a Tier 4 student visa. This gives non-UK students full access to the British National Health Service (NHS). However, it is recommended that you have medical insurance for the duration of your stay in the UK, even if you are entitled to free NHS treatment. The University's insurance policy covers activities undertaken by registered students as part of their degree course. Students are advised to take out insurance to cover travel to/from the UK, travel not associated with their degree course, and personal belongings.
University of Eastern Finland	All students need to have a valid personal (travel) insurance policy from an internationally recognized insurance agency for the whole duration of their stay in Finland. The students coming from non-EU/EEA countries are required to have insurance already when they apply for the residence permit. Insurance should cover all costs related to treatment of sudden illness, accidents and accidental death. Students must present proof of valid insurance when registering to the University of Eastern Finland. It is also important to check that the insurance also covers the travels to/from Finland. Please see details at <a href="http://www.uef.fi/en/studies/insurance">http://www.uef.fi/en/studies/insurance</a>
University of Natural Resources and Life Sciences, Vienna	By paying the students union fee (Studierenden (ÖH)-Beitrag), students automatically possess insurance against accidents and civil liability for all activities related to their studies. <b>For stays of up to six months</b> (with or without visa) a travel health insurance is usually sufficient. Please bear in mind, however, that it must be valid in Austria and provide sufficient cover for different health issues (covering medical costs of more than 30,000 euros, including guarantee to cover possible recovery and repatriation costs, and it must be valid for the whole duration of your stay in Austria). Researchers and students from third countries will only get a residence title <b>for staying for more than six months</b> if they can provide proof of having a health insurance covering "all risks". For details, please check the website <a href="https://oead.at/en/to-austria/entry-residence-and-employment/insurance/">https://oead.at/en/to-austria/entry-residence-and-employment/insurance/</a>
University of Padova	The home Institution shall ensure that students have the necessary valid insurance policies before their departure. Students are responsible for all their travel, accommodation and living expenses. Non-EU students coming to UNIPD must submit a certificate providing evidence of health and nursing care insurance coverage from an internationally recognized insurance agency for the whole duration of their stay in Italy. Insurance should cover all costs related to treatment of sudden illness, accidents and accidental death. Students must present proof of valid insurance when registering to the University of UNIPD. The same insurance is also necessary both to get the entry VISA and to get the residence permit. EU students must hold a valid European Health Insurance Card: for details see <a href="http://www.unipd.it/en/services/health-sports-and-recreation">http://www.unipd.it/en/services/health-sports-and-recreation</a>

**Appendix 5. Housing Office Contact Information (1)**

<b>Institution</b>	<b>Address</b>	<b>Phone</b>	<b>Fax</b>	<b>Email/Website</b>
University of New Brunswick	Residential Life, Campus & Conference Services Residence Administration Bldg, UNB 20 Bailey Dr., PO Box 4400, Fredericton, N.B. E3B 5A3 CANADA	+1.506.4534800 +1.888.865 6122 (Toll Free)	+1.506.4533585	<a href="mailto:resadmin@unb.ca">resadmin@unb.ca</a> <a href="http://www.unb.ca/fredericton/residence/">http://www.unb.ca/fredericton/residence/</a>
University of Alberta	Residence Services Office 1-044 Lister Centre University of Alberta Edmonton, Alberta T6G 2H6 CANADA	+1.780.4924242	+1.780.4920064	<a href="mailto:housing@ualberta.ca">housing@ualberta.ca</a> <a href="http://www.residence.ualberta.ca/">http://www.residence.ualberta.ca/</a>
The University of British Columbia	Student Housing & Hospitality Services - Main Office, UBC 2205 Lower Mall, Bldg 6, Vancouver, BC. V6T 1Z4, CANADA	+1.604.8222811	+1.604.8226935	<a href="mailto:information@housing.ubc.ca">information@housing.ubc.ca</a> <a href="http://vancouver.housing.ubc.ca/">http://vancouver.housing.ubc.ca/</a>

**Appendix 5. Housing Office Contact Information (2)**

<b>Institution</b>	<b>Address</b>	<b>Phone</b>	<b>Fax</b>	<b>Email/Website</b>
Albert-Ludwigs-Universität Freiburg	Wohnraumvermittlung Studentenwerk Freiburg Schreiberstr. 12-16 79098 Freiburg Germany	+49.761.2101.200/300	+49.761.2101.303	<a href="mailto:wohnen@swfr.de">wohnen@swfr.de</a> <a href="http://www.swfr.de/en/">http://www.swfr.de/en/</a>
Bangor University (Wales)	Halls Office: Bangor University, Neuadd Idwal, Ffriddoedd Site, Bangor LL57 2GP UK Student Housing Office: Neuadd Rathbone, College Road, Bangor LL57 2DF UK	+44 1248 382667  +44 1248 382034	+44 1248 371303  None	<a href="mailto:halls@bangor.ac.uk">halls@bangor.ac.uk</a>  <a href="mailto:studenthousing@bangor.ac.uk">studenthousing@bangor.ac.uk</a>
University of Eastern Finland	Opiskelija-asunnot Oy Joensuun Elli Merimiehenkatu 30 80101 Joensuu, Finland	+358 13 337 7800	+358 13 337 3301	<a href="mailto:kodit@joensuunelli.fi">kodit@joensuunelli.fi</a> <a href="https://www.joensuunelli.fi/en/">https://www.joensuunelli.fi/en/</a>
University of Natural Resources and Life Sciences, Vienna	Center for International Relations Peter Jordan Straße 82a 1190 Vienna	+43-1-47654-32015	+43-1-47654-32009	<a href="mailto:jointstudy@boku.ac.at">jointstudy@boku.ac.at</a> <a href="http://short.boku.ac.at/int-in-life-accommodation-en.html">http://short.boku.ac.at/int-in-life-accommodation-en.html</a>
University of Padova	Accommodation Office: SASSA SERVICE Via Tiepolo, 48 – 35129 Padova Italy	Tel. +39 049 7927306	Fax +39 049 7800187	<a href="http://www.sassa.org/">http://www.sassa.org/</a> Deadline for application: <u>June 30</u> every year for winter semester and Full Academic Year