

**INTERNATIONAL INTERNSHIP FELLOWSHIPS PROGRAM
MASTER'S AND PH.D. STUDENTS**

**GUIDE FOR THE PRESENTATION AND WRITING OF THE
APPLICATION**



PREAMBLE

The objective of this program is to promote student mobility. It aims to provide fellowships for international research internships. It is intended for students who are members of RAIV and also for those affiliated with international universities who wish to do a research internship in Quebec at one of the universities affiliated with RAIV. More specifically, the goals of this program are to promote students to:

- Experience the international dimensions of university education.
- Build relationships by taking advantage of research and networking opportunities at RAIV.
- Increase opportunities for collaboration between RAIV and other international academic and research communities.

ELIGIBILITY CRITERIA

- ◆ Must be enrolled full-time student in a degree program, either a master's or doctoral degree¹.
- ◆ Must be supervised by a regular RAIV's research member.
- ◆ International students who wish to do an internship at one of the Quebec universities affiliated with RAIV must be supervised by a regular RAIV's research member² throughout the internship.
- ◆ International students who wish to do an internship at one of the Quebec universities affiliated with RAIV must ensure that they are eligible as international students at the host university³. In other words, they must be able to describe the steps to be taken to obtain a valid student status at the host university and commit to initiating them as soon as the fellowship is awarded.
- ◆ The research project must be in line with the scientific programming of the RAIV.
- ◆ The research project must be approved by the research project director.
- ◆ Must have a minimum level of proficiency in the language of the host country.
- ◆ Must have received or begun the process of obtaining official authorization to spend time abroad, if such authorization is required under the current agreements (e.g., need for a study permit).
- ◆ Must commit to a knowledge transfer activity during their stay.

APPLICATION FORM

The required documents are as follows:

- ◆ Submit the completed application form.

¹ Students from other universities must specify equivalencies if applicable (e.g., Master 1, Master 2).

² Pour consulter la liste complète de nos membres : <https://www.raiv.ulaval.ca/en/membres>

³ This requirement is necessary to facilitate access to resources and services available at the host university (e.g., library, student support services, medical clinic, etc.).

- ◆ A letter of motivation demonstrating the importance of the fellowship to meet the financial needs of the internship. A detailed description of the budget breakdown according to the estimated duration of the internship and the country of destination must be attached⁴.
- ◆ A description of the project (nature of the planned activities, objectives and timetable; link with the RAIV program; expected benefits for the program of study and for international collaborations). It is important to demonstrate the realism and feasibility of the project in relation to the duration of the internship (maximum of two pages).
- ◆ A letter of recommendation from the home institution (maximum one page). The letter may be written by the research supervisor and must attest to the advancement of the research project and the relevance of the internship to the student's studies.
- ◆ Proof of full-time enrollment in the student's program of study.
- ◆ A transcript of all university studies completed to date (including current studies). In the case of transcripts obtained outside of Quebec, a letter explaining the grading system in effect at the institution concerned must be attached. In addition, if the original transcripts were issued in a language other than French or English, a translation of the transcripts will also be required⁵.

FELLOWSHIP AMOUNT

- ◆ The maximum amount that can be awarded is \$7,500 for a four-month internship.
- ◆ The amount will be determined by the length of stay and the objectives of the internship.

EVALUATION CRITERIA

Applications will be evaluated and judged on merit by an evaluation committee based on the following criteria:

- ◆ Realism and feasibility of the internship project (budget, schedule, expected results) (/5)
- ◆ Clarity and relevance of the internship objectives and planned activities to the research project (/5)
- ◆ Relevance of the research project to RAIV's scientific program (/5)
- ◆ Excellence of the academic file (/5)

Note: Preference will be given to students who do not receive other financial support for their international internship.

DEADLINE

The deadline to submit your application is **January 30, 2023, 4:30pm**.

TO SUBMIT AN APPLICATION

- ◆ Applications should be submitted by email in a single PDF document to: raiv.info@ulaval.ca

⁴ All budget estimates must be provided in Canadian dollars (based on the exchange rate in effect at the time of application).

⁵ See the link below for the Laval University grading system:

<https://www.ftsr.ulaval.ca/sites/ftsr.ulaval.ca/files/ftsr/Guides%20et%20formulaire/systeme-notation-mai-2018.pdf>.

Please note that the translation does not have to be official.

- ◆ The email should be addressed to the attention of the evaluation committee with the subject line "RAIV - Application for a fellowship - international internship".

COMMITMENTS

If selected for a scholarship, you will:

- ◆ Carry out a knowledge transfer activity during their stay (e.g., present his/her research at a conference or seminar).
- ◆ At the end of the internship, submit a short report to the RAIV direction on the achievements of the internship and the benefits for the student's project and in terms of international collaborations.
- ◆ Mention in the paper submitted to fulfill the requirements of the master's program or in the doctoral dissertation that the student has received this RAIV fellowship.

AREAS OF RESEARCH

The scientific program of the RAIV is articulated around three complementary areas:

Area of research 1. Violence in intimate and family relationships

- 1.1 Similarities and differences, factors common or specific to different types of violence
- 1.2 Violence perpetrated or endured, occurring concurrently or sequentially in various contexts and stages of life
- 1.3 Consequences of endured violence and protection factors

Area of research 2. Structural violence and social justice

- 2.1 Contribution of social responses that prevent or perpetuate the structural violence experienced by certain groups
- 2.2 Characteristics of practices fostering more egalitarian social relations
- 2.3 Evaluation of innovative approaches fostering access to social justice

Area of research 3. Service continuum: analysis, evaluation, and dialogue

- 3.1 Prevention
- 3.2 Psychosocial interventions
- 3.3 Laws and social policies

For more information on RAIV's scientific programming, please visit our website: <https://www.raiv.ulaval.ca/en>

RAIV is committed to promoting an inclusive culture that values, supports, and encourages equity and diversity for all members of its community so that everyone feels respected and valued. For RAIV, diversity is a source of richness and we strongly encourage students of all backgrounds, genders, sexual orientations, gender identities or expressions, and people with disabilities to apply for an international internship.