



Vancouver Island University

Queen Elizabeth II Diamond Jubilee Scholarship Application

# Building Resilience in Coastal Communities

Outbound Canadian Undergraduate Students

**QUEEN  
ELIZABETH**  
*Scholars*



Queen Elizabeth II Diamond Jubilee Scholarships

# **Building Resilience in Coastal Communities**

Application Package for Outbound Canadian Undergraduate Interns

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## **Self-Screening Checklist**

You must confirm that you meet the following criteria to be eligible to apply for a Queen Elizabeth II Diamond Jubilee Scholarship.

- I am a Canadian citizen or permanent resident
- I am 35 years of age or under at the time of application
- I am a full time VIU student and will be registered in a third or fourth year undergraduate academic program at the time of my proposed internship
- I have a GPA of 3.0 or above, OR I have a GPA consistent with the class/program average or above
- I understand the obligations of a Queen Elizabeth Scholarship, and have read and understand the “Terms and Conditions for Queen Elizabeth II Diamond Jubilee Scholarships at VIU”
- I understand that working and living conditions, health care, culture, and other aspects of life in Belize are significantly different than in Canada, and I am prepared to cope with these differences
- I commit to participate in pre-departure training
- I am available full time for the duration of the planned internship
- I intend to undertake an internship that is directly related to the 5 BRiCC themes

## **Application Checklist**

Please ensure you have completed the following tasks before you submit your application.

- I have attached a scanned copy of my unofficial VIU transcript
- I have attached an updated resume customized to this particular internship position
- I have arranged for a letter of support from an organization that is doing work related to the BRiCC themes to be submitted to VIU’s Manager, Education Abroad by the application deadline
- I have arranged for a letter of support from a VIU faculty to be submitted to VIU’s Manager, Education Abroad by the application deadline

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**Applicant Information**

Surname:	Given Name(s):
Email:	
Telephone number:	
Date of Birth DD-MMM-YYYY:	
VIU Student #	
<input type="checkbox"/>	I identify as an Aboriginal or Indigenous person
<input type="checkbox"/>	I identify as a 'youth in care'

Please indicate the term in which you expect/prefer to begin your Internship in Belize:

Summer 2016      Fall 2016      Spring 2017

**Mandatory Criteria**

I am a Canadian citizen or permanent resident

I am a full-time VIU residential (not distance) student in: (any academic degree)

I am a third or fourth year undergraduate student

By submitting this application, I declare that:

- 1) I have answered all questions applicable to me and certify that the information is true and complete.
- 2) I have consulted with my department's faculty advisor and confirmed that the proposed internship will be eligible for (or contribute to) academic credit toward the degree I am currently pursuing.
- 3) The selection committee may request additional information pertaining specifically to my academic performance and enrollment status for the purpose of determining my eligibility for the scholarship.
- 4) I agree to participate in an in-person interview, if requested.
- 5) I agree to be bound by the (*"Terms and Conditions for Queen Elizabeth II Diamond Jubilee Scholarships at VIU"*).

Signature:	Date:
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## Academic Record

*List all postsecondary institutions attended and currently attending.*

Name of Institution	Location	Start Date MMM-YYYY	End Date MMM-YYYY	Degree Program	Degree Conferred (yes/no)

*List all postsecondary scholarships and awards you have received.*

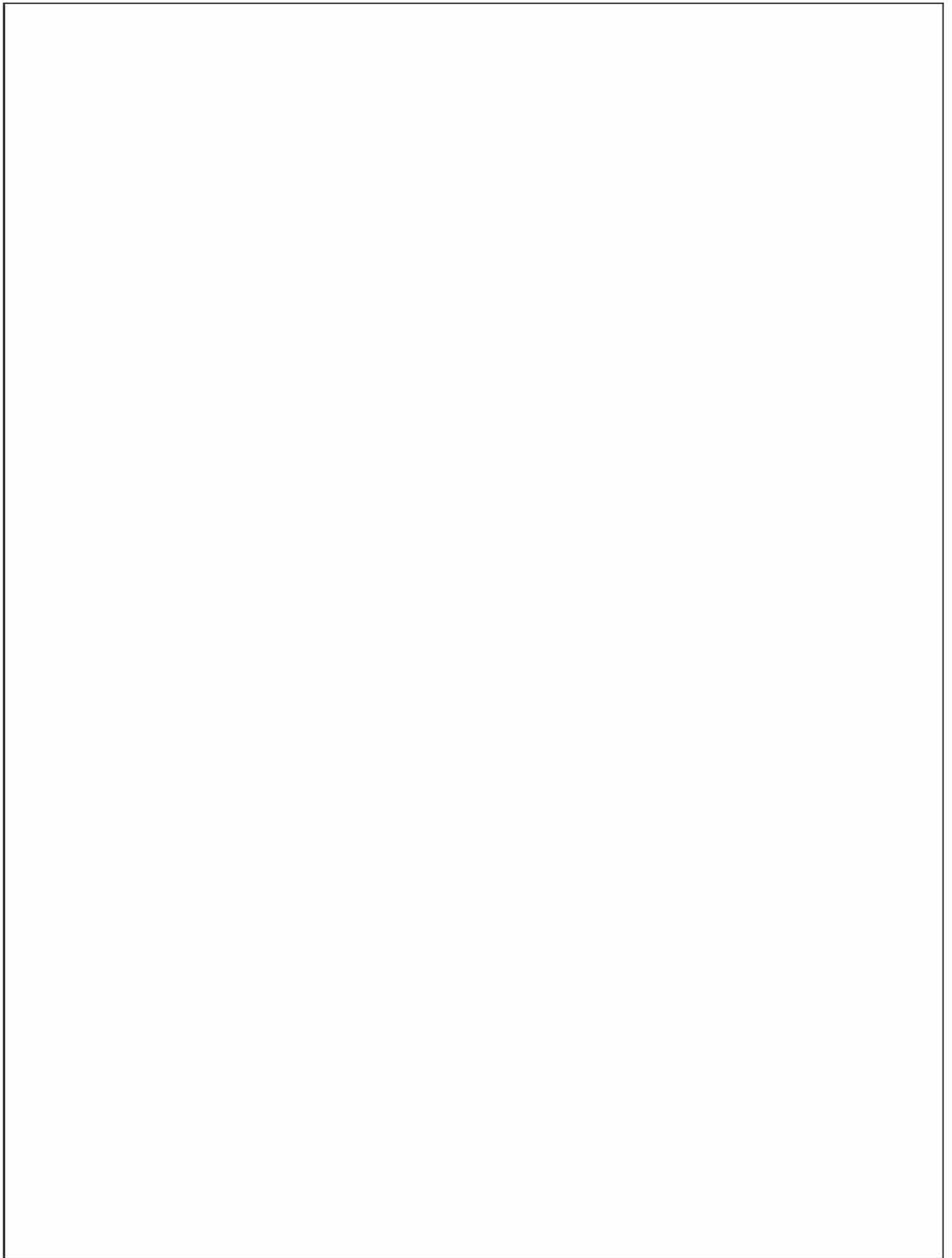
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## Statement of Intent

In the space provided below, please provide a *Statement of Intent* (of no more than 1,000 words) that explains:

- your scholastic interests and academic plan
- how the proposed internship relates to your career goals
- how your proposed internship is linked to national plans, strategies or defined concerns for coastal communities in Belize
- how your proposed internship contributes to the work of at least one organization in Belize that is currently working in at least one of the 5 BRiCC theme areas. (Please attach a BRiCC Internship Proposal from the proposed host).
- how your past work, study and/or voluntary activities relate to one or more of the 5 BRiCC themes
- your past community engagement and/or leadership activities/experience

***\*Note: Text does not automatically continue. Please type, or copy and paste remaining text on next page.***



## Letters of Support

Using the templates provided, please arrange for the following letters of support to be submitted to [Jennifer.Sills@viu.ca](mailto:Jennifer.Sills@viu.ca), Manager, Education Abroad at Vancouver Island University:

- 1) A [letter of support](#) from a VIU faculty member
- 2) A [letter of support](#) from an organization that is working on at least one of the BRiCC themes (preferably in Belize or on Vancouver Island)

## Selection Criteria

<i>Criteria</i>	<i>Weight</i>
Demonstration of linkages between the applicant's academic and career goals, the BRiCC themes and the proposed internship	50%
Relevance of the internship experience to the mandate, activities or plans of an organization in Belize working on one or more of the 5 BRiCC themes	10%
Applicant's demonstrated past leadership or community involvement in activities related to the 5 BRiCC themes	25%
Academic Grades	15%
TOTAL	100%

\*Queen Elizabeth II Diamond Jubilee Scholarships are not awarded on the basis of financial need.

Queen Elizabeth II Diamond Jubilee Scholarships

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## *Terms and Conditions*

### **Introduction**

A Queen Elizabeth II Diamond Jubilee Scholarship may be awarded to a Canadian student who is registered at Vancouver Island University in the third or fourth year of an undergraduate program.

Distance learning/on-line programs are excluded.

### **Participation in the QE II Community of Scholars**

VIU's QE II Scholars must commit to ongoing participation in the QE II Community of Scholars of at least five (5) hours per month in advance of, during and in the twelve (12) months following the scholarship period. Involvement in the Community may include organizing or participating in events, volunteering, sharing research results or methodologies, supporting fellow QE II Scholars across the Commonwealth, or mentoring new Scholars as they enter the program.

The minimum mandatory commitments include:

1. Participation in an annual QE II Scholar orientation and welcome.
2. Participation in regular meetings with fellow QE II Scholars and associated VIU faculty.
3. Quarterly written reports to the Manager, Education Abroad outlining the Scholar's academic progress and contribution to the QE II Community of Scholars.
4. At least one verbal presentation to the QE II program's community partners in the Nanaimo Region, and/or other organizations working on or interested in the BRICC themes.
5. At least one verbal presentation to the VIU community.
6. Active participation in mandatory QE II networking events, webinars and educational events, as directed by the Manager, Education Abroad.

### **Personal Conduct**

This is a prestigious award and Scholars will act not only as ambassadors of the program but of their own country and the Commonwealth as a whole. Thus a high level of professionalism, ethical behaviour and scholastic performance must be maintained.

These expectations are in addition to the policies and procedures of Vancouver Island University, including the university's [Student Code of Conduct](#) and [Ground Rules for Learning Off-Campus](#).

### **Financial Contribution from the QE II Scholarship**

The QE II Scholarships for *Canadian* undergraduate students undertaking internships in Belize for a minimum of 90 days will cover the costs of:

- VIU Internship-related tuition fees (where applicable)
- One (1) return economy air fare from Nanaimo, British Columbia to Belize



- Entry visa application fee
- Travel medical insurance
- A one-time arrival allowance of \$600 CDN to cover start-up costs
- A living allowance of \$900 CDN per month for up to six (6) months while in Belize

Travel medical insurance coverage extends only for the duration of the residential academic elements of work undertaken in Belize.

The total value of the scholarship will depend on your program of study.

### **Financial Contribution from the Scholar**

Each Canadian Scholar will pay a non-refundable "Scholar Contribution" of \$500 CDN to the QE II program at Vancouver Island University. This is due within one (1) week of the offer of scholarship, to confirm acceptance of the scholarship and the Terms and Conditions.

Scholars are responsible for their personal expenses including:

- Cellular telephone, Internet, telephone or television services and charges
- Personal items, including clothing
- Cosmetics, medications, prescriptions, medical expenses not covered by their Travel medical insurance and the BC Medical Services Plan
- Ground transportation costs in Belize
- Recreational or social activities
- Memberships, including associations, groups or clubs
- Vacation and additional international trips

### **Duration of Scholarship**

Funding for students in undergraduate degree programs shall not exceed six (6) months. Scholars must reside in Belize for a minimum period of 90 days and throughout the period of the internship.

### **Deferment**

Deferments of the scholarship will not be permitted.

### **Cancellation of Scholarship**

VIU reserves the right to cancel a scholarship if:

1. The Scholar's academic performance falls below a Grade Point Average (GPA) of 3.0 (or equivalent class average) and remains there for more than one semester.
2. The Scholar is placed on Academic Probation.
3. The Scholar does not participate in scheduled QE II Scholarship activities.
4. The Scholar ceases to be a VIU student for any reason.
5. The Scholar fails to consistently attend scheduled meetings with associated faculty, the Manager, Education Abroad, or does not fulfill quarterly reporting requirements.
6. The scholar fails to follow the [Student Code of Conduct](#) or the [Ground Rules for Learning off-Campus](#).

The Scholar's performance will be regularly reviewed by the Manager, Education Abroad. The Manager, Education Abroad, will make recommendations to the VIU QE II Scholarship Implementation Committee regarding continuation of scholarships for each Scholar.

### **Payment of Scholarship Funds**

Scholarship funds will be used to pay scholarship-related VIU tuition fees. Living and other allowances (excluding airfare) will be paid directly to the Scholar. A VIU travel coordinator will arrange and pay for airfare.

### **Taxation**

A portion of scholarship awards may be taxable in Canada. At the end of each fiscal year, Scholars will be issued a T4A tax slip from Vancouver Island University.

### **VIU Policies and Procedures**

Scholars are VIU students and are required to abide by all VIU policies and procedures related to student conduct.

### **Scholarship Acceptance**

Applicants must notify VIU of acceptance of the award within one (1) week of notification of their scholarship offer. Acceptance of the award must be accompanied by the non-refundable "Scholar Contribution" payment of \$500 CDN.

Scholars must commence scholarship activities within one (1) year of the offer of admission.

### **Voluntary Withdrawal**

If a Scholar voluntarily withdraws from the program of study for any reason, VIU will be responsible for costs incurred to the date of withdrawal only, plus airfare to return to Canada (if applicable). The Scholar Contribution of \$500 CDN, once paid, is non-refundable.

### **Legal Status in Belize**

Canadian QE II Scholars will be required to apply for appropriate visas, if applicable.