



Strategic Framework Experiential Learning Fund (SF-ELF)

Travel awards for internships and field schools outside Victoria

The Strategic Framework Experiential Learning Fund supports students participating in for-credit internships or field schools within academic Faculties.

The amount that each Faculty receives will depend on their circumstances. Relevant factors for determining funding allocations may include:

- Number of internships and field schools offered by the Faculty
- Whether the internships and/or field schools are program requirements, electives, or required for professional registration
- Location of field schools and internships and durations
- Number of students that typically participate in these opportunities (approx.)
- Whether the Faculty has other sources of funding to support students' participation.

Please provide the above information and any other relevant information that could assist the VPAC Office in making funding decisions. Expressions of interest for funding should be sent to Emma Judd, VPAC Academic Quality Assurance Coordinator, academicqac@uvic.ca, no later than Tuesday, October 15th, 2024.

Recommended stipends

- Up to \$1,000 for internship and field school within Canada and outside Victoria
- Up to \$3,000 for internship and field school outside Canada

The recommended stipend contributes to the total cost (excluding UVIC tuition fees) for a field school or internship opportunity offered by academic Faculties. Each Faculty adjudicates the applications and reports recipients of the stipends to the Associate Vice-President Academic Programs by October 15 of each year.

Faculties may determine how to allocate funds, for example, by adopting an individualized application process or divide funds evenly among all eligible students participating in internships and field schools. Recipients must be full-time undergraduate or graduate students attending a for-credit internship or field school outside of Victoria.

Faculties that adopt an individualized approach may use the criteria and application form below or adapt it to suit their circumstances.

Selection criteria may include but is not limited to:

- The learning opportunity offered from the internship or field school
- Relevance to the student's area of study
- Relevance to the student's career aspirations
- The student must be in good academic standing



- The level of student's financial need
- Any discipline-specific criteria set by the student's Faculty





University
of Victoria

Vice-President
Academic & Provost

Strategic Framework Experiential Learning Fund (SF-ELF)

Travel award application for internships and field schools

Section 1: Applicant information

Full name: _____ Student ID: V00
First name Last name

Phone: _____ Email: _____

Title of internship or
field school: _____

Course code: _____

Department/Major: _____

Level of study: ☐ Undergraduate ☐ Graduate

Term information for when funding is being requested

Term: ☐ Fall ☐ Spring ☐ Summer

Term start date: _____ Term end date: _____
YYYY/MM/DD YYYY/MM/DD

Internship or Field School information

Company/organization name (if applicable): _____

Location: _____
City/ Town Province/ State Country

Anticipated monthly remuneration from employer (if applicable): \$ _____
Approx. CDN value

Section 2: Declaration

I hereby confirm that I meet the eligibility requirements for application for this Strategic Framework Experiential Learning Fund. I certify that the information given in this application is true and complete.

Applicant signature

Date (YYYY/MM/DD)

Section 4: Statement of intent



Attach a statement of intent answering the following three questions:

1. Brief outline of what you expect to learn from this experience and how this experience will impact the community.
2. Brief answer to “What were the three main criteria influencing your decision to take this opportunity outside the Victoria region?”
3. Brief description of any special circumstances (e.g., financial, caregiving, circumstantial, etc.) that could assist the committee in making their decision.

The statement must be no more than one page, double spaced, size 12 font.

Section 5: Résumé



Attach a copy of your résumé.

Section 6: Transcript



Attach a copy of your administrative (unofficial) transcript.

All sections and attachments must be completed and submitted by email to the Office of the Dean.

Applications must be compiled into a single PDF document in the order listed below. The PDF document must be named as: Firstname_Lastname_TermYear_SF-ELF.pdf. For example, Jane_Doe_Fall2025_SF-ELF.pdf.

Section 1: Applicant Information

Section 2: Declaration (signed)

Section 4: Statement of intent

Section 5: Résumé

Section 6: Transcript