



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 Sandy Rangel, VPAC Academic Quality Assurance Coordinator, academicqac@uvic.ca, no later than Wednesday, October 15th, 2025.

Eligibility requirements

- Applicants must be a full-time undergraduate or graduate student attending an internship or field school outside of Victoria
- Applicants must be registered in a credited internship or field school

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 the above Faculties. Each Faculty adjudicates the applications and reports recipients of the stipends to the Associate Vice-President Academic Programs by mid-October of each year.

Faculties may determine how to allocate funds, for example, by adopting an individualized application process or dividing funds evenly among all eligible students participating in internships and field schools. 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



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Application package

Travel award application for internships and field schools

Section 1: Applicant information

Please complete the following applicant information and declaration as part of your application package. You may complete the Word document and include a digital signature or print and scan your completed document.

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

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

Number of academic terms completed by start of placement _____



Practicum 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 3: Statement of intent

Provide or attach a statement of intent answering the following questions:

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

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

Section 4: Résumé

 Attach a copy of your résumé.



Vice-President
Academic & Provost

Section 5: Transcript

 Attach a copy of your administrative (unofficial) transcript.

All sections and attachments should be completed and submitted to the Office of the Dean of the faculty offering the internship or field school.

Section 1: Applicant information

Section 2: Declaration (signed)

Section 3: Statement of intent

Section 4: Résumé

Section 5: Transcript

Please compile all sections into a single PDF in the order listed above and name the PDF in the following format:

Firstname_Lastname_TermYear_SF-ELF.pdf

(For example: Alex_Smith_Fall2022_SF-ELF.pdf)

Learn more about the Experiential Learning Fund at <https://www.uvic.ca/experiential>

