Vice-President
Academic & Provost

Strategic Framework Experiential Learning Fund (SF-ELF)

Travel awards for practicum placements outside Victoria

UVic is committed to increasing opportunities for students to participate in practica outside the greater Victoria area (Canadian and international locations). Funding is available to support students in academic units **requiring practicum placements** (i.e., Education, Child and Youth Care, Nursing, Public Health and Social Policy, Social Work and Clinical Psychology) who must relocate for practicum placements outside Victoria. Students in distance or online programs or programs based at one of our partner institutions outside Victoria may also be eligible for travel awards provided they have to relocate outside their home communities for practica.

Applications are adjudicated by a panel convened by the Associate Vice-President Academic Programs. Recommended stipends are up to $1,000 per domestic placement and up to $3,000 per international placement.

Eligibility requirements

- Applicants must be undergraduate or graduate students who meet the eligibility for practicum and who have been placed in a practicum outside of Victoria or outside of their home community and required to relocate.
- Applicants must be registered in a credited practicum course that is required to complete their degree.
- Applicants must be in good academic standing.
- Applicants must not live in (or have as their primary residence) the location of the practicum placement.

Selection criteria include:

- The learning opportunity offered from the practicum placement.
- The contribution which the student expects to make during the practicum placement to the community (i.e., rural, Indigenous settings, international communities, etc.).
- Length and intensity of practicum placement.
- Alignment of practicum placement with strategic framework priorities:
    1) cultivate an extraordinary environment,
    2) advance research excellence and impact,
    3) intensify dynamic learning,
    4) foster respect and reconciliation,
    5) promote sustainable futures,
    6) engage locally and globally.

NOTE: Priority will be given to those completing unpaid practicum

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Application submission deadlines

Spring Practicum Placements (January-June)	**December 4**
Fall Practicum Placements (July-December)	**August 14**

Applicants will normally be notified of the outcomes within one month of submission deadlines.

Application instructions

All sections and attachments must be completed and submitted by email to academicqac@uvic.ca

Section 1: Applicant information
Section 2: Declaration
Section 3: Statement of intent
Section 4: Résumé
Section 5: Transcript

Applications must be compiled into a single PDF document in the order listed above. The PDF document must be named as: Firstname_Lastname_TermYear_SF-ELF.pdf. For example, Jane_Doe_Summer2026_SF-ELF.pdf.

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Travel award application for practicum placements

Section 1: Applicant information

Full name: _____ **Student ID:** V00_____
First name Last name

Phone: _____ **Email:** _____

Title of practicum: _____

Course code: _____

Department/School/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 information

Institution/Organization:

Location: _____ _____ _____
City/ Town *Province/ State* *Country*

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

Where do you normally reside? _____

Have you, currently or in the past, lived in the practicum location listed above?

☐ **Yes** ☐ **No**

Have you previously received SF-ELF Funding?

☐ **Yes** ☐ **No**

If Yes, please provide details. _____

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

Attach a statement of intent answering the following three questions:

1. Brief description of your duties and/or responsibilities.
2. Brief outline of what you expect to learn from this experience and **how this experience will impact the community.**
3. What were the three main criteria influencing your decision to take this opportunity outside the Victoria region? Include any relevant community engagement and/or personal connection.
4. Any other impacts on your studies of which the Committee should be aware.

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

Section 4: Résumé

Attach a copy of your résumé. Be sure to include your name and home address.

Section 5: Transcript

Attach a copy of your administrative (unofficial) transcript.

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Checklist:

- **Section 1 and 2: Completed Application Form (Applicant Information and Declaration (signed)**
- **Section 3: Statement of intent**
- **Section 4: Résumé**
- **Section 5: Transcript**

Application package must be submitted by email to academicqac@uvic.ca