

INTERNATIONAL SPACE UNIVERSITY

2010 Space Studies Program (SSP)

NOTES FOR CANADIAN APPLICANTS

Please read these instructions carefully. They apply specifically to Canadian candidates applying for CFISU support to attend the ISU 2010 Space Studies Program. Applicants must apply on-line at the International Space University (ISU) website: <http://www.isunet.edu>

Note that in the case of differences between these instructions and those received from the ISU, these instructions will apply to those who wish to receive a scholarship from the CFISU.

1. CFISU and AUCC

The Canadian Foundation for the International Space University (CFISU) is a private, non-profit charitable organization that promotes the programs of the International Space University in Canada. Its goal is to assist in the development of Canada's future space leaders. The Board of Directors of CFISU is composed of leaders from industry, universities and the public sector. Website <http://www.cfis.ca>

CFISU receives support from companies, government departments and agencies. Depending on the level of financial support in any given year, CFISU annually sponsors between six and ten Canadians, in whole or in part, to attend the ISU Space Studies Program.

The Partnership Program Division of the Association of Universities and Colleges of Canada (AUCC) coordinates the annual competition that awards scholarships towards the ISU SSP.

2. ISU 2010 SPACE STUDIES PROGRAM (SSP)

The International Space University is an accredited, degree-granting university with its central campus in Strasbourg, France. The 2010 Space Studies Program will be held at the ISU's central campus, from June 26 to August 28, 2010.

Graduate students may be able to receive course credits towards their own graduate programs on successful completion of the ISU SSP, however, they must petition their own university in order to receive such credits.

3. ELIGIBILITY

- Applicants must be Canadian citizens or Permanent Canadian Residents.
- Applicants must be proficient in English, the working language of the ISU (an ISU requirement).
- All applicants must have completed an undergraduate degree or equivalent **at the time of application.**
- Applicants must be:
 - Enrolled or accepted in a post-graduate degree-granting or professional program; or
 - Practicing professionals.

Awards cannot be deferred.

By virtue of the interdisciplinary nature of ISU, candidates from all fields of study are encouraged to apply.

4. SELECTION CRITERIA

The awarding of scholarships is based on overall excellence. All eligible applications will be assessed by a CFISU Selection Committee based on the following qualifications, proficiencies, and/or experience (not in order of priority):

- Overall academic performance;
- Language proficiency (see section 5);
- Letters of reference (see section 6);
- An essay by the applicant expressing how the ISU experience will advance their career goals and benefit Canada;
- Space-related activities and/or interests;
- International/intercultural experience;
- Interdisciplinary experience;
- Demonstrated leadership and motivation;
- Demonstrated teamwork.

The CFISU Board of Directors makes the final awards based on the recommendations of the CFISU Selection Committee and available funding.

Board decisions are final.

5. LANGUAGE PROFICIENCY

Candidates must be proficient in English. Preference will be given to applicants who are also conversant in a second language, preferably French. As part of the application process, candidates must submit the "Language Competency Assessment" form, signed by a professional.

6. REFERENCE LETTERS

Applicants should obtain two reference letters. Significant weight is placed on these letters. The reviewers should have in-depth knowledge of the applicant in an academic and/or professional capacity in order to be able to assess the various criteria for selection, and should be familiar with the broad outlines of the ISU and the SSP. An assessment of how an award to a candidate would benefit Canada in the future would be of particular interest. The selection committee takes particular note of the narrative information in letters of reference.

Evaluators must return the Letter of Evaluation form to the applicants, duly signed and dated, in a sealed envelope.

Applicants must submit the reference letters, together with the Language Competency Assessment Form, to AUCC (See Section 12).

7. TRANSCRIPTS

Canadian applicants must arrange to have official academic transcripts sent directly to the AUCC at the address indicated in Section 12. The deadline to receive transcripts at the AUCC is **January 29th 2010** by 4 p.m., EST.

8. TERMS OF THE AWARD

For successful applicants CFISU pays tuition, travel to and from the host site, and room and board for the duration of the 2010 Space Studies Program (approximate value of CAN\$27,000). In some instances, partial scholarships may be provided. Students are responsible for any out-of-pocket expenses while studying at ISU.

Applicants are encouraged, on a voluntary basis, to indicate on the application form any funds that they are willing to personally contribute.

Students will be required to provide the CFISU with their official transcripts upon completing the Space Studies Program. These will be kept confidential and will not be released.

CFISU reserves the right to decline scholarships and withdraw funding at its sole discretion.

Candidates selected by the CFISU are subject to approval by the ISU.

A special arrangement has been made between the CFISU and the Canadian Department of National Defence (DND) in which applicants from DND or the Canadian Forces will be reviewed by the CFISU Selection Committee using the criteria in Section 4, and, if competitive with the top ranked applicants, a recommendation for support will be made to DND.

Applicants from federal government departments or agencies (other than DND, as noted above) should note that they are not eligible to receive awards that are sourced from federal government grants and contributions made to CFISU. At this time, very limited unrestricted scholarship funding is available outside this source and thus it is unlikely that federal government employees would be provided with a financial award from CFISU. The CFISU will, however, review such applicants and provide a letter of support to the applicant in order to try and secure funding from their federal government department or directly from ISU if they receive a high and competitive scoring in the annual CFISU SSP competition.

9. TRAVEL ARRANGEMENTS

CFISU will make necessary travel arrangements for scholarship winners originating from and returning to Canadian centres. Winners are required to attend a briefing session in Canada (location t.b.d), including a reception and dinner, prior to departure for the 2010 SSP. On their return from the SSP, the scholarship winners will be required to provide a report to the CFISU and to their sponsor, and will also be expected to participate in alumni events, notably the Canadian university "Road Shows" that highlight the CFISU program and SSP experience.

10. TRAVEL DOCUMENTS and INSURANCE

Scholarship winners are responsible for acquiring:

- valid travel documents (passport and visas) to comply with the laws of France;
- their own travel medical insurance suitable for the duration of the Program.

11. APPLICATION FEE

A processing fee of \$25.00 CDN is required. Please make your cheque or money order payable to "CFISU" and attach it to page 1 of your application form. Note that if you are applying to both the SSP and MSS/MSM competitions at the same time, you must provide the processing fee for each competition; i.e., \$50 CDN will be required.

12. APPLICATIONS

Please follow these procedures exactly.

The deadline is **January 29th** 2010 - 4 p.m. EST for completing the on-line application and essay and for receipt by AUCC of a copy of page 1 of the application form, the reference letters (in sealed envelopes), the language competency assessment form and all transcripts, together with the application fee. All applications must be received on or before this date and addressed to:

Claire Millington
AUCC/CFISU
350 Albert Street, Suite 600
OTTAWA, ON K1R 1B1

Only complete applications (including transcripts and letters of reference) will be acknowledged. Incomplete applications will not be submitted to the CFISU Selection Committee.

Note: Candidates who have applied in previous years must submit a new application. Applications and associated documents are normally destroyed within 6 months of receipt and thus cannot be transferred to any future competition

For an application to be considered complete, it must include:

- **The Application and Essay (completed on-line on the ISU website).**
- **A photocopy of Page 1 of the above application**
- **A photocopy of a valid Canadian passport or of a Canadian Permanent Resident Card.**
- **Transcripts (sent directly to AUCC by the academic institutions from where degrees were obtained).**
- **Two reference letters in sealed envelopes.**
- **The Language Competency Assessment form.**
- **The application fee of \$25, payable to "CFISU" (Canadian Foundation for the International Space University).**

13. FURTHER INFORMATION

For information regarding the application process, please contact:

Claire Millington, AUCC
E-mail: ssp@aucc.ca
Tel.: (613) 563-3961 ext 303
Fax: (613) 563-9745.

For further information concerning the ISU programs, please contact:

Marie P. Juneau, Administrator
Canadian Foundation for the ISU
P.O. Box 8330, Station 'T'
Ottawa, ON K1G 3H8
E-mail: mjuneau@rogers.com
Tel: (613) 746-0856
Fax: (613) 741-7772

14. IMPORTANT DATES

January 29th, 2010: Deadline for AUCC to receive completed applications, including transcripts.

March 2010: CFISU Selection Committee Meeting

March 2010: AUCC notifies unsuccessful candidates.

March 2010: CFISU informs scholarship winners.

June 2010: CFISU scholarship winners attend an orientation session, reception and dinner.

June 26 to August 28, 2010: Space Studies Program at ISU Central Campus, Strasbourg, France.