



Students for Development program: 2009-2010 edition Application guidelines

1.0 OVERVIEW

The Association of Universities and Colleges of Canada (AUCC) is pleased to announce that the Canadian International Development Agency (CIDA) has approved the 2009-2010 Students for Development (SFD) program. In an effort to improve the effectiveness and efficiency of the program, a number of changes have been made to this year's guidelines and you are encouraged to read them carefully. The most significant changes are: that the program will now support internships that address health, the environment and governance; the program's geographic focus has been narrowed; and the funding level per intern has been reduced to \$8,000. Also note that the timeframe for applying for summer internships is much shorter than in previous years.

2.0 PROGRAM DESCRIPTION

- Launched in 2005, the Students for Development (SFD) program supports senior-level university students (third and fourth-year undergraduates through to PhD students) to participate in internships for a minimum of three months in partner developing countries.
- The objectives of the 2009-2010 program are: 1) to increase collaboration between Canadian universities and developing country partners in order to build capacity in governance, health and the environmental sector; 2) to contribute to students' learning and understanding of international development; 3) to provide students with work experience that complements their field of study and career goals; and 4) to better inform and engage the Canadian public on Canada's contribution to international development efforts.
- Internships are managed through a decentralized approach, with AUCC member institutions responsible for designing and implementing the internships while ensuring that all program requirements are met.
- It is anticipated that 164 internships will be approved for funding this year through the program's summer and autumn rounds.

3.0 INTERNSHIP REQUIREMENTS

Applications must meet the following requirements:

- *CIDA priorities:* Internships must contribute to [CIDA's mandate](#) (poverty reduction) and address one of the following three CIDA areas of focus (the sub-areas of focus that may be supported are also outlined below):
 1. Promoting democratic governance
 - Democratization
 - Human rights
 - Rule of law
 - Public sector capacity building
 - Conflict prevention



2. Improving health
 - o Prevention and control of high-burden, communicable, poverty-linked diseases, particularly HIV/AIDS, malaria and tuberculosis prevention
 - o Strengthening the capacity of health systems
 - o Improving infant and child health
 - o Strengthening sexual and reproductive health and reducing child maternal mortality
 - o Improving food security
3. Advancing environmental sustainability
 - o Strengthening environmental governance
 - o Integrated water resource management
 - o Sustainable land management
 - o Adaptation to climate change
 - o Supporting multilateral environmental agreements

Gender equality, a CIDA cross-cutting theme, must be addressed by all internships.

- *Geographic focus:* Internships must take place in one of [CIDA's countries of focus](#) or in one of the 15 countries where the program has had a strong presence to date. Note that if a Foreign Affairs and International Trade Canada (DFAIT) travel advisory is in place for a region recommending to avoid all travel OR avoid non-essential travel at the time of application, the internship in that region will be rejected.

CIDA countries of focus

Countries with DFAIT travel warnings in April 2009 recommending to avoid all travel OR to avoid non-essential travel have been omitted from the list. Also, internships should be avoided in regions that have travel warnings within particular countries.

Ethiopia	**Caribbean regional program
Ghana	Colombia
Mali	Honduras
Mozambique	Peru
Senegal	Bangladesh
Tanzania	Indonesia
Ukraine	Vietnam
Bolivia	

** The list of [Caribbean countries](#) is available on CIDA's website.

Other countries where SFD has had a meaningful ongoing presence

Kenya	Argentina
Uganda	Brazil
Rwanda	Mexico
Malawi	India
Zambia	China
South Africa	Philippines
Cameroon	Nepal
Sierra Leone	

- *Applicants:* Applications must be submitted by AUCC member institutions – through their International liaison officer (ILO). Applications must identify the student mentor(s) who will advise the intern with respect to the areas of focus/sectors during the internship period.
- *Developing country partners:* Developing country partners may include national or local governments, civil society organizations, universities and colleges.



- *Internship work plan:* The internship objectives, activities and expected results must be developed jointly by the Canadian university and the developing country partner organization. The internship must respond to the needs of the developing country partner. The university must have a written agreement with the developing country partner outlining the internship objectives, activities and expected results.
- *Students:* The program is open to 3rd and 4th year undergraduate level students, as well as masters and PhD students enrolled full-time at Canadian universities. Students can participate in this program only once during their studies. AUCC will not accept applications for students who benefited from the 2005, 2006, 2007 or 2008 edition of this program. The student who will implement the internship must be identified via an internal selection process (it is suggested that the developing country partner be part of the selection process). This year, as a new requirement, universities' criteria for selecting students must include the extent to which the internship complements the student's field of study and advances the student's career prospects.
- *Duration of internship:* Interns must spend a minimum of three (3) consecutive months overseas working with the local partner. Longer internships are encouraged, particularly for the autumn internships.
- *Funding per internship:* The maximum CIDA funding that can be requested per internship is \$10,000. This includes \$8,000 for the student (to cover eligible costs, such as international and local travel, accommodation, and per diems) and \$2,000 for the university's administration of the internship and public engagement costs. The university must make an in-kind or cash contribution amounting to at least 27 percent of the total CIDA internship contribution.
- *Number of interns per university:* Each university will be able to submit applications for up to six (6) interns for 2009-2010. Universities must rank these internships in order of preference. Each university is guaranteed one internship provided it is meritorious and approved by the selection committee. The number of other internships that will be granted to any one university will depend on the quality of the university's applications, the number of applications received by AUCC and the number of unused placements.
- *Alignment and Leveraging:* The peer review committee **will favour** internships that are aligned in one or more of the following three ways:
 - Internships are aligned or attached to existing development projects so that the SFD internships bring value-added and allow for leveraging of lessons learned from all parties;
 - Multiple internships are sequenced with the same developing country partner to provide a more coherent and robust intervention overall, ideally around an ongoing partner objective and/ or strategy (i.e. summer interns followed by autumn interns with the same partner);
 - More than one intern is sent at a time to a developing country partner organization so that more complex and complementary projects are implemented for stronger long-term results.

4.0 THE APPLICATION PROCESS

4.1 Signatures

- Universities must complete an SFD 2009-2010 application form for each internship position.
- By signing the application form, the university agrees to work with the student and the developing country partner to respect the program requirements and undertake all the internship activities outlined in the application.
- By signing the application form, the student agrees to respect the program requirements and undertake the activities outlined in the application.

4.2 Application deadlines

- The completed application form must be e-mailed to sfd@aucc.ca by the appropriate deadline (see below). In addition, a signed hard copy of the application form must reach AUCG no later than three (3) working days after the deadline. If the electronic copy contains electronic signatures, there is no need to send AUCG a hard copy.

	Deadlines	Results announced
Summer internships	Summer Round 1: The first deadline for submitting proposals for the summer round of internships will be 5:00 pm (EST), May 4, 2009 .	May 14, 2009
	Summer Round 2: The second deadline for submitting proposals for the summer round of internships will be 5:00pm (EST), May 11, 2009 .	May 21, 2009
Autumn internships	Autumn Round 3: The deadline for submitting proposals for the autumn round of internships will be 5:00pm (EST), May 21, 2009 .	June 11, 2009

- Universities must inform AUCG of the number of applications they intend to submit for the autumn round of internships by 5:00pm (EST) on May 11, 2009 by having their ILO send a message to sfd@aucc.ca.**

5.0 INTERNSHIP ALLOCATION AND VETTING PROCESS

Universities may submit applications for up to six (6) internships. Universities are required to establish an internal selection process to select the student(s) who will participate in the internship program.

5.1 Allocation of internships

- Each of AUCG's 94 member institutions has a base allocation of one (1) internship for the 2009-2010 program. The university may choose to use this base allocation of one (1) internship in the summer or the autumn. These internships are the so-called "main" internships, whether they are planned for the summer or the autumn.
- In addition to the "main internship," universities have the opportunity to put forward up to five (5) additional applications for summer and autumn internships that will be allocated on a lottery basis from the pool of unused placements (i.e. those internships reserved for a given university but not taken up plus the additional 70 internships for a total of 164 internships). These additional internship applications are called the "lottery" internships and must be ranked in the application form. Please rank each round separately.
- By the end of the day on **May 11, 2009**, any university that has not sent a message to sfd@aucc.ca indicating interest in the autumn round 3 placement will be presumed to be uninterested in participating in this round of the program and will see its allocated internships added to the pool of unused placements.



5.2 Vetting process

- The details of each university's proposed internship (see application form) will be vetted by a peer-review committee organized and managed by AUCC which will ensure that it adheres to the program guidelines. Please note that the parameters of the application form (i.e. the maximum number of words) must be respected in order for the application to be considered. Only the application form will be sent to members of the peer-review committee.
- Should the peer-review committee judge that a proposal needs to be reworked in order to be approved, the university will be given a set number of days to make the required modifications.
- In the event that a university's application to the summer internships is refused by the peer-review committee, the university will be permitted to submit a revised or new application to the autumn round of internship placements.

6.0 PRE-DEPARTURE REQUIREMENTS

6.1 Travel safety

- If a DFAIT travel advisory is in place restricting travel at the time of deployment, internships in that region/ country will be postponed or cancelled.

6.2 Pre-departure training

- The university must provide the student with an appropriate pre-departure orientation specifically tailored to the local context and the level of risk related to a placement in the particular country. This orientation must include cross-cultural issues, gender issues, local context and related issues, health considerations, safety and risk management, as well as emergency preparedness.
- The Center for Intercultural Learning (CIL) is a federal government resource that can assist in the preparation of the students' pre-departure orientation. This orientation is free of charge for students with approved internships under this program.

6.3 Documents to submit to AUCC prior to departure

- At least two (2) weeks prior to departure, the following documents need to be submitted to AUCC for the advance to be sent to the student via the ILO office.
 - *Appropriate medical insurance:* Students must provide AUCC with proof of medical insurance appropriate for the developing country and proof of payment. The name of the student, the country of destination (essential) and confirmation of coverage for emergency medical assistance and evacuation must appear on this document.
 - *ROCA registration and waiver:* Students must register with the [Registry of Canadians Abroad](#) (ROCA) managed by DFAIT. The ILO and the student must also sign the Students for Development waiver and submit the original to AUCC.
- Upon receipt of all required pre-departure documents AUCC will provide the student with an advance of \$7,000. The balance owing will be issued upon submission of a satisfactory financial report and questionnaire. A list of eligible costs will be provided once the internship is approved.



7.0 DURING THE INTERNSHIP

- Travel and stay in the country of the internship will be subject to recommendations found in the [travel reports](#) prepared by the Consular Services at DFAIT. At any moment, CIDA has the right to require that a student on an internship returns to Canada because of security or safety concerns.
- Universities must be available to their students and developing country partners to discuss the internship's progress.
- Universities must assist students in the evacuation process should CIDA request evacuation from the developing country.
- Universities must alert AUCC of any major problem related to the internship (e.g. security issues, student is coming back to Canada before the end of the internship, etc.).

8.0 POST-INTERNSHIP RESPONSIBILITIES

8.1 Debriefing and public engagement activity

- *Debriefing:* The university must meet with the returning student to organize the public engagement activity, as well as coordinate the completion of the questionnaire and the financial report (see below).
- *Public engagement activity:* The university must work with the student to organize a public engagement activity in order to share the internship lessons learned.

8.2 Questionnaire

- Upon completion of the internship, the student, the developing country partner and the university must complete a questionnaire (to be provided by AUCC upon approval of the internship). This questionnaire pertains to the results achieved, key lessons learned, as well as testimonials from the student and stakeholders.
- Summer interns who return to Canada by September 15, 2009 must submit their questionnaire to AUCC no later than **September 30, 2009**. A separate report on public engagement activities will be due **December 15, 2009**. For autumn interns, questionnaires (including public engagement results) must be submitted no later than **January 22, 2010**.
- The university must assist AUCC in obtaining completed questionnaires from students and their partner organizations.

8.3 Financial reporting by the student

- Interns who return to Canada by September 15, 2009 must submit their financial report to AUCC no later than **September 30, 2009**. For autumn interns, financial reports must be submitted no later than **January 22, 2010**. The financial reporting form will be provided in the *SFD Handbook for Interns*.
- Upon receipt and approval by AUCC of the student's financial report containing sufficient supporting documentation to justify how the CIDA contribution (maximum of \$8,000) was spent, AUCC will send the student the balance of the amount owing.
- Should the student's financial report show that less than the maximum CIDA contribution (i.e. \$8,000) was spent on eligible expenses, the student will have a maximum of 30 days to reimburse AUCC for the balance owing. AUCC will work with the university to liaise with the student should there be any balance owing to AUCC.



- The level of funding will be reduced on a pro-rated basis by AUCC if the student does not stay the full three months.
- Should the student fail to complete the internship (some exceptions apply), he/she will have to reimburse AUCC.
- The university must assist AUCC in obtaining financial reports from students.

8.4 Financial reporting by the university

- Universities are required to provide AUCC with a financial report detailing how the maximum of \$2,000 (for administrative and public engagement costs) were spent. This report needs to be submitted to AUCC by **January 22, 2010**. AUCC will provide universities with a financial report template when the internships are approved.
- The maximum of \$2,000 will be sent to the university upon receipt and approval of the university's financial report, the completed internship questionnaire, as well as the student's financial report.

For questions, please contact

Claire Millington, Manager, International initiatives and exchanges
Phone: (613) 563-3961, ext. 303
E-mail: cmillington@aucc.ca

Please send an electronic version of completed application form to sfd@aucc.ca by the appropriate deadline. In addition, a signed hard copy of the application form must reach AUCC no later than three (3) working days after the deadline. If the electronic copy contains electronic signatures, there is no need to send AUCC a hard copy.

Mailing address:

Students for Development Program
Association of Universities and Colleges of Canada
350, Albert Street, Suite 600
Ottawa ON K1R 1B1