International Experience Awards

After wide consultation with the student body, the School instituted an “International Experience Award” program in 1999-2000. Funding for the International Experience Awards has been generously provided by the China Projects Office, the Eastern Ontario District of the Ontario Professional Planners Institute, the SURP Trust and anonymous donors.

The following rules apply.

1. **Title**

The award is called the “International Experience Award”. Each award is worth up to a maximum of $1,500.

2. **Selection Criteria and Submission Format**

A maximum of three awards is provided per school year to full-time first-year students (at the time of application) in the School of Urban and Regional Planning at Queen’s University.

The award is intended to provide first-year MPL students with a unique and new international experience during the summer term of their first year of graduate studies and support international research. For this reason we strongly discourage students from selecting countries in which they have previously resided.

A proposal shall be judged on its feasibility, practicality and innovation.

It will also be judged based upon the potential for the international experience to provide valuable lessons to the SURP community.

The topic must be planning related but it may not be tied to any course requirements or professors’ research interests.

Locations within Canada and the continental United States will not be considered as possible destinations.

No student may receive the award more than once.

First-year students interested in applying for an award must prepare a one-page proposal (**Formatting requirement:** 1” margins top, bottom, and sides, using Times New Roman 12 point font size. **In order to ensure fairness to all applicants, any writing over this one-page limit will not be read by the Selection Panel. The exception to this rule is that you may attach a separate page for your travel budget and a separate page for your references.**) The proposal must indicate the student’s area of interest and preparedness and must include the following:

- where he/she would like to travel (Applicants must disclose if they have travelled or resided in the proposed location for longer than one month. The Selection Panel reserves the right to disqualify applications where excess prior travel has occurred.)
- what he/she plans to study
- what he/she plans to get out of this opportunity
- what SURP can get out of this opportunity
- reason for making the choice of location and study topic
- a simple but realistic and researched budget breakdown (Identify how you arrived at your cost estimates. Your budget may exceed the $1,500 maximum value of the award; however, award recipients are expected to find alternative funding for the remainder of their expenses.)
- a rough travel and presentation timeline
3. **Selection Panel**

A maximum of three awards will be given out each year. Members of the Selection Panel may decide to award fewer than three awards if, in their opinion, the above criteria have not been met. The funds will be withheld and added to future awards.

The Panel is comprised of four second-year students and four first-year students who are elected in the fall at the beginning of the school term.

A first-year student Panel member may apply for an International Experience Award but he/she may not rank his/her own application. Such an application will be pro-rated when its score is tallied.

4. **Procedures**

All proposals must be handed in to the General Office by the stated deadline.

Each proposal will be given a random number to ensure confidentiality during the evaluation process.

Students may not submit more than one proposal per competition.

Each member of the Selection Panel will receive and review each proposal but is not required to evaluate a proposal that he/she feels does not meet the selection criteria.

Each member of the Selection Panel will independently judge each of the proposals and rank each according to the selection criteria. However, although a first-year student panel member may apply for an International Experience Award, he/she may not rank his/her own application. Such an application will be pro-rated when its score is tallied.

5. **Deadline**

The proposals must be submitted by the second Monday of January in the winter term. The exact date will be clearly stated on a notice that will be posted at the School in the late fall inviting SURP students to submit proposals for the International Experience Awards.

6. **Obligation of Award Recipient to the School**

A student who receives the award must give a 15-minute presentation to students and faculty before and after returning from the trip. The pre-trip presentation must be given in the Winter Term of the awardee’s first year of study and the post-trip presentation must be given in the Fall Term of the awardee’s second year of study. As well, the student must prepare a one-to-two page summary, including photos, of the student’s international experiences, which may be added to the School’s Web page and used in other School communications material.

7. **Award Expiry**

The award will normally expire at the end of the summer term of the year it is granted. Students may apply to the School’s Director for an extension of the award to December 31st. Unused awards will be returned to the fund and used to support future awards.