

The Application Kit for Global Learning Awards

(Amount per award: \$200-\$10 000)

There are three awards available to Saint Mary's students from the Global Learning Office who plan to study abroad. Award amounts vary from \$200 to \$10 000 depending on the scope of the opportunity, the duration, and the student's academic, personal, and professional background or future plans. There are awards available to full-time and part-time students, to undergraduate and graduate students, and to Canadian and International students.

The three Awards are:

- Global Skills Opportunity Awards
- Michael Brown Mobility Award
- Summerby-Murray Global Learning Award

Learn more about each award on our website at studio.smu.ca/intl-funding before applying.

Global Learning Awards can be applied to the following opportunities:

- Exchange/Study abroad for academic credit (semester, full year, or summer sessions)
- International field courses
- Group training internationally
- Language training outside of Canada
- Volunteer placements that are recognized as part of an academic credit program

Awards will not be granted for attendance or participation at international conferences.

Deadlines

There are two deadlines each year:

- March 15 for activities (1 week-1 year in duration) commencing in the period April-September.
- September 15 for activities (1 wk-1 year in duration) commencing in the period October-March.

The Application

Please read all information in this kit thoroughly before you start preparing your application.

Applications for all five awards are submitted through the Global Learning Awards Application Form found at:

https://smuniversity.qualtrics.com/jfe/form/SV_aVtJ9prlJvclWiW/

Completed applications will include:

- A letter of Intent (uploaded to the form)
- Proof of acceptance to the international program, if applicable (uploaded to the form)
- One letter of reference from a SMU professor.

Note: Students who have already been accepted to the International Exchange program do not need to submit the above documents, only the application form itself.

Writing a Letter of Intent:

Your letter of intent should be well written, carefully reviewed, and error-free. Letters must be submitted as PDFs.

The SMU Writing Centre is a great resource for help writing concise and informative cover letters. Learn more at: <https://studio.smu.ca/wc-home>.

Your letter should be addressed to:

Project Manager,
Global Learning & Intercultural Support
Saint Mary's University

For Virtual opportunities, the letter should include:

- a. Explain the relevance of the proposed activity to your academic goals.
- b. Explain what intercultural learning you hope to gain through the proposed activity.
- c. Explain how the proposed activity will contribute towards your successful degree completion.

For all other opportunities, the letter should include:

- a. A summary of your academic goals.
- b. Relevance of the proposed international program to your stated academic goals.
- c. Explanation of how you will benefit from the international experience in becoming a global citizen.
- d. What it means to represent Saint Mary's University while overseas (if your program includes travels).
- e. Background, extracurricular activities on/off campus, and training (including language) which will help you better prepare for the proposed program as well as for the anticipated cultural adjustment and the learning experience overseas.
- f. Pre-departure planning (i.e., identification of courses, admission to the program, financial planning, investigation into visa requirements, etc.).

Instructions for the Letter of Reference

A letter of reference must be written by a university instructor with whom the applicant has had an academic relationship. There is no evaluation form to rate the applicant, and we ask that a letter be written on the departmental letterhead. The general guideline includes the following:

- a) The letter should be addressed to the Project Manager, Global Learning
- b) The letter should state the length of time and capacity in which the referee has known the applicant. In addition, the letter of reference should focus on:
 - o the applicant's notable academic/personal qualities
 - o how essential the proposed international program is towards the successful completion of the applicant's degree program
 - o the reasons why the applicant is a good candidate to represent Saint Mary's University internationally

The letter can be sent to the Global Learning in the following ways:

- The letter can be emailed to Global@smu.ca directly from the faculty member (preferably in a PDF attachment).
- The letter can be delivered to At106 in a sealed envelope by the faculty member, student, or via internal mail.
- The letter can be mailed to:
Global Learning and Intercultural Support,
Saint Mary's University
923 Robie St,
Halifax NS B3H 3C3 Canada

The letter must reach the Global Learning Office on or before the deadline.

Additional Information

- The application form and all supporting documents must reach Global Learning and Intercultural Support on or before the deadline. Late applications will not be accepted.
- It takes six weeks or longer before the decisions are made on the awards. Regardless of the result, you will be contacted by e-mail. It is important that your e-mail account is active and that you check both the inbox and the "junk" OR "clutter" folders for incoming messages.

- If your application was successful, you will be required to review the pre-departure briefing information as well as sign the waiver form before your funding can be released. Graduate students must also complete the "Graduate Research Hazards Assessment Form" and receive approval from the Graduate Studies Office. These requirements will be explained to you at a later date.
- If your application was successful, the award amount is released to your Saint Mary's banner account. More information on how you can access the award will be given at a later date.
- It is highly recommended that you request a letter from your professor several weeks prior to the application deadline to ensure that the letter will be completed on time. If you are having a hard time finding a referee, it is recommended you make an appointment the Career Centre for help with networking and mentorship development.

Contact

Any questions or concerns about the application or awards can be sent to Global@smu.ca or please visit us at At106.