



INTERNATIONAL INTERSHIP PROGRAM OF FONDS DE RECHERCHE DU QUÉBEC NATURE ET TECHNOLOGIES 2013-2014

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1. OBJECTIVES

The FRQNT's (Fonds de recherche du Québec – Nature et technologies) international internship aims to foster international mobility of students whose research activities are part of the scientific program of a strategic cluster funded by the FRQNT. The internship is a supplementary tool available to a strategic cluster to strengthen its position at the international level through research projects and partnerships that have already been established or which are under development.

2. APPLICANTS

The international internship is intended for Master's or doctoral students enrolled full-time in a Quebec university and who meets the requirements of their program.

The proposed research outlined in the application as part of the internship must be part of the scientific program of the strategic cluster.

3. ELIGIBILITY CONDITIONS

All of the strategic clusters supported by the FRQNT may submit an application to this program.

The applicant proposed by the strategic cluster must meet all of the eligibility requirements listed hereafter.

3.1 Citizenship

3.1.1 For full-time students enrolled in a Quebec university

- The applicant must be a Canadian citizen, a permanent resident of Canada or a foreign student who has a valid study permit for the province of Québec.

3.1.2 For foreign students enrolled in a university outside Québec

- The applicant must have the valid study permits or visa for the entire duration of the internship;
- The applicant can't be enrolled in a co-degree from more than one institution including a Quebec university. For the students enrolled in a co-degree see the rules of the [Frontenac program](#).

3.2 Location of the internship

The internship must be carried out in one of the high-priority countries or regions identified by the Quebec Government in Quebec's International Policy (MRI, 2006: Brazil, Catalonia, China, Flanders, France, Germany, India, Israel, Italy, Japan, Mexico, United Kingdom, United States, Wallonia – Brussels). The internships may also take place as part of a multilateral projects or the European Union's Framework Programs.

3.3 Duration of the internship

The internship must be of a minimum duration of 2 months and a maximum of 12 months.

3.4 Start date of the internship

The internship must start no later than March 31st, 2014.

3.5 Restrictions

Students who are jointly supervised by a researcher in a foreign university (co-degree) are not eligible to apply for an international internship scholarship to visit one of their home universities.

4. APPLICATION PROCESS

Candidates interested within this program must file their application within their strategic cluster (see list on FRQNT's Web site at http://www.frqnt.gouv.qc.ca/pdf/REGR_NT_FINANCES-2013-2014.pdf).

Validate the list of documents required for this application with the specific strategic cluster.

The strategic clusters which recommend a candidate must fill the specific form available on FRQNT's web site as well as transmit it electronically. The form includes the complete addresses of the student, the academic supervisor, and the internship supervisor. A brief description of the nature of the internship is also required. The strategic clusters must also submit the selection committee report that states the results for each of the three criteria in effect, the assessment process and the names of the committee members. The strategic cluster must justify the amounts requested for the internship by detailing the estimated expenses to be incurred.

4.1 Application deadlines

Each strategic cluster may submit applications at all time from **April 1st, 2013 until March 1st, 2014**.

4.2 Limited number of applications

Each strategic cluster may generally submit up to two (2) applications during the period from April 1st, 2013 up to March 31st, 2014. This limit can be re-examined and increased at all time until March 31st, 2014.

Each strategic cluster can propose the application of no more than one (1) foreign student enrolled outside Québec so he/she can pursue its internship within the strategic cluster. The same rules for evaluating candidates, duration of the course and the value of scholarship apply to application. The application of a foreign student enrolled outside Québec doesn't modify the total limit of two (2) candidates per cluster.

5. VALUE OF THE SCHOLARSHIP

The scholarship for internship is of a maximum value of \$15,000. However, the FRQNT will allow no more than the equivalent of \$2,500/month in living expenses.

5.1 Eligible expenses

The scholarship will cover the student's travel and living expenses (transportation, housing, etc). Expenses for insurance as well as visa are accepted.

5.2 Non eligible expenses

The scholarship does not cover expenses related to the completion of the research project such as user fees for equipment or supplies.

6. REVIEW PROCESS

6.1 Criteria

Applications are evaluated by the strategic clusters according to the following criteria:

- The academic excellence and research aptitude of the candidate (50 points);
- The correspondence of the internship with the scientific program of the cluster's (25 points);
- The insertion of the internship in international action of the strategic cluster (25 points).

The process and evaluation criteria are the sole responsibility of the FRQNT.

7. INTEGRITY OF THE EVALUATION PROCESS

The FRQNT board members are not involved in the scientific evaluation of funding applications, and at no time may researchers, students or institutional authorities make contact with the evaluation committee chairperson or members. The FRQNT have the right to withdraw an application from competition if there is any attempt to lobby the committee or sway the evaluation process.

Every person recruited to sit on an evaluation committee must comply with standard rules of confidentiality regarding the application packages, committee makeup, deliberations and recommendations. The evaluation committee chairperson, members and outside experts are required to disclose any conflicts of interest and must sign a written statement in this regard.

8. SCHOLARSHIP ATTRIBUTION AND ANNOUNCEMENT OF RESULTS

Candidates are selected by the strategic clusters which recommend them to the FRQNT. It is the FRQNT that makes the final decision on the grants to be awarded under the international internship program. The allocation of internships by the FRQNT is made on a first come, first served basis and the funds available for this program.

The FRQNT reserves itself the right to refuse any application that does not meet eligibility requirements or for which the selection committee report is not sufficiently detailed.

9. INTERNSHIP REPORT

A report detailing the activities carried out during the internship must be sent to the FRQNT's program administrator no later than one month after the end of the internship. This report is done in an open format of about one page.

The clusters, whose student will be in default of having submitted the internship report according to the rules, cannot file new applications to the international internship program as long as the situation is not rectified.

10. GENERAL CONSIDERATIONS

The FRQNT reserves the right to change, without notice, the program rules. In addition, it may terminate the program at any given time when available funds are exhausted.

11. FALSE OR MISLEADING INFORMATION

Under the Act respecting the Ministère du Développement économique, de l'Innovation et de l'Exportation (R.S.Q., c. M-30.01), any applicant who gives false or misleading information to obtain or procure financial support is guilty of an offence and liable to a fine. If found guilty, the individual is barred from receiving financial support for a five-year period.

Where a legal entity commits an offence, any of its directors or representatives who knew about the offence are considered to be parties to the offence and are also subject to a fine, unless they prove to the court's satisfaction that they did not agree with the commission of the offence.

The FRQNT have the right to impose any penalty or take any additional measures they deem expedient. They may also take legal action to recover fraudulently obtained funds and collect damages.

12. RESPONSIBILITIES OF THE FRQNT

The FRQNT is not liable for any direct or indirect injury arising from processing of grants, bursaries or other applications, and, without limiting the generality of the above, is not liable for any direct or indirect injury arising from unauthorized disclosure by the FRQNT of the information contained in candidates' files. Despite all the precautions taken by the FRQNT to protect information that must be kept confidential, certain countries to which information is transmitted may not have security procedures such as asymmetric cryptography or encryption.

Act respecting access to documents held by public bodies and the protection of personal information.

The FRQNT is subject to the Act respecting access to documents held by public bodies and the protection of personal information (R.S.Q., c. A-2.1). Candidates can obtain further information on access procedures, the protection of personal information and the recourse provided for in the Act by contacting the person responsible for the Act at the FRQNT.

The responsible authority for access to documents and protection of personal information:

Me Mylène Deschênes, B.C.L., LL.B., LL.M.

Directrice, affaires éthiques et juridiques

responsableacces.nt@frq.gouv.qc.ca

13. FOR INFORMATION

Program administrator: Guillaume Lamontagne

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For students outside the Québec city area:

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