

APPLICATION FORM

Mobility grants program
for students in vocational training



This program is funded by
The *Ministère de l'Éducation du Québec*

GENERAL INFORMATION

School information

School name _____

School services centre / School board _____

Administrative region _____

Person in charge of the project

Surname	First name
Title	
Phone number	Email address

School's head office

Surname	First name
Title	
Phone number	Email address

Finance department

Surname	First name
Title	
Phone number	Email address

PROJECT INFORMATION

Project name _____

Training program _____

Project dates (YYYY-MM-DD) _____
Departure date _____ Return date _____

Number of days devoted to project activities _____

Destination _____

_____ Eligible amount per participant

_____ Total amount requested

Number of students _____

Number of supervisors _____

Note: a maximum of two supervisors can receive a grant.

Supervisors

Surname	First name

Students

	Surname	First name	Permanent code	Nb of units completed during the project
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Note: You can add an Excel sheet if needed.

PROJECT DESCRIPTION

1. General information

Give details about your partner and the history of your partnership.

Describe the main activities of your project.

2. Objectives and competencies

What are the main reasons for carrying out this project?

Tick the 4 boxes that best describe your project.

- Put the students' newly acquired skills into practice
- Meet the requirements of a specific study program
- Explore new work methods and techniques
- Be immersed in a professional, cultural, and social environment
- Improve language skills
- Develop new skills that will help thrive in an international environment
- Acquire a work experience
- Develop professional autonomy

As of today, how do you think this project will impact your students?

Tick the 4 boxes that best describe the impacts you are foreseeing.

- Improve work opportunities
- Develop project management skills
- Improve student retention
- Develop autonomy and adaptability
- Harmonization of labour to adapt to international norms
- Improve intercultural communication abilities
- Openness to the world
- Improve teamwork

Describe the different goals you want your students to achieve (knowledge, skills, network, etc.).

What are the specific competencies within the vocational training program that will be developed during your project, and how do you plan to develop them?

Explain how you will ensure that the competencies that would otherwise be developed and assessed in Quebec will be developed and assessed in the same way during the project. Specify the methods and tools you plan to use?

3. Relevance, added value, and impact of the project

For the students – Explain why carrying out this project will be valuable for their professional, personal, and educational development.

For the school – Explain how this project falls within your school's plan of action in relation to the internationalization of education. What is the added value for your school?

4. Pre-departure activities

Educational preparation – Describe the different pre-departure classes, workshops and training that are organized to prepare students for the project. Specify how many hours were spent for each class, workshop, or training.

Intercultural preparation – Describe the different pre-departure classes, workshops and training that are organized in order to help students adapt to the host country, region or territory. How will you encourage intercultural exchanges? Specify how many hours are spent for each class, workshop, or training. If the project is carried out in another language, please specify what level in the target language is necessary for students to participate.

Logistical preparation – Explain the logistical preparation related to your project (accommodation, visa or permit, vaccines, passport, transportation, contact with the partner, health and safety, fundraising, etc.). Specify what kind of research you had to do or will have to do to prepare your project.

5. Supervisor's experience

Describe the supervisor's experience in international project management. It must be demonstrated why the supervisors are qualified to supervise the project. You are encouraged to name specific missions, work experience, internship supervision and education outside of Quebec.

TERMS AND CONDITIONS

Personal information, terms and condition

- We understand that the *Ministère de l'Éducation du Québec* has mandated Éducation internationale (the program administrator) to manage the Mobility grants program for students in vocational training. Participation in this program is voluntary and so is providing required information. However, we understand that refusing to provide the required information could prevent our participation in the program.
- We agree to let Éducation internationale, located at 3005, 4e avenue, bureau 300 in Québec (Québec) G1J 3G6, safely and confidentially keep the personal information provided, for verification and control purposes by the *Ministère de l'Éducation du Québec*, and statistics and accountability reports financial while we manage the program. Only Éducation internationale employees, members of the selection committee, and the employees working on this program from the *Ministère de l'Éducation du Québec* will be able to access the information collected.
- We understand that according to the Act respecting Access to documents held by public bodies and the protection of personal information (RLRQ, chapter A-2.1), we will be able to access our personal information, get a copy of it and modify it if need be.
- We declare having taken out an international medical insurance and an international public liability insurance that covers the participants and that covers professional acts that will be performed in the country, Canadian province, or territory where the project will be carried out.
- We understand that we are responsible for informing ourselves and knowing about health and safety rules and travel advisories by the [Canadian government](#). We understand that our project will not be financed if our destination is subject to a level 3 advisory (avoid non-essential travel).
- We confirm having taken all precautions and measures to carry out the project in a safe environment.

We understand and agree to comply with the terms and conditions listed above.

SUPPORTING DOCUMENTS

- Appendix I: Schedule
- Appendix II: Budget outline
- Appendix III: Partner's letter or email confirming the project

SIGNATURES

Signature of the vocational training centre head office

Surname	First name
Title	
Signature	Date

Signature of the school service centre head office

Surname	First name
Title	
Signature	Date



HOW TO ADD YOUR DIGITAL SIGNATURE TO THE DOCUMENT

Make sure you have Acrobat Reader's latest update.

- 1) Click on the signature field and select « Configure New Digital ID ».
- 2) Select « Create a new Digital ID » and « Save to File ».
- 3) Enter your personal information, keep the rest as it is, and click next to choose a password.
- 4) You can modify the look of your signature if you want to (text, digital picture, drawing).
- 5) Save the form and transfer it to the next person that has to sign it.

Don't hesitate to see this [help document](#) should you have any difficulty with the form.

ADDITIONAL INFORMATION

HOW TO SUBMIT A WELL-ORGANISED APPLICATION

- Fill out the forms on your computer and use digital signatures to submit them. If you are not able to do so, send the form without the signature as well as the scanned copy of the full form with your handwritten signatures.
- Use the supporting documents provided by Éducation internationale. Other types of documents will not be accepted.
- Rename the supporting documents using the titles indicated in this form (try to avoid unclear file names, e.g.: a series of numbers or letters that are generated automatically after a scan).
- Avoid merging different supporting documents in a single file.
- Make sure the documents you submit, especially scanned documents, are of good quality, preferably in colour, readable and the right way up (rotate them if necessary).

SUBMITTING YOUR APPLICATION

Please submit your full application (application form and supporting documents) through the “drop box” available on [our website](#).

DO YOU NEED ADDITIONAL INFORMATION?

You can contact the program’s team at Éducation internationale by [email](#) or by phone at: (418) 651-6447 #147.

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