



MOBILITY GRANTS PROGRAM
for students in vocational training

Guide for a project submission
(05/11/2021)



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GENERAL INFORMATION

ABOUT ÉDUCATION INTERNATIONALE



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[Éducation internationale](#) is a non-profit cooperative comprised of Quebec's French and English school service centres and school boards. Since 2001, we have brought them together, supported and represented them with the aim to open Quebec's school network to the international stage. Éducation internationale is mandated by the *Ministère de l'Éducation du Québec* to internationalize Quebec's school service centres network and to coordinate the international promotion of vocational training in Quebec.

Éducation internationale offers different services:

- [Échanges azimut](#): Exchange programs and mobility grants for students, graduates, and school staff.
- [Québec métiers d'avenir](#): A turnkey service for the international promotion of vocational training in Quebec and support for international students in their study project.
- [Développement international](#): Export of Quebec's expertise in education.

GRANTS PROGRAM

OBJECTIVES

The objectives of the program are the following:

- Allow Quebec students to develop their skills and abilities to thrive in an international context.
- Develop an intercultural sensitivity.
- Improve in a foreign language.
- Encourage academic success.
- Guide students in their educational and vocational paths.
- Improve personal skills.

This program helps school service centres, school boards and government institutes to achieve their goal of internationalizing education.



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PROGRAM FUNDING



The *Ministère de l'Éducation du Québec* mandated Éducation internationale to manage this program. The annual budget for this program is \$ 400,000.

TARGET AUDIENCE

This program is aimed at school service centres, school boards and government institutes wanting to set up student mobility projects. It targets Quebec students enrolled full-time in a vocational training program leading to a DVS or AVS, and who wish to complete part of their training outside of Quebec.

In this program, the definition of a Quebec student is the same as the one used in the *Regulation respecting the definition of resident in Quebec*.

AMOUNT OF THE GRANT AND LENGTH OF THE PROJECT

The allocated grant shall be used exclusively to pay for transportation, accommodation, and food costs for students during the project.

For group projects, the expenses of one or two supervisors may be covered according to the same rules as those used for grants allocated to students. Éducation internationale will determine how many supervisors are eligible according to the size of the groups and the nature of the project submitted.

The amount of the grant is defined according to the number of days devoted to carrying out the internship (Note that the program will generally take into account one day of travel for the outward journey and one day for the return). The maximum amounts allocated per student are as follows:

Length of the stay (days)	Amount awarded per student or supervisor
9 and less	Non-eligible
10-20	\$ 1,000
21-27	\$ 1,250
28-34	\$ 1,500
35-41	\$ 1,750
42+	\$ 2,000

Éducation internationale may choose to allocate lesser amounts.

ELIGIBILITY CRITERIA

You must ensure your project is eligible before submitting a grant application for the program:

- A school board or government school may submit more than one project.
- There is no minimum or maximum number of students per project.
- The stay must last at least 10 days (number of days devoted to carrying out the project, including a maximum of 2 days for travel).
- The project must take place outside of Quebec; Canadian provinces or territories are eligible on the same basis as other countries.
- Only students enrolled full-time in a program leading to a DVS or an AVS are eligible for a grant.
- At least half of the units of the course must first have been completed in Quebec.
- Training acquired outside Quebec must lead to obtaining several credits at the home institution equivalent to full-time training; or for students alternating work and training, the mention on the report of several hours worked in a company.
- The project budget must include a minimum contribution of 10% of the overall estimated cost that does not come from the grant. This contribution must be detailed in the project budget outline.
- The project must be safe.
- Projects must be completed by August 31 at the latest.
- The application must be completed, signed, and include the fully completed application form and supporting documents.
- The grant application must be submitted before the start of the project, and before the application deadline.
- When the project is carried out, the destination concerned must not be subjected to a travel advisory issued by the Canadian government to avoid all non-essential travel.

To help you check your eligibility and identify the documents required when submitting an application, you will find a grid entitled *Eligibility checklist* at the end of this guide.

PROJECTS IN THE CONSTRUCTION FIELD, HEALTH SERVICES OR ANY HIGH-RISK SECTOR

Projects in the construction and health sectors are subject to stricter conditions in order for the project to be eligible.

- Projects in the construction sector must comply with Quebec norms, and not only with the norms of the region or the country where it takes place.

- Projects in the health sector must comply with the medical acts permitted by the medical profession in Quebec and not only the standards of practice in the country where it takes place.

Any project that includes a high-risk component must apply the safety standards in force in Quebec.

INSURANCE

Each participant in the project must be covered by valid medical insurance. Furthermore, the institution should have public liability insurance that covers professional acts that will be performed by their students once on location.

DESCRIPTION AND TIPS FOR COMPLETING THE SUPPORTING DOCUMENTS

The following supporting documents must be sent together with the application form.

APPENDIX I: SCHEDULE

You should indicate the activities you are planning to carry out, the partners you will meet and the locations you will visit during the project. This document will help you organize the activities you plan to carry out. You should list the specific competencies you would like to develop for each activity. This will show the rigour with which you organized your project while at the same time reflecting your motivation to carry it out.

APPENDIX II: BUDGET OUTLINE

The use of the budget worksheet is mandatory. The worksheet must be completed on a computer in Canadian dollars for the whole group and not individually. You must detail all the planned expenses before, during and after the stay (e.g. transport, living expenses, insurance, communications), as well as all your sources of income (e.g. contribution from the school or students, fundraising, grants).

Make sure your budget balance is \$ 0.

APPENDIX III: LETTER OR EMAIL OF SUPPORT FROM PARTNER-S

Grant applications must be accompanied by a letter or email of support from the partner-s outside of Quebec.

It must contain the following information: name and position of the person responsible for the partner, dates of the project and main activities to be carried out.

The letter can be written in French or English at the convenience of the partner. It must be translated into French or English if it is written in any other language and must be submitted via our “drop box” along with the other documents.

SUBMISSION OF A PROJECT AND SELECTION

DEADLINES

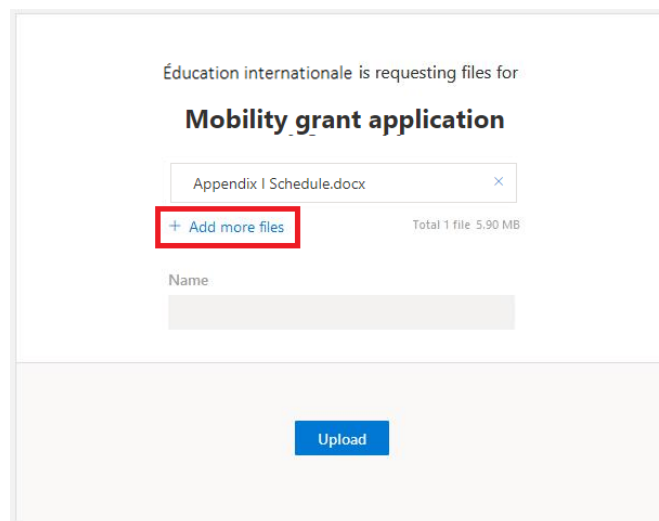
You will find the application deadlines on our website: echanges-azimut.com. Applications submitted after the deadlines will not be processed.

Please note that no grant will be awarded retroactively. You must therefore submit your application before undertaking the project and before the deadlines.

SUBMITTING YOUR APPLICATION

The signed application form as well as all supporting documents must be sent to Éducation internationale via the “drop box” available on [our website](#).

The “drop box” allows you to upload all your documents at once. To do so, once in the “drop box” all you need to do is click on “Add more files”, select the first document and repeat the same operation for each of your documents.



The screenshot shows a web interface for uploading files. At the top, it says "Éducation internationale is requesting files for" followed by "Mobility grant application". Below this, there is a file upload area. A file named "Appendix I Schedule.docx" is already uploaded, with a close button (X) to its right. Below the file name, there is a red-bordered button with a plus sign and the text "Add more files". To the right of this button, it says "Total 1 file 5.90 MB". Below the file upload area, there is a text input field labeled "Name". At the bottom of the interface, there is a blue button labeled "Upload".

Once you have uploaded all your documents, you must enter your full name and click on « Upload ».

We will confirm the reception of each application by email in the days following the submission. If you do not receive a confirmation, please contact us.

Incomplete applications or non-eligible applications may not be processed. Therefore, please make sure that your application is complete and that your project is eligible before submitting it.

HOW TO SUBMIT A WELL-ORGANISED APPLICATION

Here is some practical advice that will help you submit a better application to the screening committee:

- 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).

EVALUATION CRITERIA AND SELECTING PROJECTS

All applications will be evaluated according to the following criteria:

Project description	<ul style="list-style-type: none">• The presentation of the partner.• Selecting and clearly presenting the professional activities that will be carried out.• Innovative nature of the project.
Professional or training objectives	<ul style="list-style-type: none">• Clarity and realism of the objectives.• Link with the student's academic and professional development.• Relevance of the project.• The description of the skills, abilities and aptitudes that will be developed within the framework of the project.
Supervisor's experience	<ul style="list-style-type: none">• Supervisor's training and experience outside Quebec.• Relevance of the person chosen.• Experience in supervising projects.
Link between the project and the school's plan of action	<ul style="list-style-type: none">• Degree of awareness of the school's plan of action and relevance of the project in relation to it.• Expected benefits for the students, the school and Quebec.
Development in the program's competencies	<ul style="list-style-type: none">• Means used to develop the competencies outside of Quebec that would otherwise have been developed in Quebec.
Pre-departure activities	<ul style="list-style-type: none">• Description of the Intercultural, educational and language courses, training and workshops organized, if applicable.• Quality of the research and preparation of the logistics.• Structure of the pre-departure program.

Project schedule

- Clarity of the project schedule.
- List of activities and competencies developed.
- Distinction between practical and theoretical activities.

Financial planning

- Budget balance and planning.
- Preciseness and realism.
- Compliance with the amount requested.

Please note: Projects contracting a third-party organization that take care of the entire logistical organization may be put at a disadvantage and may receive a lower amount than projects actively involving students in the organization of their project.

ALLOCATING THE GRANT

You will receive confirmation via email of the acceptance or rejection of your application about six weeks after the deadline.

PROJECT REPORT

The project report must be completed, signed, and submitted to Éducation internationale within **60 days** of the completion of the project. Projects ending after July 31 have until **September 15** to submit their report. The report form is available on our website: echanges-azimut.com.

The final report will have to be sent along with **four appendices**:

- [Appendix I](#): The project's actual schedule.
- [Appendix II](#): Budget outline, adjusted to reflect the actual expenses and income sources.
- **Appendix III**: Proof of purchase of transportation for each participant (names and amount paid must appear on the document provided).
- **Appendix IV**: Testimonies, photos, videos (optional)

You do not have to send the receipts along with the report. However, we recommend that you keep the original of all your receipts for a period of seven years, in case more information is required.

CONTACT DETAILS

For more information about the program, please visit our website echanges-azimut.com or contact us at boursesmobilite@education-internationale.com.

ELIGIBILITY CHECKLIST

Use this checklist to make sure your project is eligible and to verify that your application is complete before submitting it.

The application is submitted before the start of the project and before the application deadline.	
Every section of the application form is filled out.	
The application form is signed.	
Every student is covered by valid medical and liability insurance.	
The budget balances to \$ 0.	
The requested amount covers only expenses for the students' travel, accommodation, and food.	
The project budget includes a minimum contribution of 10% of the overall estimated cost from funds other than this program.	
The project schedule is detailed.	
The duration of the project is at least 10 days (number of days devoted to carrying out the project, including a maximum of 2 days for travel).	
The project is completed by August 31 of the current school year.	
The project is credited.	
Students are enrolled full-time in a recognized vocational training program.	
Half of the units in the program have previously been completed in Quebec.	
A letter or email of support from the partner-s is submitted.	



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