

UBC SUSTAINABILITY SCHOLARS FALL 2015 APPLICATION GUIDE

Thank you for your interest in the UBC Sustainability Scholars Program. This document outlines important program information, eligibility criteria, and the application procedure. Please review the information outlined below before applying.

The UBC Sustainability Scholars Program is open to all graduate students currently enrolled at UBC Vancouver.

Program Information

The successful applicant to this project commits to:

- Attend a program orientation session with UBC in early November 2015
- Work 200 project hours (part-time) between November 2nd 2015 and May 13th 2016*
- Develop a one-page description of the tasks to be undertaken, including a list of objectives to be achieved and associated deliverables. This Project Agreement is developed in consultation with the successful candidates' mentor from the supervising organization and is due to UBC within two weeks of the Scholars start date
- Complete the agreed upon deliverables within the program timeline
- Complete a short (1-2 page) Executive Summary, which will be loaded onto the UBC Sustainability Scholars website to serve as a record of the Scholars work

Successful candidates will be provided with a Student Orientation Package outlining further details of the program requirements.

* Successful candidates will work directly with their project mentor to determine an appropriate work schedule, including any balance of on and off-site work hours. Please take note of the 'work schedule' section of the individual project descriptions, which provide an indication of the balance of on and off-site hours (where applicable) and any preferred work schedules put forward by the supervising organization.

Application Procedure

1. Review the eligibility criteria outlined below (see page 2)
2. Create a resume and a one-page statement of interest, saved together in one PDF file in the format [Project number_Last name_First name.pdf], for example **5_Smith_Jenny.pdf**
 - The statement of interest should identify which project you are applying to, and how your background, skills and experience align with the project and the organizations long term goals (maximum 300 words).
 - Provide the name and contact details of at least two referees - one academic, one professional. Please list your referees in your resume or statement of interest.
3. Complete and submit the online application form at the [website](#). You will upload your PDF application through this online form.

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4. Applications must be submitted by **11:59pm Thursday 29th October 2015**.

IMPORTANT: Eligibility for Student Appointments at UBC

UBC HR have stipulations that must be met in order for UBC graduate students to be hired into the Scholars program. Please review the below, and check the box in the application form to confirm your eligibility:

- 1) **ENROLLMENT:** Must be registered as full-time in the Faculty of Graduate and Postdoctoral Studies.
- 2) **ACADEMIC STANDING:** Be in good academic standing, and not on academic probation.
- 3) **GRADUATION:** A student is no longer considered a student after his/her convocation date. Students who will graduate prior to May 2016, please contact katie.dolling@ubc.ca to confirm eligibility.
- 4) **AWARDS/FUNDING:** Most funding agencies have clearly defined policies regarding additional funding for award recipients. This can include restrictions on the number of hours students can spend on work unrelated to their research. It is the award recipients' responsibility to comply with the rules and regulation of their award/s. Before applying, please confirm your eligibility to work the required hours by checking the guidelines of any graduate student funding you hold.
- 5) **SOCIAL INSURANCE NUMBER:** All students, including international students, must have a SIN before they can be paid by UBC. Successful candidates are responsible for ensuring they have a valid SIN prior to the commencement of the internship period.
- 6) **INTERNATIONAL STUDENTS:** In addition to the above, international students must hold a valid student visa in order to work at UBC. Successful candidates are responsible for ensuring they have a valid student visa for the duration of the internship.

Questions? Please email katie.dolling@ubc.ca, with UBC Sustainability Scholars in the subject line.