

**University of Calgary Faculty of Law  
Conference and Internship Policy  
November 2010**

**I. Conference Funding**

The Faculty of Law generally does not provide funding for graduate student travel to conferences. Students are advised to investigate the following options:

- The Canadian Institute of Resources Law (CIRL) has some funding to support student attendance at conferences. A maximum of \$500 per year per student can be awarded, and priority is given to students who are presenting papers. Applications should be made well before the conference to Owen Saunders, Executive Director of CIRL, c/o Nancy Money ([nmoney@ucalgary.ca](mailto:nmoney@ucalgary.ca)) and should include a budget, information about the conference and its importance to the student's research, and a note of support from the student's Supervisor or the Graduate Program Director.
- The University Research Grants Committee (URGC) Graduate Conference Travel Grants are offered by URGC to assist international graduate students (those who are in Canada on a study permit) to attend conferences. Through these conferences, graduate students are able to present the results of research that they have undertaken in their degree program at significant scientific and scholarly meetings. The maximum award amount is \$1000 for international conference locations, and \$500 for conferences in continental North America. The application deadlines are May 1<sup>st</sup> and September 1<sup>st</sup> each year. For detailed information about this funding program, see <http://www.ucalgary.ca/research/Internal/URGC>
- The Faculty of Graduate Studies Travel Awards established by the Government of Alberta are open to students registered full-time in a graduate program at the University of Calgary who are presenting their work or research at major national and/or international conferences. Applicants must live in Alberta and be a Canadian citizen or permanent resident. Applicants are also required to have confirmation of presentation at the time of application. An individual is eligible for one award at the Master's level and one award at the PhD level. The maximum award amount is \$1000 for international conference locations, and \$500 for conferences in continental North America. The application deadlines are February 1, April 1, June 1, August 1, October 1, and December 1. For details about this conference funding program and application deadlines, see [http://grad.ucalgary.ca/travel\\_awards](http://grad.ucalgary.ca/travel_awards)
- If a student has exhausted all of these options and does not have sufficient funding to attend a conference where they are presenting their own research, the Graduate Program Director, in consultation with the student's supervisor and members of the Graduate Studies Committee, may provide funding to the student if funds are available. Criteria to be considered include the student's academic performance and status in the program, the connection between the conference presentation and the student's thesis research, and the student's financial need.

## **II. Internships**

### **A. Approval of Internships**

The Faculty of Law recognizes the value to students of internships with international organizations and NGOs. At the same time, internships can take time away from students' thesis research, may create the need for further funding to support students' programs when they return, and may be inconsistent with Faculty of Graduate Studies funding requirements that students be engaged in their studies full-time. Accordingly, the Faculty may support student participation in internships, depending on the following factors (to be assessed on an application to the Graduate Studies Committee, c/o the Graduate Program Director):

- is the internship closely related to the student's thesis research;
- does the student's supervisor confirm the connection between the internship and the student's research and otherwise support the internship;
- what is the timetable for completion of the student's thesis; and
- will further financial support likely be required to complete the thesis

If an internship is approved, upon completion of an internship students must:

- submit a written report to the Graduate Program Director detailing their activities during the internship and the contribution it made to their thesis research; and
- present a seminar to other graduate students, faculty members and other interested parties on their internship activities.

### **B. Funding of Internships**

The Faculty does not normally provide funding for students to undertake internships with international organizations and NGOs. Students who are approved for internships and who require funding are advised to investigate the following funding opportunities:

- The University Research Grants Committee (URGC) provides Thesis / Dissertation Research Grants to assist graduate students with exceptional costs essential to the conduct of their thesis / dissertation projects which are beyond the ordinary means of the student and their faculty. The maximum award at the doctoral level is \$1500 and at the master's level is \$1000. Applicants must be full-time registered students in a research-based program at the University of Calgary. The application deadlines are May 1<sup>st</sup> and September 1<sup>st</sup> each year. For detailed information about this funding program, see <http://www.ucalgary.ca/research/Internal/URGC>
- Irma Parhad Summer Studentships may also be available. See <http://www.ucalgary.ca/md/PARHAD/studentships/student-purpose.htm> for further details.

The Faculty will consider matching or top-up funding for internships for students who meet the criteria for the URGC Thesis / Dissertation Research Grants and who apply for that funding.

Applications for Faculty matching or top-up funding must be received by the Graduate Coordinator by **April 1** each year, and will be assessed on the basis of the following factors:

- a statement of how the internship is related to the student's thesis research;
- a statement of support from the student's supervisor confirming the connection between the internship and the student's research;
- a timetable for completion of the thesis, and an indication of whether further financial support will be required to complete the thesis; and
- a budget for the internship, including a statement of other funds that the student has applied for or will contribute to the costs of the internship.

Students whose applications are accepted will be funded for a maximum of one internship during their graduate program. Students are expected to contribute to the costs of the internship.