

European Union Study Tour & Internship Program

An activity of the Network for European Studies (Canada)

Union européenne – voyage d'études et programme de stages

Une activité du réseau d'études européennes (Canada)

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APPLICATIONS FOR INTERNSHIPS AT THE CANADIAN MISSION TO THE EUROPEAN UNION IN BRUSSELS

For selection of interns at the Canadian Mission, the Mission has just informed us of the following special requirements; in addition to the requirement for proper health coverage and for the participation by the Mission in the final selection of the interns for the mission:

- *the need for a “enhanced reliability” security clearance;*
- *the need for a Working Holiday program visa independent of the duration of the stay in the Schengen area.*

These requirements require that we implement a special selection procedure for these internships which are in addition to the general conditions.

Timelines and special selection procedure for Internships at the Canadian Mission

1. By February 3, each participating university must provide Ed Lavalle, Director (Administration), an indication of the number of potential requests for internships for each of the three internships at the Canadian Mission: Political; Trade, Economic and Innovation; Agriculture

2. In the first days of February the participating universities will be informed of the numbers of the potential requests received and their distribution.
3. By February 15, the formal and completed applications for these internships must be provided to the Director (Administration), which process the documentation for the meeting of the Selection Sub-Committee of the Academic Advisory Committee
4. By February 22, the Selection Sub-Committee will meet and following this meeting Alexandre Berlin, Director (Program in Europe), will provide the list of potential internship candidates to the Mission, with all the documentation, and will request the Mission provide a decision by February 29.
5. In the first week of March the selected candidates for the internship positions at the Mission (and their academic supervisors) will be informed of their offer and will have until March 9 to accept the offer.

Note: Through this process, the accepted candidates for the Canadian Mission will have 2 months to obtain both the required “enhanced reliability” security clearance and the Working Holiday program visa for Belgium, essential preconditions for the assignment at the Canadian Mission.

General conditions

Step 1 Application for an Internship is made on condition that the student will participate in the EU Study Tour. There are a variety of internships and conditions attached to some. A list is provided on the web site.

Step 2 Students can only apply with the approval of a faculty sponsor. Students must apply for three internships indicating priority ranking—this allows an applicant to be considered for alternatives if not successful in obtaining a first choice. Application forms for the internships are supplied on the web site.

Step 3 An internship application must be supported by a faculty reference form and submitted by your faculty sponsor. A letter of committal is also required (see web site).

The final selection and assignment is the responsibility of a sub-committee of the Academic Coordinating Committee (the governing body of the Network).