



GUIDELINES AND SELECTION CRITERIA

Arbour Scholarship - Renewal

Doctorate and master's degree

Eligibility

These guidelines are solely for actual Arbour scholarship recipients at the master's or doctoral level who are seeking, for a second time, financial assistance from the Arbour Foundation to pursue full-time studies at one of the following Québec universities: Bishop's University, Concordia University, École de technologie supérieure, HEC Montréal, Institut national de la recherche scientifique, McGill University, Polytechnique Montréal, Université de Montréal, Université de Sherbrooke, Université du Québec à Montréal, and Université Laval.

Selection criteria

	Master's	Doctorate
Academic performance (min 75% - cumulative average of the last diploma obtained or of the last session(s) of the current diploma)	50%	45%
Leadership / Social involvement	20%	10%
Valid and recognized financial need *	20%	25%
Research skills and/or ability to apply prior learning and skills	10%	20%

* Financial need is a key criterion for the Arbour Foundation. The Foundation recognizes that each case is unique and is committed to evaluating each bursary application taking into account the particular situation of each student. **However, it is important to note that any student receiving an external source of funding (other bursary or family assistance, for example) in excess of \$30,000 for the year of study for which he or she is applying for an Arbour Scholarship will not be awarded a scholarship.**

Instructions to submit an application

A complete application file must include:

- The application form for the Arbour scholarship renewal duly completed including the consent for the privacy policy (downloaded from the Foundation's website and completed in a web browser or with Acrobat Reader – pay attention to the maximum number of words indicated);
- The following supporting documents:
 - √ Proof of Canadian citizenship, permanent residency or study permit
 - √ All **official** university transcripts in French, English, or Spanish
 - √ Letter of support from an **academic sponsor** (details in the Letters of support section)
 - √ CV
 - √ List publications (if applicable)

Applications must be submitted directly to the university where the candidate is registered. As each university sets its own procedures and deadlines, **it is the student's responsibility to get the proper information.** Applications sent directly to the Arbour Foundation will not be accepted nor considered. This applies to the application form, transcripts and letters of support as well as any other document sent separately to the Foundation.

Universities forward all renewal applications to the Foundation. The Foundation's selection committees then select the candidates to be interviewed. If a candidate is not invited to the selection interview, he or she will be notified by the Foundation.

Candidates selected by the Foundation are invited to a selection interview that takes place in person (or, in cases of force majeure, virtually) between mid-August and mid-September.

Once all interviews have been completed, the Foundation selects the candidates to be awarded a scholarship. The Foundation does not make a commitment to renew all finalist applications. All finalists are notified in mid-September whether or not they are awarded a scholarship. **Renewal is not automatic.**

Instructions for the letter of support

Only one letter of support must be included in the renewal application package. It **must be written by the research supervisor** who will highlight the candidate's **academic and research performance**.

This letter must be written on the institution's letterhead, be duly signed, and include the sponsor's title and contact information.

Value of scholarships and disbursement

The value of the PhD Arbour Scholarship renewal is \$30,000 and \$20,000 at the master's level. Scholarships are disbursed by the university in two equal instalments – one in the fall semester and the second in the winter semester – upon presentation of a full-time registration proof.

Important note for potential scholarship recipients who speak little or no French

The mission of the Arbour Foundation is first and foremost to contribute to Québec's economic growth through education. For this reason, it is important for international and Canadian students who speak little or no French to acquire this competence to fully participate in Québec's society and economy. The Arbour Foundation is currently working to facilitate their integration with a mentoring program, networking events and various other activities geared towards the same goal.

Since French is a key element in Quebec's cultural integration, the Arbour Foundation wishes to encourage all the students with little or no French skills to take French lessons on a regular basis. To this end, the Foundation is partnering with the *Fondation pour la langue française* to offer French training at various levels of fluency to its scholars.

As of September 2021, the following protocol will apply to new and returning scholars:

- The Arbour selection committee evaluates the French skills of each candidate during the one-on-one interview.
- Candidates getting a scholarship whose level of French is deemed inadequate are notified by the Arbour Foundation. They receive the first instalment of their scholarship in the fall semester (October), **but the second instalment (February) is conditional to attending on-line or in-person French training provided by the *Fondation pour la langue française* AND receiving a positive evaluation from their instructors.**
- Students are encouraged to participate **in weekly training (1 to 2 hours maximum each)** during both semesters (fall and winter).

- **There is no charge for these lessons**, as they are fully subsidized by the *Fondation pour la langue française*.
- Lessons are offered at various levels of fluency, either in groups or one-on-one. They can take place at various times during the week, especially over lunch, to best accommodate the students' busy schedules. The *Fondation pour la langue française* will assign each student to the most appropriate format.
- **There is no written exam**, but simply an ongoing evaluation by the instructors from the *Fondation pour la langue française*. **This evaluation is sent to the Arbour Foundation at the end of December of the current year and again at the end of June of the following year. If the December evaluation is positive, the second instalment of the scholarship is paid out in February as planned.**
- **Should the evaluation be negative, the Arbour Foundation reserves the right to cancel the second instalment (February). In the event the payment of the second part of the scholarship is cancelled, the student and his or her home university will be notified as soon as possible. It should be noted that the Arbour Foundation makes no judgment on the improvement of the scholar's level of French and relies exclusively on the recommendation of the *Fondation pour la langue française*.**

PLEASE NOTE: If the student decides to take a French course at his or her home university (or any other university in Quebec), he or she will not be required to take the French training provided by the *Fondation pour la langue française*. Their second installment will therefore be conditional on taking the French course and submitting the transcript to the Arbour Foundation upon receipt of his grade for the course.



PRIVACY AGREEMENT CONSENT FORM ARBOUR SCHOLARSHIPS

PREAMBLE

The Arbour Foundation ("the Foundation") awards Arbour scholarships ("scholarships") to MBA, MSc and PhD students in engineering, computer science and business administration at the following Quebec universities: Bishop's University, Concordia University, École de technologie supérieure, HEC Montréal, Institut national de recherche scientifique, McGill University, Polytechnique Montréal, Université de Montréal, Université de Sherbrooke, Université du Québec à Montréal and Université Laval. In accordance with a partnership agreement with these universities, they administer the scholarship competition and submit the best candidates selected by a peer review committee to the Foundation. The personal information of these candidates is therefore transmitted to the Foundation, which complies with all applicable laws regarding the use and retention of personal information.

Please address any questions, concerns, or complaints regarding the Foundation's compliance with these laws to the President and CEO by e-mail at info@fondationarbour.ca, by telephone at 514-844-5990, or by mail at 1434 Sherbrooke Street West, Suite 300, Montreal, Québec, H3G 1K4.

By submitting this document, you consent to the use and retention of your personal information. Please take the time to carefully read the details set out below.

CONSENT

Your personal information is collected for the processing and evaluation of scholarship applications, interviews, selection of scholars, and administration of their files, as well as the administration and the payment of the scholarships. This information is provided by you, your referees or the institutions as per your application. The selection process requires that your information be disclosed to members of the Arbour Selection Committee and to any other person who may require it for audit, evaluation, selection, administrative or mentoring purposes.

In addition, your personal information may be used in the future to contact you to follow up on your scholarship application or to solicit your support for the Foundation's planned or other giving program. Your name, field of study and/or research topic may also appear in our annual report or any other communication related to the announcement of the scholarship competition results in which you are participating.

Your personal information will also be used to compile statistical data. The Foundation will securely retain the personal information of candidates selected by the universities and whose files they have received. The Foundation shall not to share or sell this information for any other purpose.

No other use or disclosure of your personal information will be made by the Foundation, unless required or permitted by law or authorized by you. The personal information collected as part of this application is limited to that which is necessary for the purposes of evaluating your application and for the purposes indicated in this document.

You may consult your personal information in your file by contacting the Foundation's administration.

You may withdraw your consent at any time. If this withdrawal takes effect during your period of eligibility for the scholarship, your eligibility and our ability to administer payments may be reduced or terminated (i.e., you may not be awarded the award or its payment may be cancelled after you have withdrawn your consent).

By signing and attaching this consent form to your application, you agree to the collection, use, disclosure and retention of your personal information for the above-mentioned purposes.

Date:

Applicant's signature:

Application Form

Arbour Scholarship Renewal

Master's Doctorate



1. CANDIDATE'S INFORMATION

Last Name _____ First Name(s) _____

Permanent Code _____ University ID # _____

University _____

Email _____ Telephone _____

Local Address _____

Home Address (if different) _____

Country of origin _____ Canadian Citizen*

Permanent Resident* since _____

Study Permit* since _____

Date of birth _____ Mother tongue _____

Other language(s) spoken _____

Level of French ** None Beginner Intermediate Advanced

I agree to have my CV forwarded to the Foundation's partner companies and organizations and I agree to be contacted by these organizations so that they can offer me a professional opportunity (internship or job).

*** Attach a copy of your birth certificate OR passport OR citizenship card OR permanent resident card OR study permit.**

**** The Arbour Foundation's French policy is described in the guidelines. Please read it carefully.**

Candidate's Name (printed) _____

2. GUIDELINES

I have read and understood the guidelines for the Arbour scholarship program, more specifically:

- all eligibility criteria;
- if the Arbour Foundation's selection committees judge my level of French to be insufficient, I will have to take French training provided by *the Fondation pour la langue française*. The second instalment of my scholarship (February) will be conditional upon confirmation from this institution that I have attended training regularly and that I have received a positive assessment of my progress, as described in the guidelines.

3. ACADEMIC INFORMATION

Current studies (Master's, Doctorate)

Date of entry
in program

Date of expected
graduation

Total number of credits
of program

Credits earned
to date

Department

Study Program

Supervisor

Field of study or Thesis subject _____

4. TRANSCRIPTS

You must have a minimum average of 75% or the equivalent in your most recent studies. This is an essential element of your application to the Arbour scholarship program. Please attach **all** your university transcripts (in English, French or Spanish only).

My overall average is _____ on 100.

Candidate's Name (printed) _____

5. AREA OF STUDY

Indicate in which of the following areas supported by the mission of the Arbour Foundation you study in:

Engineering Computer Science (incl. Software/Computer Eng.) Administration

6. SOCIAL INVOLVEMENT

The Arbour Foundation recognizes the importance of volunteering in our society. Please use the space below to list and describe any social involvement of which you are particularly proud of. (Maximum: 500 words)

Candidate's Name (printed) _____

[Empty rectangular box for candidate information]

Candidate's Name (printed) _____

7. FINANCIAL SITUATION

The mission of the Arbour Foundation is to support the most deserving students who need financial assistance. Please explain briefly but explicitly why the financial support of the Arbour Foundation is important to you. (Maximum 500 words)

Candidate's Name (printed) _____

[Empty rectangular box for candidate information]

Candidate's Name (printed) _____

BUDGET – Annual (in \$ CA)		LAST YEAR		THIS YEAR	NEXT YEAR (PROJECTION)
		From May 1 to August 31	From September 1 to December 31	From January 1 to April 30	From May 1 to April 30
Expenses (your share only if you live with someone)					
School	Tuition				
	Text books, school supplies, ...				
Lodging	Rent /Boarding				
	Mortgage payments				
	School and municipal taxes				
	Home insurance				
	Telephone, internet, cable				
Food	Groceries				
Transportation	Public transportation				
	Car expenses (including car payments)				
	Car insurance				
Personal expenses	Leisure and activities (outside meals, ...)				
	Child-care expenses				
	Alimony (if you pay one)				
	Personal expenses (clothing, self-care, ...)				
	Conference fees (incl. travel) paid by yourself				
	Medical and dental expenses (incl. health ins. costs)				
	Financial support to your family (abroad, for example)				
Other	Specify _____				
	Specify _____				
	TOTAL EXPENSES				
		LAST YEAR		THIS YEAR	NEXT YEAR (PROJECTION)
		From May 1 to August 31	From September 1 to December 31	From January 1 to April 30	From May 1 to April 30
Revenues					
	Employment income				
	Unemployment income				
	Other government benefits (childcare, etc.)				
	Government loans and bursaries				
	Other awards (incl. research grants)				
	Alimony (you receive it)				
	Investment and interest income				
Other revenues	Financial support from family (here or abroad)				
	Specify _____				
	Specify _____				
	TOTAL REVENUES				

Candidate's Name (printed) _____

Total revenues carried forward (Sum of all 4 columns)	_____	
Total expenses carried forward (Sum of all 4 columns)	_____	
Difference between revenues and expenses Write down the cumulative Surplus (Deficit)	_____	
Other existing financial resources		
Savings	_____	
Investments (specify _____)	_____	
Available credit margin (incl. credit cards)	_____	
Other (specify _____)	_____	
TOTAL	_____	
Existing debts		
Financial assistance and loans from MEQ	_____	
Bank or family loans	_____	
Credit card balance	_____	
Other (specify _____)	_____	
TOTAL	_____	
Scholarships to date		
_____	_____	
Year	Institution	Amount
_____	_____	_____
Year	Institution	Amount
_____	_____	_____
Year	Institution	Amount
_____	_____	_____
Year	Institution	Amount
_____	_____	_____

Candidate's Name (printed) _____

8. PERSONAL STATEMENT

In your own words, first describe your study objectives and then your career goals. Explain how you will contribute subsequently to society at large. (maximum 750 words)

Empty box for writing the personal statement.

Candidate's Name (printed) _____

I have read and signed the consent form regarding the Privacy Policy on personal information of the Arbour Foundation.

I hereby certify that my statements in this application form are true.

Applicant Name

Applicant signature

Date