

APPLICATION FOR THE

2014

JOHN PETERS HUMPHREY STUDENT FELLOWSHIPS IN INTERNATIONAL HUMAN RIGHTS LAW OR INTERNATIONAL ORGANIZATION



SEPTEMBER 2013

c/o Canadian Council on International Law
275 Bay Street
Ottawa, Ontario, K1R 5Z5, CANADA

Tel: 613-235-0442
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a/s Conseil canadien de droit international
275 rue Bay
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JOHN PETERS HUMPHREY STUDENT FELLOWSHIPS IN INTERNATIONAL HUMAN RIGHTS LAW OR INTERNATIONAL ORGANIZATION

The John Peters Humphrey Student Fellowships in International Human Rights Law or International Organization are the result of a most generous bequest to the Canadian Council on International Law (CCIL) by the late John Peters Humphrey, a renowned Canadian international lawyer and scholar. During his 20 years of service with the United Nations and more than 40 years as a human rights activist and academic, he was instrumental in efforts to promote wide ratification of, and adherence to, the major global and regional international human rights instruments. In 1974, Professor Humphrey was made an Officer of the Order of Canada "in recognition of his contributions to legal Fellowship and his world-wide reputation in the field of human rights", and in 1988 he received the United Nation's Human Rights Award.

Graduating, or graduate students of Canadian law faculties or students studying in Canada at an advanced level in political science (or the equivalent) disciplines are eligible to apply for the Fellowships. Applicants must be qualified to commence or continue as full-time students in a graduate program in the field of international human rights law or international organizations. The CCIL will award up to four Fellowships **for academic year 2014-15** to selected, outstanding students to permit them to pursue graduate studies at leading academic institutions in Canada or worldwide. Each year, at least one fellowship may be set aside for students entering a Masters level programme. More generally, priority will be given to students either entering graduate studies or who are near the beginning of those studies.

Each Fellowship will fund the recipient up to CDN\$35,000 – up to a maximum of CDN\$25,000 for tuition and fees, plus a stipend of CDN\$10,000 for living expenses. Fellowship holders will be eligible to apply for the Fellowship in open competition for a second term. Note that the CCIL executive determines the precise dollar value of the Fellowship that will be awarded in relation to tuition and fee support annually, on the advice of the Fellowship's financial advisors.

The Fellowships will normally begin in September of each year. Fellowship holders will be advised of their eligibility to hold other awards or to accept partial teaching assignments, or other remuneration assignments. (The Humphrey Fellowship fund will only pay the portion of tuition not covered by other scholarships.)

Application Procedures

Application Form and Writing Sample:

Applicants must submit the completed application form and the required attachments. Material should be submitted as a PDF file. APPLICANTS MUST ENSURE THEIR NAMES ARE ON THE BOTTOM OF EVERY SHEET SUBMITTED IN THE APPLICATION. Applications **must** be emailed to manager@ccil-ccdi.ca. Writing samples must be no longer than 25 pages in length. They too must be emailed to the CCIL in PDF format.

Transcripts:

Applications must ensure that an official transcript from each post-secondary academic institution they attended is sent by November 22, 2013 directly to the John Peters Humphrey Fellowship c/o The Canadian Council on International Law, 275 Bay Street, Ottawa, Ontario K1R 5Z5 CANADA.

Letters of Reference:

Three letters of reference may either accompany the John Peters Humphrey Fellowship application **or** be sent directly to the John Peters Humphrey Fellowship c/o The Canadian Council on International Law, 275 Bay Street, Ottawa, Ontario K1R 5Z5 CANADA. Each referee must enclose the reference in a sealed envelope and sign it across the seal of the envelope. The letters must be sent by November 22, 2013.

Requirement for Complete Applications:

It is the responsibility of each applicant to ensure their application is complete. Incomplete applications will not be submitted to the Selection Committee. All information required in the application must be postmarked by November 22, 2013 or the application will be considered incomplete and disqualified.

ANY QUESTIONS REGARDING THE APPLICATION PROCESS MUST BE DIRECTED TO THE CANADIAN COUNCIL ON INTERNATIONAL LAW BY EMAIL TO: manager@ccil-ccdi.ca.

Languages of Submission

Applications may be submitted in English or French.

Selection Criteria

A selection committee appointed by the President of the CCIL will review applications, choose Fellowship recipients and determine the amount of each Fellowship it awards. The selection committee will base its determination on each applicant's academic accomplishments, proposed program of study, letters of reference, and other information contained in the application.

Notification Procedures

The selection committee will generally make its choice by April 1st, 2014. The CCIL will notify successful applicants by email, after which their names will be posted at www.ccil-ccdi.ca. Unsuccessful applicants will also be notified by email.

MAILING ADDRESS:

John Peters Humphrey Fellowship
275 Bay Street
Ottawa, Ontario Canada K1R 5Z5

Email: manager@ccil-ccdi.ca

In completing the application, be sure to type or print clearly and complete all sections, as incomplete forms will not be processed.

APPLICATION DEADLINE IS NOVEMBER 22ND, 2013

Application Checklist for the John Peters Humphrey Fellowship	✓
1. Application Form and requested attachments <ul style="list-style-type: none"> - Section B.1: Copy of most recent transcript - Section B.3: Use separate sheet for each section. - Section C.4: Use separate sheet for each section. - Section C.5: Use separate sheet for each section. - Section D.1: Use separate sheet for each section. - Section G.1: Curriculum Vitae 	
2. Sample of submitted academic paper	
3. Three sealed letters of Reference	
4. Official transcripts sent from all post-secondary institutions	

Filling out the Application:

The Application Form can be opened in Adobe Acrobat and filled out electronically. The completed Form must be printed and signed, and then scanned as a PDF document for transmittal via email.

The blank Form can also be printed and filled out by hand, prior to being scanned. The signed Application Form is to be emailed along with all the attachments.

APPLICATION FOR THE JOHN PETERS HUMPHREY FELLOWSHIP

A. PERSONAL INFORMATION					
Surname:			Given Name and Middle Initial:		
Permanent Address:					
City:					
Province:		Postal Code:			
Telephone #:					
Email Address:					
FOR STATISTICAL PURPOSES ONLY:					
Date of Birth:		Gender:			
Citizenship:					
B. POST-SECONDARY EDUCATION AND EXPERIENCE					
B.1. Post Secondary Education Record: (Start with most recent.)					
Period of Study		Educational Institution		Graduated	
From	To	Name of Institution	Discipline	Degree	Year
NOTE:					
<ul style="list-style-type: none"> Ensure that an official transcript from each university you have attended is sent directly from the institution to the John Peters Humphrey Fellowship c/o Canadian Council on International Law. 					
B.2. List of fellowships, awards, etc.:					
B.3. Describe other experience relevant to your future academic program. This may include extracurricular activities and community service as well as any relevant work experience. (Maximum 200 words, attached to the Application Form.) Separate sheet must be used for each writing submission.					



Name: _____

C. PROPOSED AREA OF STUDY UNDER THE FELLOWSHIP	
C.1. Degree to be obtained and area of study.	
C.2. Name and Address of University and Faculty or Department where you will be enrolled.	
C.3. Awards/Scholarships/Fellowships for which you have applied for the 2013-2014 academic year.	
C.4. Describe your proposed programme of study (Maximum 200 words, attached to the Application Form.)	
C.5. Describe how the proposed programme of study reflects Professor Humphrey's international legal interests. A brief biography of Professor Humphrey and a selected bibliography of his work are available on the CCIL website. (Maximum 200 words, attached to the Application Form.)	
D. FUTURE GOALS	
D.1. Describe how the proposed area of study under the John Peters Humphrey Fellowship will aid you in meeting your long-term professional goals. (Maximum 200 words to be attached to the Application Form.)	
E. ACADEMIC PAPER	
E.1. Provide one copy of an academic paper submitted for a course or for publication. The Committee will review only the finalists' submissions to aid in the final selection. The paper must be no longer than 25 pages.	
F. REFEREES	
F.1. Name and Position: Institution:	
F.2. Name and Position: Institution:	
F.3. Name and Position: Institution:	
NOTE:	
<ul style="list-style-type: none"> • Provide a copy of the Guidelines for the Referees, attached in Annex A, to each Referee. • If you cannot obtain three academic references, please explain why. 	
G. CURRICULUM VITAE	
G.1. Attach a Curriculum Vitae, updated to the date of this application.	

Declaration of Application

I have read and understand the instructions, and declare that:

- a) all information provided is true and complete and I understand it is subject to audit;
- b) I will be a full-time graduate student at the institution named for the period stated;
- c) I will immediately notify the CCIL in writing if I withdraw from full-time studies before completion of the full year of study.

I understand and agree that:

- a) my personal information pertaining to my post-secondary academic progress and enrolment status may be released and exchanged by and between the John Peters Humphrey Fellowship Program and any educational institution for the purpose of determining my eligibility for a Fellowship;
- b) my personal information may be released and exchanged by and between the CCIL and any federal or provincial government departments or institutions to verify the information I have provided to CCIL and for use in research and statistical analysis in program evaluation.

I authorize the CCIL to release my name, my academic credentials and my program of study if I receive a Humphrey Fellowship.

Initial: _____

I acknowledge that I have read and understand the Integrity in Research and Scholarship Guidelines in Annex B.

Initial: _____

Privacy Guidelines

CCIL is committed to the protection of personal information. A summary of the CCIL's privacy policies concerning the collection, use and disclosure of the personal information you will be submitting in this application is in Annex C.

Submission Deadline

It is the responsibility of applicants to ensure their application is complete. Complete packages (original, as required) must be emailed by or be postmarked no later than November 22, 2013. Ensure that all official transcripts are sent by November 22, 2013.

CERTIFICATION

I certify that all the information provided in this application and in all the accompanying documents is true, accurate and complete to the best of my knowledge. I have read the John Peters Humphrey Fellowship Guidelines and agree that by submitting this application, I am bound by the rules and regulations of the John Peters Humphrey Fellowship.

Name of Applicant: _____

Date: _____

Signature of Applicant: _____



Name: _____

JOHN PETERS HUMPHREY STUDENT FELLOWSHIPS IN INTERNATIONAL HUMAN RIGHTS LAW AND ORGANIZATION

Annexes

- A. Guidelines for Referees**

- B. Integrity in Research and Scholarship**

- C. Canadian Council on International Law (CCIL) Privacy Policies**

- D. Appeal of Decisions**

**JOHN PETERS HUMPHREY STUDENT FELLOWSHIPS
IN INTERNATIONAL HUMAN RIGHTS LAW OR INTERNATIONAL ORGANIZATION**

A. GUIDELINES FOR REFEREES

Each John Peters Humphrey Fellowship is worth up to CDN\$35,000 – up to a maximum of CDN\$25,000 for tuition and fees, plus a stipend of CDN\$10,000 for living expenses. Fellowship holders will be eligible to apply for the Fellowship in open competition for a second term. An individual may receive a maximum of two awards.

Graduating, or graduate, students of Canadian law faculties or students studying in Canada at an advanced level in political science (or their equivalent) disciplines are eligible to apply. Applicants must be qualified to commence or continue full-time graduate (i.e. master's or doctoral level) studies in international human rights law or international organization. The CCIL will award Fellowships to selected, outstanding students to pursue graduate studies at leading academic institutions in Canada or worldwide.

Please write your letter on your office stationary and include the following information in it.

- Full name of candidate
- Your academic rank or position
- The name and address of your institution and your telephone number and email contact.
- The length of time you have known the applicant and in what capacity

The Selection Committee is principally interested in reference letters, which speak both to the candidate's academic strengths and weaknesses, and his or her likelihood of success in a program of graduate studies. Please comment, if possible, directly on the applicant's skills in:

- independent research (i.e., in searching for and organizing relevant material);
- critiquing the views of others;
- developing academic arguments; and
- the applicant's capacity for original work.

Place your letter in a sealed envelope and sign it across the seal. You may provide it to the applicant for inclusion in the application or it may be sent directly to the address below. **The application deadline for the applicants is November 22, 2013.**

Direct any queries to: John Peters Humphrey Fellowship
 c/o Canadian Council on International Law
 275 Bay Street
 Ottawa, Ontario K1R 5Z5
 Email: manager@ccil-ccdi.ca
 Tel: 613-235-0442 / Fax: 613-232-8228

Thank you for your efforts in extending this opportunity to the international law professionals of tomorrow.

Robert Brookfield, President
Canadian Council on International Law



B. INTEGRITY IN RESEARCH AND SCHOLARSHIP

The Canadian Council on International Law (CCIL) is committed to the highest standards of integrity in research and scholarship and has therefore undertaken to define its policies and expectations with regard to integrity, in a manner consistent with encouraging the highest standards of research and scholarship. The CCIL regards any action that is inconsistent with integrity as misconduct.

Integrity in research and scholarship includes the principles contained in this document, which should be interpreted with the understanding that research can involve honest error, conflicting data or valid differences in experimental design or in the interpretation or judgment of information.

Principles and Responsibilities

The CCIL holds scholars receiving John Peters Humphrey Scholarship funds responsible for upholding the following principles:

- a. recognizing the substantive contributions of collaborators; using unpublished work of other researchers and scholars only with permission and with due acknowledgement; and using archival material in accordance with the rules of the archival source;
- b. obtaining the permission of the author before using new information, concepts or data originally obtained through access to confidential manuscripts or applications for funds for research or training that may have been seen as a result of processes such as peer review;
- c. using scholarly and scientific rigor and integrity in obtaining, recording and analyzing data, and in reporting and publishing results;
- d. ensuring that authorship of published work includes all those who have materially contributed to, and share responsibility for, the contents of the publication, and only those people; and
- e. revealing to sponsors, universities, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decisions on whether the individual should be asked to review manuscripts or applications, or be permitted to undertake work sponsored from outside sources.

Procedures for Promoting Integrity and for Preventing and Addressing Misconduct in Research

The primary responsibility for high standards of conduct in research and scholarship rests with the individuals carrying out these activities. The CCIL expects scholars receiving funds from the CCIL to adhere to the principles detailed in the preceding section.

a) Promoting Integrity in Research and Scholarship

Integrity in research and scholarship is best encouraged by developing awareness among all involved of the need for the highest standards of integrity, accountability and responsibility.

b) Investigating Allegations of Misconduct in Research and Scholarship

Allegations of misconduct in research and scholarship may arise from anonymous or identified sources within or outside the research institution; the allegations may be well founded, honestly erroneous or mischievous. Whatever their source, motivation or accuracy, such allegations have the potential to cause great harm to the persons accused, to the accuser, to the institution, and to research and scholarship in general.

In the event that the CCIL identifies evidence of misconduct, the CCIL will request the institution(s) where the accused scholarship recipient attends to carry out an enquiry and to inform the CCIL of the outcome. The CCIL will consider the report and may request clarification or additional information.

In cases in which misconduct is concluded to have occurred, the CCIL will also consider imposing its own sanctions in relation to any scholarship made to the individuals implicated. These sanctions may include, but are not limited to:

- refusing to consider future applications;
- withdrawing remaining installments of the grant or award;
- seeking a refund of all or part of the funds already paid as a grant or award for the research or Fellowship involved.

If such actions are being considered, the CCIL will provide an opportunity for the person(s) involved to present a response.

The CCIL will then inform the person and the institution involved of the results of its enquiry and of impending sanction(s).

The CCIL retains the right at any time to bring a case to the attention of the appropriate legal authorities.

C. CANADIAN COUNCIL ON INTERNATIONAL LAW PRIVACY POLICIES

PURPOSE OF COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION:

The CCIL is compiling the personal information of applicants to the John Peters Humphrey Fellowships for the limited purposes of processing and evaluating Fellowship applications, selecting and processing Fellowship holders, and administering Fellowship payments once awarded. It will collect that information from applicants and from their Referees, post-secondary educational institutions, government, community or other sources based on information provided in Fellowship Applications. An applicant's personal information will be released to Selection Committee members for Fellowship evaluation, selection and administration purposes and to the university where a Fellowship holder is enrolled as a student for pre-screening purposes according to requirements defined by the CCIL from time to time. The CCIL will not otherwise use or disclose personal information unless required or authorized by law. Personal information collected in this application is limited to only that which is necessary for the full consideration of Fellowship Applications.

PROMOTION PURPOSES FOR FELLOWSHIP HOLDERS

The CCIL will use personal information about Fellowship holders only for publicity and promotional purposes related to the John Peters Humphrey Fellowships.

RETENTION OF PERSONAL INFORMATION

The CCIL will securely retain personal information about applicants only for the time necessary to complete the assessment and evaluation of the applications, to select Fellowship recipient(s), to administer the Fellowship payments, and for a reasonable time thereafter. More specifically, the CCIL will retain personal information about unsuccessful applicants for two years following the completion of the annual selection process and for Fellowship holders for a minimum of five years following the date of their last Fellowship payment.

CONSENT

Applicants may refuse to provide personal information. They may also withdraw their consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit their Fellowship eligibility and the ability of the CCIL to administer Fellowship payments. By submitting a Fellowship application, an applicant consents to the collection, use and disclosure of her or his personal information for the purposes stated above.

ACCESS TO AND ACCURACY OF YOUR PERSONAL INFORMATION

Should an applicant or Fellowship holder require access to her or his personal information held by the CCIL, please contact the CCIL Office at 613-235-0442 or via email at manager@ccil-ccdi.ca. The CCIL will, on request, correct inaccuracies in personal information. Note that applicants must bring inaccuracies to the attention of the CCIL prior to the selection of Fellowship holders in order for the CCIL to record and bring the correction to the attention of the Selection Committee.

Should you have any questions or concerns regarding the privacy of your personal information, please contact the Office Manager by writing to Office Manager, Canadian Council on International Law, 275 Bay Street, Ottawa, Ontario K1R 5Z5, or by sending an email to the Office Manager at manager@ccil-ccdi.ca with a reference to the John Peters Humphrey Fellowships.

D. APPEAL OF DECISIONS

Objective

To maintain the fairness of its selection process, the Canadian Council on International Law has established an appeal system to provide applicants the opportunity to seek reconsideration of a decision.

Policy

Decisions may be appealed on the following grounds:

- where there has been an administrative or procedural error, including any failure on the part of the CCIL to provide submitted information to the Selection Committee; or
- where the decision is based on factual error, where there is compelling evidence that the Selection Committee based its decision not to recommend an award on a conclusion which is contrary to information clearly stated in the application. This does not include disagreements over the interpretation or analysis of facts.

The CCIL will not accept appeals where the Selection Committee, though it could be in error in interpreting the information submitted, has made a reasonable attempt to judge fairly the merit of an application. Appeals are not permitted on the composition of Selection Committee or on the amount awarded.

Procedure

Appeals must be received or postmarked no later than ninety (90) days after the list of selected candidates has been published on the CCIL website. Applicants who have concerns about the review of their application are invited to discuss them first with the Office Manager of the CCIL, who will attempt to resolve their concerns.

If, after discussion with the Office Manager, an applicant still considers that there has been an administrative or procedural error, or a factual error causing a negative decision on their application, he or she may submit a formal letter of appeal to the President of the CCIL, identifying the administrative or factual error. The final decision on the success or failure of an appeal against a recommendation of the Selection Committee rests with the President of the CCIL.

Upon receipt of the appeal, the President will conduct an internal review of the validity of the grounds for appeal, and based on the published criteria. Where grounds for an appeal are confirmed, the President will consult with the Selection Committee. If, after this review, the President finds compelling evidence that an administrative or procedural error, or a factual error has taken place, and that the error has caused the application to be unsuccessful, it will be declared successful and an award made. If not, the appeal will be denied. The President's decision is final.