

**INSTRUCTIONS
AND
APPLICATION FORM
FOR THE**

2024-2025

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



NOVEMBER 10, 2023

APPLICATION DEADLINE: JANUARY 30, 2024

c/o Canadian Council on International Law
275 Bay Street, Unit 200
Ottawa, Ontario, K1R 5Z5, CANADA

Tel: 613-238-4870
Fax: 613-236-2727
ccil-ccdi@intertaskconferences.com
www.ccil-ccdi.ca



a/s Conseil canadien de droit international
275 rue Bay, bureau 200
Ottawa, Ontario, K1R 5Z5 CANADA

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

The John Peters Humphrey Student Fellowships in International Human Rights Law or International Organizations 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.

2024-2025 CONTEST

The CCIL will award up to three fellowships to enable selected individuals to begin or continue graduate studies at a reputable academic institution in Canada or abroad. Priority will be given to individuals who are entering or about to enter graduate studies. At least one fellowship may be awarded to an individual enrolled in a master's program (or equivalent).

The John Peters Humphrey Fellowship is awarded annually in September and is worth up to \$20,000 CDN, with a maximum of \$10,000 CDN for tuition and fees and a \$10,000 CDN stipend for living expenses.

Only the portion of tuition fees not covered by one or more other scholarships will be covered. Recipients will be informed about the possibility of accepting other awards or teaching (or other) positions on a full or part-time basis during the award period.

The exact value of the award, in Canadian dollars, will be determined by the CCIL Executive Committee, based on the tuition and annual living expenses specific to the recipient's chosen program of study, and on the advice of those administering the award program.

Eligibility Criteria

The following individuals may apply for a John Peters Humphrey Fellowship:

- individuals who have or will soon graduate from a Canadian law school;
- individuals who are studying in a graduate program at a Canadian law school;
- persons studying in Canada in one of the political science disciplines (or the equivalent) in a graduate program.

They must be in a position to begin within the next few months or to continue a full-time graduate program in the field of international human rights law or international organizations.

Recipients may apply for a one-year extension in a subsequent contest, subject to the requirements at that time.

Application Procedures

Applicants can submit a complete application package in English or French that must include:

- the [application form](#);
- a [writing sample](#);
- all [transcripts](#) from post-secondary institutions attended;
- three [letters of recommendation](#);
- a curriculum vitae.

These documents must be prepared and submitted according to the instructions below.

It is the applicant's responsibility to ensure that the application package is complete. An **incomplete application will NOT be submitted to the Selection Committee.**

All materials must be received and postmarked by January 30, 2024. Failure to do so will result in the application being incomplete and therefore rejected.

Application Form - Specific instructions

The application form ([attached](#)) must be completed in full. The applicant may write the requested responses directly on the form (which can be opened using Adobe Acrobat) or on another document that will be included in the application package. **The applicant must ensure that all questions are answered within the word limit and are legible, either on computer or by hand. A form that is even partially incomplete, illegible or contains answers that exceed the word limit will not be accepted.** The form must be signed by the applicant. The applicant may print the completed form, sign it, and then scan it into PDF format, or use a digital signature. The applicant must merge the form, the sample text and the resume into one document and send it to CCIL by mail or email.

THE APPLICANT'S NAME MUST APPEAR AT THE BOTTOM OF EACH PAGE OF THE SUBMISSION.

Writing Sample - Specific Instructions

The text must be recent and written solely by the applicant. The sample to be provided must be a maximum of 25 pages in length. It can be sent by mail or by email, in PDF format, along with the other required documents.

THE APPLICANT'S NAME MUST APPEAR AT THE BOTTOM OF EACH PAGE OF THE SUBMISSION.

Official Transcripts - Specific Instructions

Official transcripts from each post-secondary institution attended must be sent to the CCIL by the institution via email (PDF) or mail (duly postmarked) or forwarded in a sealed envelope to the applicant to be included in the application package without modification.

Official transcripts must be submitted by January 30, 2024.

Letters of Recommendation - Specific Instructions

Three letters of recommendation must be sent directly to the CCIL by the respondents. The letters must be written on the respondents' institutional letterhead and signed (a digital signature is acceptable). The letter can be sent via email (PDF) or mail (duly postmarked) or forwarded in a sealed envelope to the applicant to be included in the application package without modification.

Letters must be submitted no later than January 30, 2024.

Selection Criteria

A Selection Committee, composed of individuals from CCIL Board of Directors appointed by CCIL President, will review the applications, select the recipients of the fellowships, and determine the amount of each fellowship. The Selection Committee will base its decisions on academic achievement, proposed program of study, letters of recommendation and other information included in the application package.

Results Announcement

The Selection Committee generally makes its decision by April 1st of the following year. Selected candidates will be contacted by email and their names will be posted on the CCIL's website. Unsuccessful applicants will be notified by email.

CCIL's email
ccil-ccdi@intertaskconferences.com

CCIL's mailing address
John Peters Humphrey Fellowship
c/o The Canadian Council on International Law
275 Bay Street, Unit 200, Ottawa, Ontario, CANADA, K1R 5Z5

Application Deadline: January 30, 2024

Any questions regarding the application process must be directed to the Canadian Council on International Law by email at: ccil-ccdi@intertaskconferences.com.

<i>Application Checklist - John Peters Humphrey Fellowship</i>	✓
1. Application form duly filled.	
2. Writing sample properly presented.	
3. Updated resume .	
4. Documents 1, 2 and 3 merged into one PDF document.	
5. Three letters of recommendation sent to the CCIL by the respondent either by mail (duly postmarked) or by email (in PDF format); or sent in a sealed envelope and sent to the CCIL by applicant.	
6. All official transcripts mailed or emailed by post-secondary institutions, or issued in a sealed envelope and sent to the CCIL by the applicant.	
7. Mail or email the application package with all required documents, if applicable.	

**2024-2025 JOHN PETERS HUMPHREY STUDENT FELLOWSHIPS IN
INTERNATIONAL HUMAN RIGHTS LAW OR INTERNATIONAL ORGANIZATIONS**

APPLICATION FORM 2024-2025

(see [instructions](#))

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:		First Language:																																													
B. ELIGIBILITY, EDUCATIONAL BACKGROUND AND RELATED EXPERIENCE																																															
<p>B.1. Are you eligible to receive one of the John Peters Humphrey Fellowships? Explain with reference to relevant documents, if applicable.</p> <p><i>Your answer should be less than 200 words.</i></p>																																															
<p>B.2. Post-Secondary Education Record (from the most to the least recent degree) (instructions):</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Period of Study</th> <th colspan="2">Educational Institution</th> <th colspan="2">Graduated</th> </tr> <tr> <th>From</th> <th>To</th> <th>Name of Institution</th> <th>Discipline</th> <th>Degree</th> <th>Year</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Period of Study		Educational Institution		Graduated		From	To	Name of Institution	Discipline	Degree	Year																														
Period of Study		Educational Institution		Graduated																																											
From	To	Name of Institution	Discipline	Degree	Year																																										
NOTE:																																															
<ul style="list-style-type: none"> Ensure that statements are delivered according to the Contest's instructions. 																																															

B.3. List of fellowships, awards, etc.:

Provide all scholarships and awards that you plan to use to fund your study project, and up to five other scholarships and awards previously won (accepted or declined).

B.4. Describe other experience relevant to your future academic program. This may include extracurricular activities and community service as well as any relevant work experience.

Your answer should be less than 200 words.

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 2024-2025 academic year**.

C.4. Describe your proposed program of study and the project of study you are conducting or are planning to conduct in it.

Your answer should be less than 1,000 words (use a separate document if necessary).

C.5. Describe how the proposed program 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.

Your answer should be less than 200 words.

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.

Your answer should be less than 200 words.

E. WRITING SAMPLE	
E.1. Provide one copy of a writing sample (e.g., a text presented in a course or published) (instructions). 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 (instructions):	
<ul style="list-style-type: none"> • Provide a copy of the Guidelines for 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 (instructions).	

Applicant's Declaration

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 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.

CERTIFICATION OF THE APPLICANT

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: _____

APPENDIXES

- A. [Guidelines for Referees](#)
- B. [Integrity in Research and Scholarship Guidelines](#)
- C. [Canadian Council on International Law Privacy Policies](#)
- D. [Appeal of Decisions](#)

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

A. Guidelines for Referees

Each John Peters Humphrey Fellowship is worth up to CDN\$20,000 – up to a maximum of CDN\$10,000 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 organizations. 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 stationery and include the following information in it.

- Full name of candidate;
- Your rank or position;
- The name and address of your institution and your telephone number and email contact if applicable;
- 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 this person's 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.

You can send your signed letter (e-signature is accepted) to the CCIL via email (in PDF format) or by mail (duly postmarked). Alternatively, you can place your letter in a sealed envelope and sign it across the seal and provide it to the applicant for inclusion in their application package.

All documents related to the application, including the recommendation letters, must be submitted on January 30, 2024 at the latest.

Direct any queries to: John Peters Humphrey Fellowship
c/o Canadian Council on International Law
275 Bay Street, Unit 200, Ottawa, Ontario K1R 5Z5
Email: ccil-ccdi@intertaskconferences.com
Tel: 613-238-4870 / Fax: 613-236-2727

Thank you for your efforts in extending this opportunity to future international law professionals.

Gib van Ert, 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 Fellowship 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 personal information for the purposes stated above.

Access to and accuracy of your personal information

Should an applicant or Fellowship holder require access to personal information held by the CCIL, please contact the CCIL Office at 613-238-4870 or via email at ccil-ccdi@intertaskconferences.com. 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 President by writing to Canadian Council on International Law, 275 Bay Street, Unit 200, Ottawa, Ontario Canada K1R 5Z5, or by sending an email to the Office Manager at ccil-ccdi@intertaskconferences.com 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.