

## GVI Writing Academy: Terms & Conditions

### What will you receive?

- You'll gain hands-on experience in writing engaging articles on travel and international development.
- You'll have access to online training on how to use keywords to ensure your articles rank top on search engines.
- You'll be trained in writing for brands and publications.
- You will receive personal feedback and mentoring from our editorial team.
- You will receive two rounds of in-depth edits per article submitted. After your third draft, your piece may be selected for publication on the GVI website, allowing you to build an online portfolio of published content by a reputable, and highly ranked international brand.
- You will get a digital certificate of completion (contingent upon completion of the program in full).
- At the end of the program, you'll receive a written testimonial from a development editor (contingent upon completion of the program in full).

Feedback and support will only be available between 9:00 and 17:30 SAST (GMT+2).

### Completing the internship in full means:

- Participants must complete all assigned work on deadline. This includes eight exercises, three quizzes, and eight assignments.
- The full course must be completed within 13 weeks of the course start date.
- Second and third drafts of articles must be resubmitted within one week of the development editor returning feedback to the participant.

### You'll be expected to

- commit to the 12-week program
- meet weekly writing deadlines
- spend roughly 5–7 hours per week writing exercises and assignments and working through our training pack in your own time
- write at least two articles per month, on deadline, for the duration of the 12-week program
- edit and engage with articles based on the editorial team's weekly feedback, and hand in revised drafts within one week of feedback being supplied.

If a compulsory article or exercise is not handed in on deadline, there is no guarantee that you will receive an edit. This means you may not fulfil the criteria for completion of the course, and will therefore not receive a certificate of completion or a testimonial.

Any inappropriate or unprofessional communication will not be tolerated. If a student uses abusive, inappropriate or disrespectful behaviour towards fellow participants, they will be muted in all Google Classroom chat spaces. Disrespectful behaviour and language towards editors will result in editors not providing feedback on a piece of work, following one written warning. This could result in incomplete coursework. Any work that is handed in incomplete will be sent back without an edit.

### Publication and content rights

GVI reserves the exclusive right to publish all content produced by GVI writing interns for the GVI Writing Academy. All content produced as part of the Writing Academy belongs to GVI. This content may not be republished or resold, under any circumstances.

1 Emperor Way, Exeter Business Park  
Exeter, Devon, EX1 3QS, UK

UK/Europe: **+44 (0) 1727 250 250**

USA/Canada: **1 888 653 6028**

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Participants may, however, publish an extract of published articles produced through the Writing Academy (less than 30% of an article) on a personal blog or website, with a link back to the full article on the GVI website. Please inform the editorial team should you wish to use any content you have produced with GVI in this way.

If a participant is found to have published 30% or more of an article produced through the Writing Academy, they will receive one written warning. Further transgressions will result in immediate termination of their candidacy with the Writing Academy, and the piece potentially being removed from the GVI website.

### **Plagiarism**

Plagiarism will not be tolerated under any circumstances. If a learner is found to be plagiarising, they will receive a written warning. If a learner plagiarises a second time, their candidacy with the Writing Academy will be immediately terminated.

[Plagiarism](#) refers to taking someone else's work and passing it off as your own. This includes GVI content. It also refers to self-plagiarism, which is re-using content you have already handed in. All content must be written in your own words.

### **Participation**

Interns are required to submit all work by the stipulated deadlines. They are also required to keep in communication with the editorial team through Google Classroom and email. If a learner has failed to respond at least once to communication from GVI in two weeks, they will be considered to have deserted the program. It is the responsibility of participants to ensure they have sufficient time to participate in the program.

### **Deadlines**

Each module is allocated three weeks. Each exercise and assignment has a mandatory deadline. For assignments requiring multiple drafts, the learner has one week to complete and hand in the new draft after feedback is provided.

Requests for extensions must be made to the GVI editorial team, and a valid reason must be provided. The team will review your request in line with available editorial resources, and you must agree to a new deadline.

Extensions are only granted in select circumstances, and, depending on the reason, they may result in the learner forfeiting their certificate of completion if they go over the program's allocated time. Learners must apply for extensions at least two working days before a deadline.

### **Admission requirements**

**Language level:** Participants must have native-level proficiency in written English. Acceptance into the program is contingent upon applicants completing a language proficiency test.

**Education level:** Participants should be completing or have completed a tertiary qualification, or be able to demonstrate sufficient experience.

Due to limited spaces in the program, placement into the program is contingent upon sign-off by the GVI Writing Academy editorial team.

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