Visiting Research Students

Introduction

- Visiting research students are students registered at another university who come to UVic to do research under the supervision of a UVic faculty member. They are not required to go through regular admissions processes. All visiting research students are required to register in either GS 503, Canadian Visiting Research Student (3.0 Units), or in GS 504, International Visiting Research Student (3.0 Units). There are no tuition fees charged for these registrations. These students are counted as FTEs for the academic unit in of the supervisor.

- All visiting graduate research students are expected to have access to basic research services (e.g. library, e-mail access, computing). Basic student services (e.g. recreation facilities), health and other benefits plans, transit passes, etc. can be provided. The usual applicable fees will apply.

- Before visiting research students can come to UVic there must be a written Letter of Agreement between the visiting research students, their home supervisors, and their UVic supervisors concerning issues such as intellectual property, stipend and benefits, travel costs, access to research equipment and supplies, research ethics, space, health insurance coverage, etc. Please refer to the information and examples below regarding what to include in the written agreement.

- Visiting students who wish to take courses must go through regular admissions processes and be registered as Non-degree Students. Fees will apply. Please see the Graduate Calendar [http://web.uvic.ca/calendar/GRAD/FaAd/OtAd.html](http://web.uvic.ca/calendar/GRAD/FaAd/OtAd.html) or contact Graduate Admissions and Records for further information at [garo@uvic.ca](mailto:garo@uvic.ca).

Procedures for Canadian Visiting Research Students

Please refer to The Canadian Association for Graduate Schools Research Mobility Agreement [http://www.cags.ca/agreements.php](http://www.cags.ca/agreements.php) for full details and forms.

Procedures for Visiting Research Students in the “Joint Ph.D. Fellowship Program” of the China Scholarship Council

Please see ‘How to apply if you are a Visiting Research Student in the “Joint PhD Fellowship Program” of the CSC’ link on our website.

Procedures for all Other International Visiting Research Students

- A research visit must be arranged initially between the supervisor of the visiting research student and by the proposed UVic supervisor.

- The UVic supervisor will submit to the Director of Graduate Admissions and Records a letter from the supervisor and head of the academic unit confirming his/her willingness to supervise, as well as confirming what arrangements have been made with regard to all aspects of the visit (see below for details). This letter must be counter-signed by the student and the supervisor at the home university.

- Provided the letter of agreement regarding the visit contains the pertinent items identified, the Graduate Admissions and Records Office will communicate acceptance of the visiting research student to the student, the home university, the UVic supervisor, and the head of the UVic academic unit. Graduate Admissions and Records will then register the student in the course GS 504 - International Visiting Research Student.
• The visiting research student will be expected to provide proof of full-time registration at the home institution.

**Terms of Letters of Agreement**

Although the details of letters are expected to vary, it is expected that the following topics and information will be included:

- Use formal UVic Letterhead
- Addressed to supervisor of visiting research student
- Name of visiting research student
- Visiting student’s area of study
- Visiting student’s home department and institution
- Visiting student’s home supervisor
- Visiting student’s home supervisor’s department and institution
- UVic supervisor
- UVic supervisor’s department
- UVic supervisor’s chair/head of department
- Dates of visit
- Purpose of visit
- Arrangements for supervision during visit
- Specifics of research resources: equipment, space, supplies, etc.
- Specific financial arrangements: stipend, travel costs, research expenses, etc.
- Note that intellectual property is subject to UVic policy and provide URL
- Research ethics approvals are required at UVic and provide relevant URL(s)
- Note that health care coverage is required and is a responsibility of the student
- Other documents may be attached if required
- Names and signatures of UVic supervisor, UVic head of academic unit, home supervisor, visiting research student.
Sample Letter 1.

Dr. A. Jones
Department of Chemistry
University of Southern Somewhere

Dear Dr. Jones,

This confirms the arrangements for the visit of Ms. B. Smith from October 1st to November 30th, 2010. I will serve as her temporary supervisor while she is working on her doctoral research in my lab.

She will receive training from our technician in the use of the equipment she requires. I understand that she is bringing her own samples, and will not be participating in my research group’s experiments. We will not be paying any of her stipend or travel costs, but the costs of equipment time will be provided free of charge. In addition, she will have access to a lab bench with high speed internet connections. I understand that you will cover lab supplies and that we should bill you directly for this.

Please ensure that the required ethics forms (http://www.research.uvic.ca/ethics/index.html) are completed and submitted as soon as possible. Please note that a UVic Netlink I.D. is required to access these forms on the Research web page. Ms. Smith will not be able to commence her work covered by these applications until approval has been granted. Adjudications of ethics applications typically take approximately six weeks to complete.

Please ensure that Ms. Smith is aware of the requirement that she is responsible for maintaining her own extended health insurance coverage while she is at the University of Victoria.

Ms. Smith has been advised about the University of Victoria’s intellectual property policy (http://www.uvic.ca/shared/shared_usec/docs/policies/GV0215_1180_.pdf) and the bearing that it may have on her research.

I will meet on a weekly basis with Ms. Smith to ensure that her research is progressing smoothly while she is here.

Signature of home supervisor
Printed name

Signature of UVic supervisor
Printed name

Signature of visiting research student
Printed name

Signature of head of UVic academic unit
Printed name

cc: Graduate Dean of Home University

We agree to these provisions
Sample Letter 2.

Dr. A. Jones
Department of History
University of Eastern Somewhere

Dear Dr. Jones,

This confirms the arrangements for the visit of Ms. B. Smith from October 1st to November 30th, 2010. I will serve as her temporary supervisor while she is working on the archive of A Famous Canadian.

Please ensure that she has contacted our Librarian about access to the collection.

The Department of History cannot provide office space, but it may be possible to find some temporary space in the Library. You had asked about access to housing. Our residence does have space for visiting students. Please contact them directly to book a room.

Please ensure that the required ethics forms (http://www.research.uvic.ca/ethics/index.html) are completed and submitted as soon as possible. Please note that a UVic Netlink I.D. is required to access these forms on the Research web page. Ms. Smith will not be able to commence her work covered by these applications until approval has been granted. Adjudications of ethics applications typically take approximately six weeks to complete.

Please ensure that Ms. Smith is aware of the requirement that she is responsible for maintaining her own extended health insurance coverage while she is at the University of Victoria.

Ms. Smith has been advised about the University of Victoria’s intellectual property policy (http://www.uvic.ca/shared/shared_usec/docs/policies/GV0215_1180_.pdf) and the bearing that it may have on her research.

I will meet every two weeks with Ms. Smith to ensure that her research is progressing smoothly while she is here.

Signature of home supervisor
Printed name

Signature of UVic supervisor
Printed name

Signature of visiting research student
Printed name

Signature of head of UVic academic unit
Printed name

cc: Graduate Dean of Home University
We agree to these provisions