

Visiting Research Students

1) Introduction

- a) 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 where they are being supervised.
- b) 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.
- c) Before visiting research students can come to UVic there must be written agreements 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. See the sample letters provided below. Please feel free to consult with office of the Dean of Graduate Studies if you would like assistance in drafting your letters.
- d) 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/calendar2010/GRAD/FaAd/OtAd.html> or contact Graduate Admission and Records for further information at garo@uvic.ca.

2) Procedures for Canadian Visiting Research Students

Please see instructions and forms at:

<http://web.uvic.ca/gradstudies/pdf/CAGSMobilityAgreement.pdf>

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

Please see: <http://web.uvic.ca/gradstudies/pdf/CSCProgramUVicPhDDegree201008.pdf>

4) **Procedures for all Other International Visiting Research Students**

- a) A research visit must be arranged initially by the supervisor at the home university of the visiting research student and by the proposed UVic supervisor.
- b) The home supervisor will submit to the Dean of Graduate Studies at the home university a letter from the UVic supervisor and head of the UVic 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. This letter must be counter-signed by the student and the supervisor at the home university.
- c) The signed agreement letter will be forwarded to the Dean of Faculty of Graduate Studies at UVic.
- d) The Dean of Graduate Studies at UVic will communicate acceptance of the visiting research student to the student, the home university, to the UVic supervisor and to the head of the UVic academic unit.
- e) Upon arrival at UVic, the visiting research student must register at the Graduate Admissions & Records Office, and pay any required incidental fees. The visiting research student will be expected to provide proof of full-time registration at the home institution.
- f) The visiting research student must be registered in GS 504, International Visiting Research Student (3.0 Units), for the length of the approved visit.

5) **Terms of Letters of Agreement**

Although the details of letters are expected to vary (see samples) 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 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_usecdocs/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.

We agree to these provisions

Signature of UVic supervisor
Printed name

Signature of home supervisor
Printed name

Signature of head of UVic academic unit
Printed name

Signature of visiting research student
Printed name

cc: Graduate Dean of Home University

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_usecdocs/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.

We agree to these provisions

Signature of UVic supervisor
Printed name

Signature of home supervisor
Printed name

Signature of head of UVic academic unit
Printed name

Signature of visiting research student
Printed name

cc: Graduate Dean of Home University



Canadian Association
for Graduate Studies

Association canadienne
pour les études supérieures

Canadian Graduate Student Research Mobility Agreement (CGSRMA)

Preamble

As research becomes increasingly interdisciplinary and networked, and as research equipment becomes more specialized and expensive, graduate students from one university may have to spend time at another university in order to complete or enhance their research. CAGS wishes to encourage graduate student mobility within Canada in order to foster the exchange of ideas, specialized training, research collaboration, and interdisciplinarity.

The Agreement sets out a protocol for institutional recognition of visiting graduate research students. Universities that have agreed to participate in this process are listed separately. Universities that wish to participate should contact CAGS.

Many provinces and some regions already have agreements that facilitate mobility of graduate students who wish to take courses at other institutions, and there is also a national agreement for this purpose. This Agreement does not pertain to courses, but exists to facilitate visits by graduate students to other institutions in order that those students are able to participate in research activities and be recognized as legitimate visitors to the host campuses. We know that such visits currently take place by informal arrangement, but there are risks inherent in that informality.

Terms

- a. Graduate students registered at a home university may be registered as “visiting graduate research students” at host institutions
- b. No fee will be charged to visiting graduate research students provided they are registered full time, are paying fees at their home institutions, and are not taking courses at the host institutions. However, incidental fees may be charged at the discretion of the host university.
- c. A faculty member at the host institution must agree to supervise and take responsibility for the visiting graduate research student during his/her stay. It is recognized that it is the responsibility of the visiting student to find a supervisor at the host institution.
- d. Visiting graduate research students are expected to have access to basic research services (e.g. library, e-mail access, computing) and to basic student services (e.g. recreation facilities, provided that the incidental fees, if applicable, are paid) at the host institution. They are not expected to have access to health and other benefits plans, transit passes, etc. paid from tuition and other student fees at the host institution, although individual institutions may wish to arrange for this.

e. There will be written agreements between the visiting graduate research students, home supervisors and host supervisors concerning issues such as intellectual property, stipend and benefits, travel costs, access to research equipment and supplies, research ethics, space etc. (see sample template for such an agreement).

f. It is recognized that acceptance of any visiting graduate research students is at the discretion of the host institution.

g. The Agreement is not intended to replace any existing arrangements between institutions.

Process and Administration

a. A research visit must be arranged initially by the supervisor (or equivalent) at the home university of the visiting graduate research student and by the proposed supervisor at the host institution.

b. The supervisor will submit to the Dean of Graduate Studies at the home university the following:

(i) A letter from the host supervisor and department head/chair confirming his/her willingness to supervise, and confirming what arrangements have been made with regard to all aspects of the visit, including access to facilities (e.g. collections, equipment), intellectual property, stipends and benefits, timing of the visit, ethical approval of research etc. This letter must be counter-signed by the student and the supervisor at the home university.

(ii) A completed visiting graduate research student form signed by the graduate program chair of the home institution.

c. Upon approval by the Dean of Graduate Studies at the home university, the form and other documentation will be forwarded to the Dean of Graduate Studies at the host institution. The Dean of Graduate Studies of the host institution will communicate acceptance of the visiting research student to the applicant and to the supervisor at the host institution.

d. Upon arrival at the host institution, the visiting research graduate student will register at the office of the Dean of Graduate Studies (or equivalent), and pay any required incidental fees. The visiting research student will be expected to provide proof of full-time registration at the home institution.

e. The visiting graduate research student will be registered for the length of time requested on the visiting research student form. With the approval of the home supervisor, host universities may define their own process for dealing with requests for extensions.

This agreement will be subject to review after a period of three years. Any institution that is signatory to this agreement may withdraw from it by giving six months' notice in writing to the Canadian Association for Graduate Studies.

Sample Templates for Letter of Agreement

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

- Letterhead of host institution
- Addressed to supervisor of designated visiting research student
- Name of visiting research student
- Visitor's programme (masters, doctoral)
- Home department and institution
- Home supervisor
- Home supervisor's department and institution
- Host supervisor
- Host supervisor's department and institution
- Host supervisor's chair/head of department
- Dates of visit
- Purpose of visit
- Arrangements for intellectual property
- Arrangements for research ethics approvals
- Financial issues: stipend; travel costs; research expenses
- Research resources: equipment; space; supplies
- Arrangements for supervision during visit
- Other documents may be attached if required
- Names and signatures of host supervisor, host head/chair, home supervisor, visiting research student.

Examples of letters

Sample Letter 1. Canadian Visiting Research Student Agreement

The University of Victoria

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

Dear Dr. Jones,

This confirms the arrangements for the visit of B. Smith from October 1st to November 30th 2006. 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 enclosed ethics forms are completed and submitted as soon as possible. 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 also 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 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 host supervisor
Printed name

Signature of department head/chair
Printed name

We agree to these provisions
Signature of home supervisor
Printed name

Signature of visiting research student
Printed name

Name of home supervisor
Printed name

Name of visiting research student
Printed name

cc: Graduate Dean of Home University

Sample Letter 2. Canadian Visiting Research Student Agreement

The University of Victoria

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

Dear Dr. Jones,

This confirms the arrangements for the visit of B. Smith from October 1st to November 30th 2006. 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. Although laptops are permitted in the archives, there is no internet access.

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 enclosed ethics forms are completed and submitted as soon as possible. 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 also 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 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 host supervisor
Printed name

Signature of department head/chair
Printed name

We agree to these provisions
Signature of home supervisor
Printed name

Signature of visiting research student
Printed name

Name of home supervisor
Printed name

Name of visiting research student
Printed name

cc: Graduate Dean of Home University

Visiting Research Student Approval Form

Visiting Research Student

Students: Please note that this form must be submitted and all approvals must be obtained well in advance of the time you plan to spend at another institution. Check the deadlines of the host institution. If this form is not received and approved in time, you may not receive permission to visit.

Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth (YY/MM/DD)
Country of Citizenship:		Immigration Status:		
Current Address:		Telephone Number:		
		E-mail Address:		
Name of Home Institution:		Student Number at Home Institution:		
Name of Department at Home Institution:		Degree Expected:	Expected completion date:	
Name of Host Institution:				
Have you ever attended the Host Institution? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, what was your Student Number there?	
<i>This information is collected under the authority of the provincial Universities Act, which mandates the provision of programs and services, the Freedom of Information and Protection of Privacy (FOIP) Act, the Taxation Act (Canada), and the Statistics Act (Canada). It is required to determine an applicant's eligibility for admission, to register the applicant in courses, and to assess fees. If admitted, this information will become part of the student's record and will be disclosed to relevant academic and administrative units on campus. Specific data elements will be disclosed to the Federal and Provincial governments to meet reporting requirements. For more information on the uses and disclosure of this information, contact the Faculty of Graduate Studies at the relevant university.</i>				
I hereby accept and agree to abide by the statutes, rules, and regulations of the host institution while attending as a registered visiting researcher under the terms of the CAGS visiting researcher agreement				
Signature of Applicant:			Date:	
Brief description of purpose of visit:				
<ol style="list-style-type: none"> 1. Visiting research students are subject to regulations of the home institution governing tuition. 2. Deadlines in effect at both the home and host institutions must be observed. 3. Visiting research students must send confirmation of registration and notice of any change to the Faculty of Graduate Studies of the home institution at the time of registration at the host institution. 4. The host institution will not assess tuition fees but student activity fees may be charged. This form, duly signed, will be the sole authority for this fee waiver. No other documentation is required. 				

AUTHORIZATION SIGNATURES

This form will not be processed without all three signatures, obtained in the order 1 to 3.

The student named above is in good standing (including current fees paid) in a graduate degree program and has permission to enroll as a visiting research student under the terms of the CAGS agreement at:

(Host Institution)

during the
period

Home Institution

<p>1. Department/Graduate Program Approval Name (print): _____ Date: _____ Signature: _____</p> <p>3. Visiting Research Student's Supervisor: Name (print): _____ Date: _____ Signature: _____</p>	<p>2. Faculty of Graduate Studies Approval Name (print): _____ Date: _____ Signature: _____ Position: _____</p>
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Host Institution

<p>4. Faculty of Graduate Studies Approval Name (print): _____ Date: _____ Signature: _____</p>	<p>This form must be accompanied by a confirmation letter signed by the proposed supervisor at the host institution and the head/chair of the appropriate department. See the CAGS agreement for details.</p>
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The Faculty of Graduate Studies of the Host Institution will send a copy of the completed form to the Faculty of Graduate Studies of the Home Institution and to the Department/Graduate Program of the Host Institution for distribution to the appropriate people.