

Procedures and Information for Visiting Research Students in the “Joint PhD Fellowship Program” of the China Scholarship Council

1. Introduction

- a) With the signing of the Memorandum of Understanding between the China Scholarship Council and the University of Victoria in May 2007, the two parties have established the “CSC-UVic Postgraduate Fellowship Program” to support outstanding Chinese students in pursuing PhD study at the University of Victoria; Visiting Research PhD students may be supported for up to 24 months through this program.
- b) The China Scholarship Council (CSC) will provide up to 20 fellowships each year for top Chinese PhD students to come to UVic as visiting research students to conduct up to two years of research under the supervision of UVic faculty.
- c) CSC visiting research students are students registered at a Chinese 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 GS 504, International Visiting Research Student (3.0 Units). There are no tuition fees charged. These students are counted as FTEs for the academic unit where they are being supervised.
- d) All CSC visiting graduate research students will 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 obtained. The usual applicable fees will apply.
- e) Before CSC 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.
- f) CSC 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/calendar2017-09/toc/grad.html> or contact Graduate Admission and Records for further information at garo@uvic.ca.

2. Financial Support

The CSC scholarship will cover students' international travel, living (food and accommodation) and health insurance expenses. UVic will not charge tuition to visiting research students.

3. Application Requirements

The students should meet the minimum eligibility requirements outlined in the latest “CSC Selection Guidelines”.

4. Application Procedure

The China Scholarship Council requires the following:

- a) A well-defined research plan jointly developed by the collaborating PhD supervisors at UVic and those at one of the top Chinese universities. The research must be in one of the priority areas identified by the CSC (See following list of priority areas).
- b) Students must be excellent PhD students enrolled in one of the top Chinese universities and nominated by their home universities in China.
- c) A formal letter outlining conditions for the visit must be signed by the students, the supervisors and the head of the UVic academic unit. Students must obtain a formal Letter of Invitation from the UVic co-supervisor in early December and the formal Letter of Acceptance from UVic by February 20. (See sample letters below).
- d) With the permission from their home institutions, the students shall register online at <http://apply.csc.edu.cn> and submit application documents between February 20 and March 20 for CSC funding.
- e) Students from “985 Project” or “211 Project” universities in China must submit their applications directly to their home universities. Students from other institutions must submit their applications to CSC authorized organizations. See the CSC website for more information <http://www.csc.edu.cn/en/>.
- f) The universities and the CSC authorized organizations will accept applications, answer enquiries, check application documents, and submit the documents to CSC before March 20. CSC does not directly accept individual applications.
- g) The students shall refer to the latest “CSC Selection Guidelines” to prepare application documents.

5. Assessment and Selection

The CSC will publish the first-round competition results in May each year. The CSC may accept applications for the second-round competitions.

6. Administrative Requirements

- a) Students should present their Foreign Language Credential and UVic’s Letter of Acceptance, obtain a Letter of Permission from their home institutions, and then go to the Chinese Ministry of Education Studying Abroad Service Centre to complete the rest of the procedure.
- b) Students approved by the CSC must sign an agreement with CSC, notarize the agreement, and pay the required deposit before leaving China.
- c) CSC Fellowship holders must present UVic’s Letter of Acceptance and the CSC fellowship approval to the Canadian Embassy in China in order to apply for a student visa. For more information please see <http://www.cic.gc.ca/EnGLIsh/study/study.asp>.

7. CSC Contact

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8. Key Dates

Activity	Date
Students contact UVic's professors/researchers and prepare application documents.	October - November
Students receive the first Letter of Interest/Invitation from UVic's professors/researchers.	Early December
Visiting research student's letters are signed by all parties.	By December 15
Students receive the formal/unconditional Letter of Acceptance from UVic.	By February 20
Students obtain approval from home institutions and submit online application to CSC.	By March 20
CSC organizes experts to review applications.	March - May
CSC announces recipients of the firstround competition of the CSC-UVic Postgraduate Fellowship Program. CSC may accept applications for the second-round competition. Selected students shall inform UVic Graduate Admissions once they get confirmation from CSC, and must be registered in GS504.	May
Students complete the administrative process set by CSC in China.	By August
Students come to UVic.	September

Note:

Similar procedure for students coming to UVic other than in September.

Chinese version is available on CSC's website:

<http://www.csc.edu.cn/Chuguo/bd5e7f2dd33e4eca867c0a8d55a77c30.shtml>

9. 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_uses/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 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

Signature of home supervisor Printed
name

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.

cc: Graduate Dean of Home
University 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

Priority Majors Highly Recommended by the Chinese Government

Special Areas

- Energy Sources
- Water and Mineral Resources
- Environment
- Agriculture
- Manufacturing
- Traffic and Transportation
- IT and Modern Service Industry
- Demography and Health
- Urbanization and Urban Development
- Public Safety

Cutting-edge Technology

- Biotechnology
- Information Technology
- New Material Technology
- Advanced Manufacturing Technology
- Advanced Energy Technology
- Ocean Technology
- Laser Technology
- Aerospace Technology

Basic Research

- Discipline Development
- Cutting-edge Scientific Issues
- The basic research and development with strategic significance for China
- Major Scientific Research Plan

Humanities and Applied Social Sciences