CAGS ACES
Canadian Association for Graduate Studies
Association canadienne pour les études supérieures

School of Graduate Studies
Canadian Visiting Graduate Student Research Authorization Form
CGSRMA – Terms of Reference & Application Form

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.
This information below is meant to guide process and documentation around facilitating 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.

h. Agreements between institutions should contain a provision respecting regulations outlined in provincial Freedom of Information and Protection of Privacy Acts (FIPPA) which supports access to University records and protection of privacy.

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 five 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.
***Reviewed and extended by the CAGS Board of Directors, January 2016**

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 including contact information
- Home supervisor's department and institution
- Host supervisor including contact information
- 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 including FIPPA provisions
- 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 Northern Canada
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. As part of this work involves sampling animals, please ensure that the enclosed animal ethics form is completed and submitted as soon as possible.

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.

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

<u>We agree to these provisions</u>

Signature of home supervisor	Signature of visiting research student
Name of home supervisor	Name of visiting research student
Email and/or phone number	Email and/or phone number

cc: Graduate Dean of Home University

Sample Letter 2. Canadian Visiting Research Student Agreement

The University of Western Canada

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.

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

<u>We agree to these provisions</u>

Signature of home supervisor	Signature of visiting research student
Name of home supervisor	Name of visiting research student
Email and/or phone number	Email and/or phone number

cc: Graduate Dean of Home University

Brock University

Faculty of
Graduate Studies
and Postdoctoral Affairs

T: 905-688-5550 x4490
E: graduatestudies@brocku.ca

Visiting Graduate Student Research Authorization Form

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.

First Name: Middle Name: Last Name:	☐ Male ☐ Female	Date of Birth (YY/MM/DD)
Country of Citizenship:	Immigration Status:	
Current Address:	Telephone Number: Email Address:	
Brock Email Address:	Brock University Student ID:	
Department/School:	Degree Program:	Expected completion date:
Name of Host Institution: Contact Email Address:		
Have you ever attended the Host Institution? ☐ Yes ☐ No	If yes, what was your Student Number there?	

Brock University protects your privacy and your personal information. The personal information requested on this form is collected under the authority of The Brock University Act, 1964, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) for the administration of the University and its programs and services. Requests for information pertaining to university student records can be submitted via the University's online request form. Should you have any questions, please contact the FIPPA Office.

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:

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 to3.

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

Brock University

1. Department/Graduate Program Approval Name (print): Date: Signature:	**2. Faculty of Graduate Studies Approval** Name (print): Date: Signature:
3. Visiting Research Student's Supervisor: Name (print): Signature:	Date:

Host Institution

4. Faculty of Graduate Studies Approval Name (print): Date: Signature:	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.

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.