



## Canadian Graduate Student Research Mobility Protocol (CGSRMP)

### 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 document sets out a protocol for institutional recognition of visiting graduate research students.

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 Protocol 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.
- 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 Protocol will be subject to review after a period of five years\*.

**\*Reviewed by the CAGS Board of Directors, March 2016**

## Participating Universities

- University of Alberta
- Athabasca University
- Brandon University
- University of British Columbia
- Brock University
- University of Calgary
- Carleton University
- Concordia University
- Dalhousie University
- University of Guelph
- Lakehead University
- Laurentian University
- Université Laval
- University of Lethbridge
- University of Manitoba
- McGill University
- McMaster University
- Memorial University of Newfoundland

- Université de Moncton
- Mount Saint Vincent University
- University of Northern British Columbia
- Université d'Ottawa
- University of Ontario Institute of Technology
- Université du Québec
- Queen's University
- University of Regina
- Ryerson University
- University of Saskatchewan
- Université de Sherbrooke
- Simon Fraser University
- University of Toronto
- Trent University
- University of Victoria
- University of Waterloo
- University of Western Ontario
- Wilfrid Laurier University
- York University

### **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 1<sup>st</sup> to November 30<sup>th</sup> 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

#### We agree to these provisions

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 1<sup>st</sup> to November 30<sup>th</sup> 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

### We agree to these provisions

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

*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	Date of Birth (YY/MM/DD)
Country of Citizenship:		Immigration Status:	SIN (Canadians only):	
Current Address:		Telephone Number:	E-mail Address:	
Name of Home Institution:			Home Institution Student Number:	
Name of Department at Home Institution:		Program of Study:	Expected completion date:	
Name of Host Institution:		Term applied for: Year: <input type="checkbox"/> September <input type="checkbox"/> January <input type="checkbox"/> May	Expected Start Date:	Expected End Date:
Have you ever attended the Host Institution? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what was your Student Number there?		

*The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University's Freedom of Information and Protection of Privacy Office at 416 946-7303, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1.*

**Brief description of purpose of visit:**

**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: \_\_\_\_\_

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 four signatures, obtained in the order 1 to 4.*

**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 protocol at:**

(Host Institution) \_\_\_\_\_ during the period \_\_\_\_\_

#### Home Institution

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

<p><b>4. Faculty of Graduate Studies Approval:</b> 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.*