



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

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,

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

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.