

# University of Guelph Visiting International Research Student

## Procedures and Responsibilities

### Preamble

The University of Guelph encourages student mobility to foster the exchange of ideas, specialized training, and research collaboration. Students pursuing post-secondary studies at institutions outside of Canada are often looking for opportunities to enhance their skills, conduct research relevant to their home degrees and/or benefit from the expertise of our faculty. These visiting students contribute to collegial academic exchange often based on collaboration between faculty members at like-minded institutions. To facilitate this mutually beneficial collegial activity, *Visiting International Research Students* (VIRS) will not be required to pay tuition to the University of Guelph but will be charged other administration and student fees related to their stay (Appendix 1). *Visiting International Research Students* will be registered as full-time students through the office of Open Learning and Educational Support (OpenEd), and enrolled in the graduate level course, *Experiential Learning for Visiting International Research Students*.

The *Visiting International Research Student* procedures apply to any visitor to the University who is registered as a student in their home country and is visiting the University of Guelph for a period of one month or more for training, research or other experiential learning activity. Normally, *Visiting International Research Students* will not be at the University for more than one year. This procedure does not apply to Post-docs, paid employees or non-student visitors such as guest lecturers or sabbatical stays.

### I. Eligibility

A *Visiting International Research Student* shall:

1. Be registered as a fulltime degree-seeking student in good standing at an accredited post-secondary institution outside of Canada (referred to as the *Home Institution*)
2. Have written permission from their home institution and acknowledgement that their proposed activities at the University of Guelph are an integral part of their academic program at home.
3. Be visiting for the primary purpose of participating in an experiential learning opportunity (research, field research, training etc.) deemed relevant to their home institution degree.
4. Have written acknowledgement from a University of Guelph faculty member agreeing to act as their academic supervisor for the duration of their stay.
5. Meet the English language proficiency requirements as set out by the hosting department.
6. Be visiting the University of Guelph for a period of one month to a maximum of one year
7. Have appropriate funding to cover costs for the duration of their stay and be eligible to enter Canada as per Citizenship and Immigration Canada requirements

## II. Terms of Stay

*Visiting International Research Student:*

1. Must abide by the University of Guelph's policies and protocols, including intellectual property, environmental health and safety, human rights and research ethics.
2. Will be required to purchase the Guard.me International Health Insurance to cover them for the duration of their stay.
3. Must be registered each month as a *Visiting International Research Student* through the University of Guelph Open Learning and Educational Support for the duration of their stay.
4. Will not be allowed to register in regular academic classes<sup>1</sup> but will be registered full-time in the course *Experiential Learning for Visiting International Research Students* through Open Learning and Education Support.
5. Must be pursuing activities related to the *Experiential Learning for Visiting International Students* course on a full-time basis as their primary activity in Canada.
6. Recognize that acceptance as a *Visiting International Research Student* is at the discretion of Open Learning and Educational Support and is contingent on obtaining the appropriate entry permit from Citizenship and Immigration Canada.
7. Will be responsible for ensuring that their Canadian Immigration status is valid for the duration of their stay.
8. Understand that admission as a *Visiting International Research Student* through Open Learning and Educational Support does not constitute admission to an academic degree program at the University of Guelph.
9. Understand that their registration may be terminated at any time with written notice by the University of Guelph, Open Learning and Educational Support should the *Visiting International Research Student* be found in violation of any of the above or any other University policy governing University of Guelph students.
10. Are advised that fees are paid to the Open Learning and Educational Support on a month by month basis regardless of the length of stay or the international research student's arrival date. Whenever possible, visits should be timed to correspond with the start and end of a month in order to avoid incurring extra fees especially for stays which straddle two months.

## III. Supervisor Responsibilities

The University of Guelph Supervisor will:

1. Upon agreeing to a requested visit from a student abroad, complete the appropriate documents (See Section IV Process and Administration) and ensure the student receives a completed copy .
2. Develop a learning/work plan with the student and agreed upon by their home supervisor
3. Work with the student and their home supervisor on the terms for intellectual property and ethics approval as appropriate.
4. Ensure the *Visiting International Research Student* receives the appropriate orientation to departmental policies and procedures (especially with respect to safety and security), personnel and other students.

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<sup>1</sup> *Visiting International Researcher Students* who wish to enrol in courses must also apply for admission as Special (Non-Degree) Students (full-time or part- time) and pay applicable tuition fees.

5. Immediately inform OpenEd ([register@uoguelph.ca](mailto:register@uoguelph.ca)) if the visiting student ceases to fulfill their activities as determined in the learning/work plan including but not limited to, prolonged absenteeism without reason, early return home or abandonment of their experiential learning activities or extension of their stay

## IV. Process and Administration

Normally, the initial contact for a proposed *Visiting International Research Student* visit will be between the student and/or their home institution supervisor (or equivalent) and the potential supervisor at the University of Guelph. While the University is supportive of this type of collegial cooperation, Guelph supervisors should be mindful of the commitment and extra workload involved and determine the availability of time and resources in consultation with the appropriate members of their department including the departmental chair.

### Process:

- 1) The supervisor at the University of Guelph will submit the following document to their departmental Graduate Program Coordinator and/or Chair:
  - a) A letter of invitation co-signed by the University of Guelph supervisor and Graduate Program Coordinator and/or Chair to the Visiting Student and their home institution supervisor agreeing to supervisory arrangements and all aspects of the visit (including intellectual property, any stipend and benefits, travel costs, access to research equipment and supplies, research ethics, and space). This letter must be countersigned by the student and the supervisor at the home university
- 2) Once a completed and fully signed copy of the letter has been received, the student will login through Open Learning and Educational Support at <https://courses.opened.uoguelph.ca/portal/events/reg/participantTypeSelection.do?method=load&entityId=16470825> to register and make payment. The student will be prompted to upload a PDF copy the signed letter of invitation, in order to complete registration. Notification of acceptance will be sent to the *Visiting International Research Student* and copied to the supervisor at the University of Guelph.
- 3) The official acceptance document can be used by the student to obtain the appropriate permit to enter Canada.
- 4) *Visiting International Research Students* will be registered as full-time students in the course *Experiential Learning for Visiting International Research Students* through Open Learning and Educational Support.
- 5) The *Visiting International Research Student* will be registered for the length of time requested in Open Learning and Educational Services registration process (not to exceed 12 months).
- 6) Normally, the start and finish of the visit would coincide with the start and end of a month(s). The administration, student fees and Guard.me International Health Insurance fees for the entire month will be charged regardless of the start date. Note: applications should be received no later than one month in advance of a visit/start (e.g., no later than July 31 for a September). Refunds for early departures will be based on existing Open Learning and Educational Support refund policies.
- 7) Upon arrival the *Visiting International Research Student* should receive orientation, safety training and support as per regular international graduate students by the department.

## Appendix 1: Forms and Document Templates

### 1) Letter of Invitation

Although the details of letters are expected to vary (see template), they should meet the following specifications:

- On Letterhead of the hosting academic unit, University of Guelph

**Must Include:**

- Name of visiting research student
- Email address of visiting research student
- Student's home department and institution
- Student's academic program and level at home institution
- Name of home supervisor, department, and institution
- Name of U of G supervisor and department
- Name of U of G supervisor's graduate coordinator/chair of department
- Dates of visit
- Purpose of visit
- Arrangements for supervision during visit
- Arrangements for intellectual property
- Arrangements for research ethics approvals if required
- Financial details: self-funded; or stipend; travel costs; research expenses if applicable
- Clause outlining GuardMe requirement
- Clause indicating the letter does not constitute official acceptance as a *Visiting International Research Student*
- Research resources available to the visiting student: equipment; space; supplies
- Other documents may be attached if required
- Signatures of U of G supervisor, Graduate Coordinator, and
- Signing space for home institution supervisor, department chair and visiting research student.

## Sample Letter of Invitation from Supervisor to Visiting Student

(copy of this letter should be kept by the University of Guelph department)

(Note: Letterhead of the Unit, U of G) Supervisor, University of Guelph

Department Address

*Re: Request to be a Visiting International Research Student*

Dear Student Name,

As a registered student enrolled in the Degree name & Program of Study in the department of at the University of , I am pleased to confirm the arrangements for you, visitor name, (email address), to join the Department of at the University of Guelph as a Visiting International Research Student under the Name of program or external funding or agency (if applicable). This letter does not constitute official acceptance to the University of Guelph as a Visiting International Research Student but merely serves to clarify the terms of your stay once it is approved. You will receive official acceptance under separate cover from the University of Guelph Office of Open Learning and Educational Support. That official acceptance can be used to obtain the appropriate permit for you entry into Canada. Pending your official acceptance, your stay as a Visiting International Research Student will be from arrival date to departure date (not to exceed 12 months ) and you will be expected to undertake your research/training activities on a full-time basis for the duration of your stay. Your research/training will consist of outline research topic or nature of /training. Your stay will be governed by the by-laws, rules, regulations, policies, procedures and practices of the University of Guelph, including but not limited to those relating to students rights and responsibilities, research ethics, human rights and environmental health and safety. Information regarding University of Guelph policies is available at <http://www.uoguelph.ca/policies/>.

You will not receive financial support from the University of Guelph and should ensure you have sufficient funds to cover the duration of your visit. While you will not be required to pay regular tuition fees to the University of Guelph, you will be charged an initial administrative fee of \$150.00 and an additional monthly fee of \$220.00, which includes Guard.me International Health Insurance, a monthly bus pass and access to the University Athletics Centre. You must be registered and pay fees for all months that you will be registered at the University of Guelph.

Paragraph(s) with departmental details.

To signify that you and your home institution agree to the terms of your stay and to register as an *Visiting International Research Student*, please complete the on-line registration process at (place URL here) and upload a completed copy of this letter with all required signatures.

Please ensure that this registration is completed *at least* one month in advance of your visit to allow time to process any documentation related to your stay.

Upon completion of your on-line registration and payment of fees, you will receive an acceptance letter from the Office of Open Learning and Educational Support. That official acceptance letter should be used to obtain any required entry permit from the Government of Canada.

Best regards,

## University of Guelph Supervising Professor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Contact Email Address

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## Home Institution Supervising Professor

We the undersigned agree to the terms as set out above:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Home Institution

\_\_\_\_\_  
Academic Department

\_\_\_\_\_  
Contact Email Address

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## Student

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contact Email Address