

SIMON FRASER UNIVERSITY
DEAN OF GRADUATE STUDIES
MEMORANDUM

TO: Senate
FROM: Jonathan Driver, Senate Graduate Studies Committee
SUBJECT: Visiting research students (GS2006.34)
DATE: September 26, 2006
cc:

At its 11th September 2006 meeting, SGSC discussed whether SFU should participate in the Canadian Graduate Student Research Mobility Agreement (CGSRMA). A document describing this program is attached. Following discussions, SGSC recommends the following actions to Senate:

MOTION:

- (a) that Senate approve SFU participation in CGSRMA
(b) that the following section be added to Graduate General Regulations:

1.3.9a Admission as a visiting researcher

Simon Fraser University accepts visiting research students under the terms of the Canadian Graduate Student Research Mobility Agreement. For details see the Graduate Studies website.

- (c) that the following section be added to the Graduate Studies page in the Calendar (currently p. 261):

Visiting Research Students

Simon Fraser University accepts visiting research students under the terms of the Canadian Graduate Student Research Mobility Agreement. For details see the Graduate Studies website. Students attending Simon Fraser University under this Agreement must register every semester for GRAD 800.

GRAD 800-0 Visiting Research Student

All students at Simon Fraser University under the terms of the Canadian Graduate Student Research Mobility Agreement must register for this course.

Notes

1. SGSC has approved GRAD 800-0 as a course to be graded S/U. If visiting students are to be registered at SFU (necessary if they are to get access to academic and student services), then they must be registered in a course. We will also be able to provide them with a transcript listing this course, and that will be official confirmation of their participation in research activity at SFU.
2. Visiting research students will not be charged tuition fees, but they will pay student services and recreation-athletics fees, because they will have the opportunity of accessing those services. It may be possible for them to obtain U-Pass, but this will depend upon their date of arrival.
3. Visiting research students may not take other courses. Should they wish to do this, they would be admitted as exchange students.

SIMON FRASER UNIVERSITY
DEAN OF GRADUATE STUDIES
MEMORANDUM

TO: SGSC
FROM: Jonathan Driver, Dean of Graduate Studies
SUBJECT: visiting research students
DATE: 26th July 2006
cc:

Universities across the country have signed on to the Canadian Graduate Student Research Mobility Agreement (attached). I am proposing that we do the same. In order to register students who attend SFU under this agreement, we need a course in which they can register. This document proposes such a course and appropriate Calendar language. I am therefore asking SGSC to do the following:

1. approve SFU's participation in the Agreement
2. approve the new course proposal
3. approve the following additions to the Calendar:

(a) under Graduate General Regulations, **add**:

1.3.9a Admission as a visiting researcher

Simon Fraser University accepts visiting research students under the terms of the Canadian Graduate Student Research Mobility Agreement. For details see the Graduate Studies website.

(b) under Graduate Studies, following the section on Certificate Programs, **add**:

Visiting Research Students

Simon Fraser University accepts visiting research students under the terms of the Canadian Graduate Student Research Mobility Agreement. For details see the Graduate Studies website. Students attending Simon Fraser University under this Agreement must register every semester for GRAD 800.

GRAD 800-0 Visiting Research Student

All students at Simon Fraser University under the terms of the Canadian Graduate Student Research Mobility Agreement must register for this course.



Canadian Association
for Graduate Studies

Association canadienne
pour les études supérieures

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 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 three 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.

Participating Universities

Brandon University
Brock University
University of Calgary
Carleton University
University of Guelph
University of Manitoba
Memorial University of Newfoundland
Université de Moncton
University of Northern British Columbia
Université du Québec
University of Regina
University of Toronto
Trent University
University of Waterloo
University of Western Ontario
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
- 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 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

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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

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

We agree to these provisions

Signature of home supervisor

Signature of visiting research student

7.

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Visiting Research Student

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	Date of Birth (YY/MM/DD)
			<input type="checkbox"/> Female	
Country of Citizenship:		Immigration Status:		
Current Address:		Telephone Number:		
		E-mail Address:		
Name of Home Institution:		Student Number at Home Institution:		
Name of Department at Home Institution:		Degree Expected:	Expected completion date:	
Name of Host Institution:				
Have you ever attended the Host Institution? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was your Student Number there?				
<p><i>This information is collected under the authority of the provincial Universities Act, which mandates the provision of programs and services, the Freedom of Information and Protection of Privacy (FOIP) Act, the Taxation Act (Canada), and the Statistics Act (Canada). It is required to determine an applicant's eligibility for admission, to register the applicant in courses, and to assess fees. If admitted, this information will become part of the student's record and will be disclosed to relevant academic and administrative units on campus. Specific data elements will be disclosed to the Federal and Provincial governments to meet reporting requirements. For more information on the uses and disclosure of this information, contact the Administrator of the Faculty of Graduate Studies at the relevant university.</i></p>				
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:				
<ol style="list-style-type: none"> 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 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

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

Host Institution

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

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.

SIMON FRASER UNIVERSITY

NEW GRADUATE COURSE PROPOSAL FORM

When a department proposes a new course it must first be sent to the chairs of each faculty graduate program committee where there might be an overlap in course content. The chairs will indicate that overlap concerns have been dealt with by signing the appropriate space or via a separate memo or e-mail (attach). The new course proposal must also be sent to the Library for a report.

Once overlap concerns have been dealt with, signatures indicate approval by the department, home faculty and Senate Graduate Studies Committee.

Proposed course number and title GRAD 800

Other Faculties:

Other Faculties approval indicates that the Dean(s) or designate of other Faculties affected by the proposed new course support(s) the approval of the new course.

Name of Faculty	<u>n/a</u>	Signature	_____	Date	_____
Name of Faculty	<u>n/a</u>	Signature	_____	Date	_____
Name of Faculty	<u>n/a</u>	Signature	_____	Date	_____
Name of Faculty	<u>n/a</u>	Signature	_____	Date	_____
Name of Faculty	<u>n/a</u>	Signature	_____	Date	_____

Departmental approval *(non-departmentalized faculties need not sign)*

Department Graduate Program Committee

Signature _____ Date _____

Department Chair

Signature _____ Date _____

Faculty approval

Faculty approval indicates that all the necessary course content and overlap concerns have been resolved, and that the Faculty/Department commits to providing the required Library funds and any other necessary resources

Faculty Graduate Program Committee

Signature  Date 26 July 2006

SGSC approval

Signature _____ Date SEP 26 2006

SGSC approval indicates that the Library report has been seen, and all resource issues dealt with. Once approved, new course proposals are sent to Senate for information.

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NEW GRADUATE COURSE PROPOSAL FORM

Department GRAD Course Number 800

Course Title Visiting Research Student (max. 80 char.)

Short Title (appears on transcripts etc.) Visiting Researcher (max. 25 char.)

Course Description for Calendar: (append a course outline as a separate document)
Graduate students visiting SFU under the Canadian Graduate Student Research Mobility Agreement register for this course.

Credit Hours 0 Vector hour 0 Lecture 0 Seminar 0 Lab 0

Prerequisites (if any) _____

Estimated Enrolment _____ when the course will first be offered 1071

Frequency of course offering Every semester

Grading: regular grading or satisfactory/unsatisfactory? _____

Justification:

We need a way of registering students who come to SFU under the Canadian Graduate Student Research Mobility Agreement.

Resources:

Faculty member(s) who will normally teach this course:
(Append information about their competency to teach the course)

n/a

Number of additional faculty members required in order to offer this course 0

Additional space required in order to offer this course (append details) 0

Additional specialized equipment required in order to offer this course: (append details)

n/a

Additional Library resources required: (append details) Annually \$ _____ One-time \$ _____

If additional resources are required to offer this course, the department proposing the course should be prepared to provide information on the source(s) of those additional resources.

From: driver@sfu.ca
Sent: Thursday, August 17, 2006 8:54 AM
To: vivian_blaker@sfu.ca
Subject: Library report for GRAD 800 (fwd)

Vivian,
could you please add this to the material for September SGSC.
Thanks
Jon

Jonathan C. Driver
Dean of Graduate Studies
Professor of Archaeology
Simon Fraser University
Burnaby BC Canada V5A 1S6
Graduate Studies phone (604) 291-4255 fax (604) 291-3080 Archaeology fax (604)
291-5666

----- Forwarded message -----

From: Gwen Bird <gbird@sfu.ca>
Date: Tue, 01 Aug 2006 11:01:12 -0700
Subject: Library report for GRAD 800

Hi Jon,

I have reviewed the proposal for GRAD 800 and concluded that no additional library resources will be needed to support it. I have therefore added it to the appropriate list at <http://www.lib.sfu.ca/about/collections/courseassessments/Index.htm> indicating library sign-off. Thanks for sending it along in any case.

Cheers,
Gwen

=====
Gwen Bird
Associate University Librarian, Collections Services WAC Bennett Library, Simon Fraser
University
8888 University Dr., Burnaby, BC Canada V5A 1S6
phone: (604) 291-3263; fax: (604) 291-3023; email: gbird@sfu.ca