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| Visiting Researchers  This form should be used for external researchers who are planning to visit Vancouver Island University (VIU) to undertake research activities. The Dean of the Host Faculty at VIU must approve letters of Offer. If the visiting researcher is from another country, the Associate Vice-President, International Education must also approve the offer. For visiting students, complete the Visiting Student Researcher Form.  INSTRUCTIONS:  VIU Sponsor (faculty member who will work with the visiting researcher) should fill in the highlighted sections of the Letter of Offer below and then collect the signature of their Dean and the AVP International Education (if required). The Dean of the Host Faculty will review the request and if approved, the Dean’s office will finalize the Letter of Offer and forward to the Visiting Researcher for signature. The Visiting Researcher must then sign the acceptance section at the bottom of the Letter of Offer and return it to the Dean of the Host Faculty. The signed hardcopy and an electronic version (via email) should be shared by the Dean with the Scholarship, Research and Creative Activity Office (care of May Norman) and the AVP of International Education (if required).  Upon receipt of the fully signed Letter of Offer, the Host Dean’s office should prepare an application for Affiliate Status in order for the Visiting Researcher to have access to necessary institutional support (email account, building access, etc.), forms are available here: [Affiliate Status Application form](https://technology.viu.ca/sites/default/files/viu-its-affiliate-status-application-form.pdf)  REVIEWED AND ACKNOWLEDGED BY:  Host Sponsor:  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Associate Vice-President, International Education *(international visitors only)*  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  REVIEWED AND APPROVED BY:  Dean, Host Faculty:  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



For international visitors, the institution has requirements to fulfill with Immigration, Refugees and Citizenship Canada (IRCC). Please contact Darrell Harvey, Manager, Global Engagement Education Abroad ([darrell.harvey@viu.ca](mailto:darrell.harvey@viu.ca), 250-740-6378) with questions and to initiate the process.

Visiting Researcher Letter of Offer

Date: XX

# This offer is made to:

Full Legal Name: XX

Date of Birth: XX

Citizenship: XX

Home Address: XX

Email Address: XX

Social Insurance Number (Canadians only): XX

Sponsor VIU: XX

Home Institution, if applicable: XX

Dear <Full Legal Name>

It is my pleasure to formally offer you a Visiting Researcher opportunity at Vancouver Island University (VIU) in the Faculty of <Insert Faculty name>. While at VIU you will work with <insert host sponsor(s) name>.

The relationship between VIU and you is formed by this Letter of Offer and the acceptance in your reply.

**Arrangements:**

This offer is subject to the following:

* **Sponsor:** As a Visiting Researcher, you will work under the guidance of your Sponsorat VIU**.**
* **Term of Arrangement:** <insert start and end date and note any extension possibilities>
* **Remuneration:** This position is unpaid and voluntary.
* **Policies and Procedures:** You and the activities you conduct during your time at VIU will be governed by all applicable VIU policies and procedures, which are subject to change at any time without notice. You will conduct yourself in a professional manner and follow guidelines for appropriate conduct. Your interaction with students, employees and the broader VIU community must meet Canadian and VIU standards of professionalism and conduct. You must abide by all institutional policies and procedures as well as the laws of British Columbia and Canada. The policies are found here: <http://www.viu.ca/policies/policies-index.asp>
* **Language:** <include this section for international visitors, if applicable> All of your activities while at VIU will be conducted in English. Fluency in written and oral English is required. Signing this Letter of Offer means you agree that you are able to and will meet all the expectations contained herein, in English, without the use of an interpreter.
* **Required Documentation:** You are required to present to the Dean of the Host Faculty original documentation to confirm (1) your identity, (2) your academic credentials, (3) a letter of support from your Home Institution, (4) proof of medical coverage, and (5) <if a foreign visitor> your Work Permit (which may also be required by the ASSOCIATE VICE-PRESIDENT, International Education).

This offer is contingent upon VIU’s verification of your credentials and other information required by law and/or University policy.

**Purpose of the visit, research project and activities to be undertaken:** *Include a statement about the purpose of the visit, the research project, the work to be undertaken and the relationship between the Visiting Researcher and the VIU Sponsor (must demonstrate that this activity supports the work of the Sponsor). Detail the expected responsibilities, which must conform to VIU policies and collective agreements.*

**Describe required access to facilities or equipment at VIU**

*Describe required access to VIU facilities (buildings, laboratories) and/or equipment while at VIU in order to complete the research project and whether access outside normal business hours is expected.*

Please note that while at VIU you must be trained and observe appropriate Health and Safety, Animal Utilization and Ethical Protocols and procedures related to your project. If your research uses animals, the AUP number and record of animal use training must be provided. If your research is conducted in the Faculty of Science and Technology, you must demonstrate valid WHMIS training within the first month of your visit. Issues encountered must be reported to your Host Sponsor.

You will also be invited to attend and participate in on-campus events which are scheduled during the time you are here.

**Obligations of confidence**

Visiting Researchers may receive information that is confidential to the Host Sponsor’s research program or the Host University. This information includes information that is intended for future publication, grant applications, information related to the Host University business or its partners. This Information shall be considered confidential by the Visiting Researcher unless the researcher is given written permission by the Host Sponsor to disclose. Confidential information means information relating to dealings with VIU, relating to VIU’s employees, contractors, students or other persons doing business with VIU; information that is by nature confidential; information that is designated as confidential by VIU; and or information that the Visiting Researcher knows or ought to know is confidential. Confidential Information includes all information relating to the research project to be conducted at VIU or utilizing VIU’s resources or that is the subject matter of VIU’s IP. [Policy 31.3 Intellectual Property](file:///\\viu.int.viu.ca\shares\r\researchoffice\3%20RSAO%20PROCEDURES\Forms%20&%20Templates\Office\Personnel\Policy%2031.3)

The Visiting Researcher must: (a) keep the confidential information confidential; (b) keep the confidential information secure; (c) not use or copy the confidential information for any purpose other than to perform the research project; (d) not apply for registration of any patent or any other form of statutory protection with respect to confidential information unless authorized by the Associate Vice-President Scholarship, Research and Creative Activity; (e) not disclose confidential information to any third party; and (f) not use the confidential information to the disadvantage of VIU.

**Living Accommodations and Expenses**

The costs of accommodation, living expenses, commuting and travel to and from Vancouver Island University are entirely your responsibility.

Please ask your Host Sponsor for advice if you require it.

**On Campus Facilities and Support**

The on campus facilities and supports that will be provided to you are as follows <include only as applicable>:

* You will be provided with an orientation to VIU by your Host Sponsor and other members of the Faculty of <insert name of Faculty>.
* You will share an office at the <name of campus> <and other location(s) if applicable>. From time to time, you may be required to relocate within the campus depending on space availability.
* You will have the use of a desk, chair, wired or wireless internet access, and reasonable and customary use of shared office equipment including photocopier and other standard office supplies and equipment.
* You will receive a VIU identification card, which will provide access to facilities and associated privileges, including library access and an internet account through the VIU system.

The following items will be your responsibility:

* Your personal items, including electronic devices, cell phone, medical devices, prescriptions etc.
* You are responsible for arranging your own transportation to and from the campus.
* If you have a vehicle, on-campus parking fees will be at faculty rates, but are your responsibility.

**Medical Insurance**

If you are not a resident of British Columbia, Canada, you must obtain and show proof of medical insurance starting prior to arrival (to cover your travel) and continuing through your stay at VIU. To buy the guard.me@VIU health insurance plan, please complete the online application at [www.guard.me/viuinbound](http://www.guard.me/viuinbound). Guard.me’s services, insurance plan details, contact information, and support tools can all be found on this website. Once you purchase coverage, you will receive an immediate email with your guard.me ID card and confirmation of coverage.

(For Long term visitors only)

Foreign academics holding a Work Permit for one year or more are considered residents of BC by BC’s Medical Services Plan. MSP coverage will expire with the end date of the Work Permit. There is a waiting period of three months before you can obtain this coverage, so you must have guard.me@VIU medical insurance to cover this waiting period.

**Work Permits (Foreign Visiting Researchers Only)**

Foreign Visiting Researchers coming to VIU are required by Immigration, Refugees and Citizenship Canada (IRCC) to obtain a Work Permit. To obtain the Work Permit, VIU will submit the employment offer in the online system where a number will be generated. That number will be provided to you and will be required when you apply for your Work Permit. You can apply for a Work Permit online at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/apply.html> . There is also a new biometrics requirement. Details are available at: <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>.

In order for VIU to arrange for your Work Permit, we will require a copy of the front page of your passport showing passport number and country of birth.

**Acceptance**

To indicate your acceptance of the arrangements as set out in this Letter of Offer, please sign this letter where indicated below and return it to the Dean of the Host Faculty as soon as possible, before the commencement of your time at VIU. The supporting documentation referenced above in the Required Documentation section can be provided to the Dean of the Host Faculty immediately upon commencement of your time at VIU. <For foreign academics only>As a foreign visiting academic, please also provide a copy of the front page of your passport showing passport number and country of birth.

This letter supersedes all prior understandings and agreements between you and Vancouver Island University.

If you have any questions regarding this Letter of Offer, please do not hesitate to contact your Host Sponsor <name and email address of sponsor> directly.

We look forward to welcoming you to Vancouver Island University.

Sincerely,

<Name of Dean>   
Dean, Faculty of <insert name of Sponsoring Faculty>

Pc: <name of Host Sponsor>

Human Resources, Vancouver Island University

Associate Vice-President, Scholarship, Research and Creative Activity

Provost & Vice-President Academic

Associate Vice-President, International Education <international visiting researcher only>

I <insert name of visiting researcher> accept this offer as set out in this Letter of Offer. I acknowledge that I have read and agree to be bound by the policies and procedures governing Vancouver Island University.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_