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| Letter of Offer Template for Visiting Student Researchers This form should be used for undergraduate and graduate students planning to visit Vancouver Island University to undertake research activities.  Letters of Offer for visiting student researchers are approved and authorized by the Dean of the Hosting Faculty. If the student is from another country, the offer must also be approved by the AVP of International Education.  INSTRUCTIONS:  Host (VIU) Supervisor to fill in the highlighted sections of the Letter of Offer belowcollect all required signatures; attach completed and signed VSR Research Approval Form  The Visiting Student Researcher must sign the acceptance statement at the bottom of the Letter of Offer and return it to the VIU Host Supervisor, along with a letter of support from the Supervisor at their Home Institution confirming the student’s registration/good standing and verifying their support of the research activity planned while at VIU.  The VIU Host Supervisor will provide a copy of the fully signed Letter of Offer, VSR Research Approval Form and the Home Supervisor letter of support to the Dean of the Host Faculty and the Scholarship, Research and Creative Activity Office who will maintain the official file.  THIS OFFER REVIEWED AND ACKNOWLEDGED BY:  Supervisor at Host Institution (VIU):  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean, Host Faculty (VIU):  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AVP, International Education *(for international students only)*  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

For international visitors, the institution has requirements to fulfill with Immigration, Refugees and Citizenship Canada (IRCC). Please contact Darrell Harvey, Coordinator, Int’l Projects and Internationalization ([darrell.harvey@viu.ca](mailto:darrell.harvey@viu.ca), 250-740-6378) with questions and to initiate the process.

Visiting Student Researcher Letter of Offer

Date:XX

# This offer is made to:

Full Legal Name: XX

Date of Birth: XX

Citizenship: XX

Home Address: XX

Social Insurance Number (Canadians only): XX

Host Supervisor at VIU: XX

Name of Home Institution: XX

Program of Study at Home Institution: XX

Academic Supervisor at Home Institution: XX

*(A letter of support is required from your supervisor at your Home Institution that: a) confirms registration/good standing in your Home Institution; and b) verifies support for the research activity planned while at VIU).*

Dear <Full Legal Name>

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

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:

1. **Host Supervisor:** As a Visiting Student Researcher, you will work under the guidance of your Host Supervisor at VIU**.**
2. **Term of Arrangement:** <insert start and end date and note any extension possibilities>.
3. **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>
4. Ethics Approval and Safety Training:

Any research project involving human participants or human biological material conducted within the jurisdiction or under the auspices of the VIU, whether it is funded or not and regardless of where it is conducted, must receive ethics approval prior to the start of the project. By signing this form, both supervisors and the student agree to ensure that the research project follows the ethics regulations as applicable, to provide appropriate training according the specifics of the research project (i.e., lab safety training, animal care, and WHIMIS training), and that the student will have appropriate supervision while using university facilities and equipment.

1. **Language:** 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:** Immediately upon accepting this offer, VIU requires: (1) a letter of support from your Academic Supervisor at your Home Institution, <name of Host Supervisor>, that: a) confirms your registration/good standing in your Home Institution; and b) verifies support for the research activity planned while at VIU; and (2) <if a foreign visitor>a copy of the front page of your passport showing passport number and country of birth (required for VIU to initiate the online process for you to obtain a Work Permit).

**Description of the 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 Student Researcher and the VIU Host Supervisor (must demonstrate that this activity supports the work of the supervisor). Detail the expected responsibilities, which must conform to VIU policies and collective agreements.*

**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 work outside normal business hours is expected.*

While at VIU, appropriate training will be provided under the direction of your Host Supervisor. You must be trained and observe Health and Safety, Animal Utilization and Ethical Protocols and procedures related to your project. If your research uses animals, the Animal Utilization Protocol (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 Workplace Hazardous Materials Information System (WHMIS) training within the first month of your visit. Issues encountered must be reported to your Host Supervisor.

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

**Obligations of Confidence**

Visiting Student Researchers may receive information that is confidential to the Host Supervisor’s research program or the Host University (“Confidential Information”). 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 Student Researcher unless the student is given written permission by the Host Supervisor 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 Student 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 Intellectual Property.

The Visiting Student 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.

**Remuneration**

This position is unpaid and voluntary.

**Facilities**

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 Supervisor 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 Vancouver Island University 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.

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

Foreign Visiting Student 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>.

**Acceptance**

To indicate your acceptance of the arrangements as set out in this Letter of Offer, please: 1) sign this letter where indicated below; and 2) provide the supporting documentation required immediately upon accepting this offer, as referenced above in the Required Documentation section. Forward all documentation to the Dean of the Host Faculty. The remaining documents can be provided to the Dean of the Host Faculty when you commence your term at VIU.

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 Supervisor Dr. <name and email address of supervisor> directly.

We look forward to welcoming you to Vancouver Island University.

Sincerely,

<Name of Dean>

Dean, Faculty of <name of Faculty>

pc: <name of Host Supervisor>

Human Resources, Vancouver Island University

Associate Vice-President, Scholarship, Research and Creative Activity

Dean, Faculty of international Education <include only if a Foreign Visiting Researcher>

I <insert name of visiting student 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_