POLICY ON ACADEMIC VISITORS

Effective Date: April 19, 2011

Originating Office: Office of the Vice-President, Research and Graduate Studies

Supersedes /Amends: N/A

Policy Number: VPRGS-10

PREAMBLE

Concordia University ("University") regularly welcomes Academic Visitors (as defined below) from other institutions and research centers. Academic Visitors come to the University, at the invitation of a department, school, faculty or research unit ("the unit"), for reasons including but not limited to, conducting research in a University facility, collaborating with University researchers on specific projects, and observing faculty research.

PURPOSE

The purpose of this Policy is to ensure that the status of the Academic Visitor at the University and the rights and responsibilities of both the Academic Visitor and the University are clearly set out in writing.

This Policy's purpose is also to ensure that, in order to protect the University and the Visitors' rights, all letters, records, documentation and agreements concerning Academic Visitors are approved, reviewed and conserved, as applicable.

DEFINITIONS

Concordia University students and postdoctoral fellows (who are covered by the *Policy on Postdoctoral Fellows* (VPRGS-4) are not subject to Policy.

For the purposes of this Policy:

An "Academic Visitor" refers to two types of Visitors:

- "Visiting scholars and/or scientists" are scholars and/or scientists, established in their fields, visiting Concordia and who are normally affiliated with an outside institution.

- "Visiting research trainees" are undergraduate or graduate students, 18 years of age or older, who are usually currently enrolled in an institution other than Concordia and are invited to Concordia by a University member to conduct research or participate in a research internship. Visitors subject to this Policy are not enrolled as Concordia students, may not register for courses and do not receive course credit from Concordia for their activities.

"Visit" refers to the period of time the Academic Visitor spends at the University, pursuant to the research/project which is the purpose for the Visit.

"Home institution" refers to an academic or research institution, other that Concordia University, where the Visitor is normally affiliated as a student, faculty member or researcher.

POLICY

1. The criteria for Appointment:

   - The Visitor is normally affiliated with an outside academic institution or research centre.
   - The Visitor's candidacy must be approved by the Office of the Dean of the inviting Faculty.
   - University faculties or units may establish additional and more exigent eligibility criteria.

Procedures

2. All procedures and forms pertaining to the application of this Policy are created and issued by Concordia International ("CI") and may be consulted and obtained at their website.

Responsibilities

3. Concordia International ("CI") shall be responsible for:

   - Coordinating, with the relevant units, all documentation, procedures, correspondence and information required for inviting, managing and guiding Academic Visitors during the Visit;
   - Receiving, reviewing when necessary and preserving all relevant documentation from the host units;
   - Drafting and/or verifying all correspondence and/or agreements required in connection with the Academic Visitor.

- Preparing and sending to the potential Academic Visitor any required invitation letter and/or agreement which shall set out, with the adaptations required for each case, the following elements:

  a) Full identifying information, including the Visitor's birth date;

  b) The details of the invitation including remuneration and any other benefits;

  c) The nature and/or goal of the position offered;

  d) Description of the work and/or tasks, work conditions and schedule;

  e) The length of stay associated with the position;

  f) Details of any relevant institutional partnership;

  g) Information on obtaining health insurance;

  h) The name, contact information and position of the supervising or collaborating University member;

  i) All the conditions and obligations set out in the Academic Visitor section below.

- If a prospective Academic Visitor's home institution proposes or requires that their own written agreement be used by the parties, the proposed agreement shall be reviewed by CI and Legal Counsel, if required, in light of the present Policy to ensure that all the University's requirements are met. CI shall communicate and/or negotiate directly with the prospective Academic Visitor and/or the home institution, if or when clarifications or changes are required.

<u>The Host Unit</u>

4. The host unit shall be responsible for:

- Receiving and reviewing invitation requests from potential Academic Visitors and/or home institutions;

- Ensuring that the Academic Visitor candidate meets the appointment criteria set out in this Policy;
- Providing to CI the completed and signed Appointment Request Form and all supporting documentation;
- Providing the Academic Visitor with appropriate work, guidance or supervision;
- Providing all necessary equipment and/or materials and resources;
- At the end of the Visit, providing the Academic Visitor with any required evaluation letter or report.

5. International Students Office ("ISO") shall be responsible for advising and providing guidance to prospective and current Visiting research trainees concerning immigration and health insurance matters.

6. Human Resources ("HR") shall be responsible for:

- Providing the Academic Visitors with a Concordia University Identification Number and Card;
- Providing guidance to Academic Visitors applying for a Social Insurance Number (if required);
- Providing CI, at the end of each semester, with a list of Academic Visitors who have been issued an ID number;
- Advising and answering inquiries about immigration authorisations and health insurance for prospective or current Academic Visitors.

Academic Visitor

7. At all times during the Visit, Academic Visitors shall comply with all applicable federal and provincial laws as well as the University Policies ,rules, procedures and regulations

established by the University notably those concerning behaviour, academic integrity, intellectual property and health and safety.

8. Academic Visitors are bound by all applicable confidentiality and intellectual property rules, regulations, policies and laws. In particular, with regard to intellectual property, the Academic Visitor must agree that he/she is bound by the regulations governing students at the University and, in particular, the *Policy on Intellectual Property* (VPRGS-9).

9. Unless clearly stipulated otherwise, Academic Visitor and/or the Visitor's home institution, when applicable, are responsible for all expenses, travel and living arrangements associated with the Visit.

10. The Academic Visitor must accept and agree that he/she and/or the University may for any reason or cause and without engaging any liability, terminate his/her status before the end of the Visit. Normally, notice of termination shall be provided in writing at least two (2) weeks prior the effective date of termination. In cases of serious misconduct on the part of the Academic Visitor, as determined by the University, the Visit may be terminated immediately, without notice and without engaging the liability of the University.

11. The Academic Visitor must explicitly accept and agree that he/she is responsible for obtaining all appropriate travel and/or immigration documents (e.g. a work permit) and insurance coverage (ex: travel and health) and any other authorisation(s) that may be required for the purposes of the Visit, and shall, upon request, furnish the University with any required proof of coverage.

12. Academic Visitors may be eligible for the following University facilities and services:

- Shuttle Bus: Academic Visitors holding a valid Concordia ID card will benefit from free transportation on the Concordia Shuttle Bus connecting the two University campuses

- Libraries: Academic Visitors holding a valid Concordia ID card have access to the University libraries on both campuses

- IT System: Academic Visitors holding a valid ID number may apply through their host unit to have access to the university IT system that provides them with the following services: Internet access, email address and access to MyConcordia Portal)

- Workspace: Host units may provide the Academic Visitor with a workspace.

13. The overall responsibility for the implementation of this Policy rests with the Vice-President Research and Graduate Studies.