**Visiting Graduate Research Students Letter of Invitation**

**Instructions**

In order to invite a student to visit UNBC for the purposes of research, the UNBC supervisor must complete a letter from confirming their 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. A template for this letter is included on the next page.

**Fields highlighted in teal in the template letter are required.** Clicking into the form field will erase the instructional text. The fields highlighted in yellow are required only if relevant to the visiting student’s research and purpose and may be deleted if they are not applicable. Prior to submitting this letter to the visiting student and their supervisor, the Chair of the UNBC supervisor’s department must sign in approval. A sample completed letter is included after the form letter for reference.

Once signed by all required parties, the UNBC supervisor should submit this letter along with the completed Visiting Graduate Research Student Authorization Form to the Office of Graduate Programs.

Click or tap to enter a date.

Visiting student’s Supervisor’s name

Visiting student’s Supervisor’s department

Visiting student’s University

Dear Supervisor’s Name,

This letter confirms arrangements for the visit of student name, currently enrolled in the degree program at your institution, from range of dates for visit. I will serve as temporary supervisor while this student is purpose of visit/summary of research work.

Complete the sections below as relevant to the visit. Delete fields that are not required.

List of resources available for research (e.g. equipment, space, supplies) and requirements for access

Arrangements or requirements for research ethics approvals

Intellectual property arrangements (if any)

Financial arrangements (if any, e.g. stipend, travel costs, research expenses)

Arrangements for supervision (e.g. frequency of meetings)

Other documents may be attached as necessary and can be referenced in the space below:

Other included documents

Sincerely,

Print UNBC Supervisor’s Name (signature required above)

Enter UNBC Supervisor’s Department

**Approval of Department Chair:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print Name: |  | |  |  |  |
|  |  |  |  |  |  |
| Signature: |  | |  | Date: |  |

***By signing below, you affirm your agreement to the provisions specified in the above letter:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Signature of visiting student’s supervisor |  | Date |  | Signature of visiting student |  | Date |

cc: Graduate Dean of Home University

November 14, 2019

Dr. Fred Smith

Department of Chemistry

University of Southern Canada

Dear Dr. Smith,

This letter confirms arrangements for the visit of Brenda Jones, currently enrolled in the Master of Science in Chemistry program at your institution, from May 1, 2019 to August 31, 2019. I will serve as temporary supervisor while this student is completing research for her thesis.

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.

Other documents may be attached as necessary and can be referenced in the space below:

Sincerely,

Dr. Amy Johnson

Department of Chemistry

**Approval of Department Chair:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print Name: | Dr. Andy Wilson | |  |  |  |
|  |  |  |  |  |  |
| Signature: |  | |  | Date: | Nov 14, 2019 |

***By signing below, you affirm your agreement to the provisions specified in the above letter:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| Signature of visiting student’s supervisor |  |  | Date |  | Signature of visiting student |  | Date |

cc: Graduate Dean of Home University