



One University. One World. Yours.

Name:	Visiting Scholars Policy
Policy Number:	1-1001
Origin:	Faculty of Graduate Studies and Research
Approved:	September, 2012
Issuing Authority:	Vice President Academic and Research
Responsibility:	Associate Vice President Research/Dean of the Faculty of Graduate Studies and Research (FGSR)
Effective Date:	1 October 2012

Purpose:

Saint Mary's University welcomes Visiting Scholars from around the world for research and academic visits. Visiting Scholars make up an important component of the dynamic and broad-based research activities at Saint Mary's. Visiting scholars may choose to come to the University for reasons including, but not limited to, conducting collaborative research with Saint Mary's Faculty Members, collaborating on specific academic and outreach projects, and observing teaching. Saint Mary's University must exercise due diligence in ensuring that Visiting Scholars meet all appropriate academic qualifications to pursue the proposed activities, that the terms and conditions for scholarly visits are clearly communicated to Visiting Scholars, and that a Host Faculty Member and a Host Unit are clearly identified, and willing and capable to act as host/supervisor for the Visiting Scholar during the visit.

Scope:

This policy applies to **all** students, post-doctoral fellows, faculty, and other researchers external to the University coming to pursue research/scholarly activities at Saint Mary's University for an extended period of time, **except** for those coming to Saint Mary's under the following conditions/arrangements:

- Scholars coming to the University for informal short visits of less than five (5) consecutive working days.
- Students registering as Visiting or Upgrading Students only for the purposes of taking classes at Saint Mary's.
- Scholars visiting the University as part of CIDA or other international development projects administered by the Saint Mary's International Activities Office.
- Scholars appointed as Visiting Research Fellows under Article 10.1.10 (f) of the Collective Agreement between Saint Mary's University and the Saint Mary's University Faculty Union.

Definitions:

- Visiting Scholars: students, post-doctoral fellows, faculty, and other researchers/scholars external to Saint Mary's University who hold appropriate academic credentials and who are invited to visit the University for an extended research stay (i.e., more than 1 week; normally no more than 1 year).
- Host Unit: Department, Academic Program or Senate-Approved Research Centre/Institute hosting the Visiting Scholar and providing resources, as indicated, to the Visiting Scholar.
- Host Unit Lead: Chair of the Department, Coordinator of the Academic Program, or Director of the Senate-Approved Research Centre/Institute of the Host Unit.
- Host Faculty Member: Faculty Member in the Host Unit acting as host/supervisor to the Visiting Scholar.
- Letter-of-Invitation: The official means by which Visiting Scholars are invited to Saint Mary's University for a research visit. This Letter defines terms and conditions to which the Visiting Scholar, the Host Faculty Member and the Host Unit Lead agree to abide for the duration of the research stay.

Policy:

Visiting Scholars make up an important component of the dynamic and broad-based research activities at Saint Mary's University. Saint Mary's University must exercise due diligence in ensuring that Visiting Scholars meet all appropriate academic qualifications to pursue the proposed activities, that the terms and conditions for scholarly visits are clearly communicated to Visiting Scholars, and that a Host Faculty Member and a Host Unit are clearly identified, and willing and capable to act as host/supervisor for the Visiting Scholar during the visit. All members of Saint Mary's University (students, Faculty, staff and Visiting Scholars) shall comply with the following regulations regarding Visiting Scholars:

Invitations to Visiting Scholars:

- Visiting Scholars must be deemed by the University to be in a position to contribute to the research and/or academic agenda/activities of Saint Mary's University.
- Visiting Scholars must be invited to Saint Mary's University by a Letter-of-Invitation prepared by the Research Grants Office (RGO) and issued by the Vice President Academic and Research or his/her delegate.
- Unless otherwise specifically stated with clearly identified sources of revenue in the Letter-of-Invitation, Visiting Scholars will be funded by sources external to Saint Mary's University. Saint Mary's University is not obligated in any way to provide salaries, stipends, honoraria, benefits or other monetary contributions to fund the visit of Visiting Scholars.

Hosting/supervision of the Visiting Scholar:

- A Host Faculty Member and a Host Unit must be identified for all Visiting Scholars.
- The Host Unit Lead must be supportive of the Host Unit hosting the Visiting Scholar.
- The Host Faculty Member and Host Unit Lead will have primarily responsibility for oversight of the Visiting Scholar.
- Visiting Scholars may have access to space and support services in the Host Unit as identified by, and at the discretion of, the Host Unit Lead.

Responsibilities and privileges of Visiting Scholars:

- If Visiting Scholars are from outside of Canada, they are responsible for securing the appropriate visas, work permits, and any other official documents necessary to enable them to come to Canada and carry out the scholarly activities.
- Visiting Scholars will have access to the Saint Mary's University library and appropriate access to computer services.
- Visiting Scholars may have access to space and support services in the Host Unit as identified by, and at the discretion of, the Host Unit Lead.
- Visiting Scholars are responsible for all their travel arrangements, costs to and from Halifax, and for all accommodations and other living expense costs while in Halifax, unless otherwise specifically stated with clearly identified sources of revenue in the Letter-of-Invitation.
- Visiting Scholars will conduct themselves in a manner consistent with that expected of regular members of the Saint Mary's community.
- Visiting Scholars are obligated to acknowledge and abide by all University policies and procedures, including, but not limited to, Integrity in Research and Scholarship, Occupational Health and Safety, Prevention and Resolution of Harassment & Discrimination, and internet and e-mail usage policies.

Miscellaneous:

- "Bench fees" or "User fees" are normally not charged to Visiting Scholars. However, if a sponsoring agent of the Visiting Researcher provides such funds, the money will be directed to the Office of the Dean of the Faculty (Arts, Commerce or Science) of the Host Unit to offset the indirect costs of the research. If the Host Unit is a Senate-Approved Research Centre/Institute, the funds will be directed to the Office of the Dean of the FGSR to offset the indirect costs of the research.
- In situations where Visiting Scholars will be working with proprietary data owned by Saint Mary's University, its Faculty, or third parties to which Saint Mary's University or its Faculty have access agreements to the data, Visiting Scholars may be required to sign non-disclosure agreements or other agreements that protect the integrity and/or confidentiality of that data.
- Saint Mary's University and its Faculty may have rights to the research results generated by Visiting Scholars during their research stays if these research results were generated in collaboration with faculty members, staff, students or post-doctoral fellows of Saint Mary's University and/or by access to specialized research facilities and equipment of Saint Mary's University. In all case, Visiting Scholar's contributions to such research results will be appropriately recognized and acknowledged by Saint Mary's University and its Faculty.
- Research discoveries or creations arising out of research conducted by Visiting Scholars while at Saint Mary's that are potentially patentable or otherwise of commercial value must be disclosed to the Industry Liaison Office of Saint Mary's University prior to public disclosure. The purpose for such disclosure is to allow Saint Mary's to determine if it has ownership rights or obligations to a third party
- Saint Mary's University reserves the right to terminate the research stay of a Visiting Scholar for any reason with seven (7) days notice or immediately if for cause.

Procedures:

- 1) Potential Visiting Scholars should contact Host Unit Leads or individual Host Faculty Members to inquire about becoming Visiting Scholars early enough so that their applications can be considered and appropriate arrangements and procedures can be followed in regard to this Policy. Normally, this is at least 3 months prior to the research stay for potential domestic Visiting Scholars and at least 6 months prior to the research stay for potential international Visiting Scholars.
- 2) Faculty Members interested in hosting a Visiting Researcher should discuss the opportunity with the Host Unit Lead. In considering making an invitation for a Visiting Scholar to Saint Mary's, the Host Faculty Member and Host Unit Lead need to determine whether the potential Visiting Scholar is in a position to contribute to the research and/or academic agenda/activities of Saint Mary's University and its Faculty.
- 3) The period of time and resources to be provided to the Visiting Scholar should be clearly agreed upon and recorded in writing by the Host Faculty Member, the Host Unit Lead and the Dean of the Faculty of the Host Unit before an invitation to the Visiting Researcher is sent.
- 4) Visiting Scholars must be invited to Saint Mary's University under a Letter-of-Invitation issued by the Office of the Vice President Academic and Research. A template for the Letter-of-Invitation can be obtained from the RGO. The Host Faculty Member will use the template to make a draft of the Letter-of-Invitation (this will require discussion with the Host Unit Lead and may require further communication with the potential Visiting Scholars).
- 5) Upon completion of the draft Letter-of-Invitation, the Host Faculty Member will forward the draft to the RGO.
- 6) The RGO will finalize the Letter-of-Invitation and circulate it for internal signatures. Before the Vice President Academic and Research will sign the Letter of Invitation, the Host Faculty Member and the Host Unit Lead must also have signed the Letter.
- 7) The Office of the Vice President Academic and Research will send the signed Letter-of-Invitation to the potential Visiting Scholar.
- 8) The potential Visiting Scholar is required to sign the Letter-of-Invitation and return it to the Vice President Academic and Research.
- 9) Once the Office of the Vice President Academic and Research receives the Letter-of-Invitation signed by the Visiting Scholar, copies of the executed Letter will be sent to the Host Faculty Member, the Host Unit Lead, the Dean of the Faculty of the Host Unit, the Dean of the FGSR, University Librarian, the Director of the Human Resources, and, if the Visiting Scholar is from outside of Canada, the Director of International Activities.
- 10) Upon arrival at Saint Mary's University, the Visiting Scholar, the Host Faculty Member and the Host Unit Lead are bound by the terms and conditions detailed in the Letter-of-Invitation. In case of issues arising regarding these terms and conditions after the Visiting Scholars arrival, the Dean of the Faculty of the Host Unit should be consulted.
- 11) After the Visiting Scholar's visit is complete, the Host Faculty Member is responsible to ensure that all keys, computer accounts, etc. assigned to the Visiting Scholar are appropriately returned/closed.