

The Mount Arrowsmith Biosphere Region Research Institute (MABRRI) was established at Vancouver Island University (VIU) in 2014 as the research arm of the Mount Arrowsmith Biosphere Region (MABR), a United Nations Educational, Scientific, and Cultural Organization (UNESCO) designated biosphere reserve. The research institute facilitates collaborative community-based research projects that are conducted within or are directly applicable to the biosphere region and that involve a high level of university student participation.

The purpose of MABRRI's Visiting Scholar Program is to provide an opportunity for interested researchers from around the world to conduct independent research that has significance to the MABR and its functions as well as to connect international researchers with students and faculty at Vancouver Island University.

### **Visiting Scholar Policy**

The objective of this policy is to outline the procedure for inviting visiting scholars to MABRRI and to provide clear expectations surrounding the relationship between MABRRI and its visiting scholars. A visiting scholar is defined as a scholar or researcher from an outside institution that conducts his or her own independently funded research at MABRRI with the permission of Vancouver Island University.

Please note that this policy does not override those policies established by Vancouver Island University for visiting academics, which are subject to change without notice.

### **Criteria for Appointment**

Those wishing to be considered for Visiting Academic Status must:

- be visiting from and affiliated with an outside institution or organization
- hold a doctoral degree or have recognized experience in his/her field
- have financial support outside of VIU and not receive financial support from VIU
- be interested in pursuing research relevant to the Mount Arrowsmith Biosphere Region (MABR) and MABRRI's priority research areas, as defined by the Strategic Plan for Research and Education
- be willing to abide by all VIU's institutional policies and procedures, which are subject to change at any time without notice
- have a level of proficiency in English sufficient to allow for meaningful interaction between the scholar, University faculty/staff, and the wider community

### **Duration of Appointment**

The duration of appointment is dependent on MABRRI resources and availability and the scope of the visiting scholar's proposed research. The minimum term is 5 days and the maximum is 3 months.

## Appointment Procedure

1. The interested scholar will submit to the MABRRI Research Director:
  - A completed Visiting Scholar Application form
  - A copy of his or her most recent CV
  - A cover letter highlighting relevant experience, and briefly describing when and why he/she would like to conduct research at MABRRI
2. MABRRI Research Director and Research Coordinator will:
  - Determine if the proposed visiting scholar meets all of the criteria for appointment
  - Discuss the scope of the scholar's proposed research and whether this fits in with MABRRI's Strategic Plan for Research and Education 2015-2018
  - Confirm that no salary/compensation from VIU will be provided
  - Determine what resources will be required by the scholar
  - Confirm English language proficiency
  - Propose a timeframe for the research (start/end dates)
3. Upon conditional acceptance from MABRRI, the MABRRI Research Director will complete a draft VIU "Visiting Academic Offer" letter as per the template and submit this to the International Education - Coordinator, International Projects and Internationalization for feedback
4. Upon review from International Education, the Visiting Academic Offer and the applicant's CV will be submitted to the Dean of Dean of Social Science for approval and signature
5. The approved Visiting Academic Offer will be forwarded to the applicant for signature
6. The International Education - Coordinator, International Projects and Internationalization will help the visiting scholar with a VISA application and provide information on potential housing opportunities/hosts, medical plans, and emergency contact information forms
7. The MABRRI Research team will assist the visiting scholar with the submission of an ethics proposal for ethical review if applicable – prior to the scholar's visit
8. The visiting will arrange his or her own transportation and accommodation and will arrive at VIU on the identified start date

## **Responsibilities of MABRRI (as Sponsor)**

- Provide an orientation to Vancouver Island University values, the work site, and provide information about performance expectations, standards for work, ethical/scholarly integrity issues, and safety procedures, in conjunction with the Health and Safety office
- Provide a workspace: desk, chair, computer, wired/wireless internet, reasonable and customary use of shared office supplies and equipment including photocopier, fax machine, and other standard office supplies and equipment
- Procure an access card to the office and library resources
- Set up a computer and internet account for the scholar
- Notify the visiting scholar of upcoming opportunities to participate in cross-cultural or interdisciplinary interactions
- Show an active interest in the research being conducted

## **Responsibilities of the Visiting Scholar**

- Notify MABRRI at least 3 months before the anticipated date of arrival
- Obtain ethical approval from VIU (if applicable to research being conducted) prior to arriving at VIU
- Book and pay for return travel between place of residence and Nanaimo
- Procure and finance one's own accommodation and food
- Personally arrange regular transportation to and from the university and temporary place of residence, including parking fees
- Familiarizing oneself with and following all VIU & MABRRI policies and procedures
- Conducting oneself appropriately and professionally at all times
- Provide regular written updates to the MABRRI Research Coordinator of research progress and notifying him/her of any delays or issues as they arise
- Complete and publish the proposed research, and provide MABRRI with an electronic copy

## **Visiting Scholar Privileges**

- Access to off-campus housing information
- Access to on and off-line VIU library resources
- The ability to audit lectures for free with prior permission of the instructor