A. **PURPOSE**
   The policy intends to provide clarification and guidance on the process of admitting Visiting International Research Students (VIRS) to UBC iSchool.

B. **DEFINITIONS**
   Visiting International Research Students (students conducting fulltime research at UBC, under the supervision of a UBC faculty member; while registered as fulltime students, VIRS students may not enroll in academic courses for credit, nor formally audit courses)

C. **SCOPE**
   The policy applies to all faculty accepting international visiting students and staff processing student applications, as well as students submitting applications.

D. **POLICY STATEMENT**
   1. The policy stipulates that UBC iSchool will host and provide space for a maximum of 2 VIRS in a given academic year. Each faculty member can serve as host supervisor for only one student at a time.
   2. If a faculty member has research space available outside of the school and wishes to host a VIRS, the school will consider accepting more than 2.
   3. While UBC Go Global accepts VIRS who are undergraduate and Masters students, UBC iSchool will only accept VIRS applications from PhD students who have completed their coursework and are ready to conduct independent research.
   4. The following criteria will be utilized when assessing eligibility of VIRS applications: the compatibility between the student and the host supervisor’s research interests, the student’s
demonstrated English language proficiency, the quality of the student’s research proposal, and
the likelihood of contributing to the research environment of the school.
5. Students applying from an institution with whom there is an existing reciprocal agreement for
student exchange will be afforded priority status over applicants at a comparable level.

E. PROCEDURES
Process for approving VIRS applications:

1. Faculty members receiving inquiries from interested students to check with Administration
   Manager and EDSC regarding whether iSchool is currently accepting VIRS for the forthcoming
   academic year.
2. Applicants are invited to complete and submit applications to iSchool by deadline of November
   15.
3. Applications are adjudicated by the Leadership Committee.
4. Successful applicants are notified and the application form (now signed by the Director)
   returned to the applicants, who may then proceed with the submission of the application to Go
   Global. This must be done at least eight weeks prior to the planned start date.
5. Host supervisors are required to meet with the student at least once per month and to ensure
   they are engaged in the life of the school. VIRS students are not eligible to enroll in any classes.
   In some rare cases, students may request to sit in on classes directly related to their research. In
   this case, the host supervisor must submit a rationale to the VIRS Advisor at Go Global to
   request permission for the student to observe these agreed-upon courses. Approval of the
   request is at the discretion of the instructor(s) teaching the course.

F. RESPONSIBLE OFFICER
Educational Services Coordinator

G. RELATED INFORMATION/POLICIES/MATERIALS/NOTES
Go Global – VIRS
https://students.ubc.ca/about-student-services/go-global/coming-ubc-study-abroad/visiting-
international-research-virs
UBC Calendar – VIRS
http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,190#20740

Policy Revision Dates:
Version 1 January 25, 2019
Version 2 January, 2020

Scheduled Review Date:
January, 2024