



APPROVED

<i>Policy #:</i>	201
<i>Version #:</i>	2
<i>POLICY TITLE:</i>	UBC iSchool policy for VIRS
<i>Responsible Executive:</i>	Director
<i>Date of Current Revision or Creation:</i>	September 3, 2020
<i>Date of Creation:</i>	January 25, 2019

UBC Policies and Collective Agreements inform and supersede all iSchool Policies

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>

Please note that due to the impact of the COVID-19 outbreak, and in-line with the direction of health authorities in Canada and British Columbia to limit travel to and in Canada, the University has made the decision to cancel all upcoming international programs for students until further notice.

The School of Information is not currently accepting applications for the Visiting International Research Students (VIRS) program.

Policy Revision Dates:

Version 1 January 25, 2019

Version 2 January, 2020

Scheduled Review Date:
January, 2024