**Participant Code of Conduct and Ethics – Mitacs Globalink Research Award**

**For research at a university outside of Canada**

***Instructions:*** *To be completed by the participating student or postdoctoral fellow. Please sign, complete and* ***return all pages of this form to Mitacs*** *within 30 days of receiving your results.* *The checklist items below are tasks that Mitacs recommends you complete before your departure. It is not required to have them completed before returning the form.*

**Checklist – Preparing for International Travel**

* Consult with the appropriate university office to ensure home university’s requirements and polices are adhered to with regards to research abroad
* Attend university pre-departure briefing
* Obtain necessary and appropriate visas and travel documentation
* Have a valid passport that meets country of destination requirements
* Obtain comprehensive and sufficient medical and health insurance for duration and destination of travel
* Obtain appropriate immunizations and/or prophylaxis for the regional destinations and ensure routine immunizations are up to date
* Register with foreign office of country of citizenship, if international participant or Registry for Canadians Abroad, if Canadian participant
* Register with the Safety Abroad Database and/or home university equivalent as per university policy
* Make appropriate travel and accommodation arrangements
* Sign, complete and submit required forms to Mitacs
	+ - International Pre-Departure form (signed by participant and identified appropriate university representative)
		- Intern Code of Conduct and Ethics form (signed by participant)

**Participant Code of Conduct and Ethics**

When you accept a Mitacs Globalink Research Award, it is important to remember that you will be representing Mitacs, along with your home country and your host university abroad.

In this document, “participant” refers to the individual who was accepted to participate in the Mitacs Globalink Research Award, which provides senior undergraduate and graduate students and postdoctoral fellows at Canadian universities the opportunity to participate in a 12‐ to 24-week research project supervised by professors at accredited universities in one of Mitacs partner countries.

The “home university” refers to the Canadian university at which the participant is enrolled as a full-time student or employed as a full-time postdoctoral fellow and the “host university” refers to the university abroad at which the participant is participating in his or her research project. Mitacs will be referred to as “the organization,” and Globalink Research Award will be referred to as the “Award.”

The policy below outlines or describes:

* The behaviors, attitudes and general conduct expected by the organization
* The types of misconduct and breaches of laws and safety codes, which are subject to investigation, discipline and expulsion from the Award.

The Mitacs Code of Conduct and Ethics applies to conduct that occurs during your time on campus at your host university, off‐campus conduct that has the potential to adversely affect the organization, the organization’s reputation and/or the pursuit of the organization’s objectives.

Each participant will be responsible and accountable for their conduct, from their time of arrival in the Mitacs partner countries to the time of boarding the return flight home.

At no time does this Code of Conduct and Ethics supersede or cancel out any Code of Conduct and Ethics, in part or in full, authorized and required by the home and host universities. Wherever this agreement overlaps with the Code of Conduct and Ethics of a home or host university, the Code of Conduct and Ethics of the host university shall prevail.

**I. CODE OF CONDUCT AND ETHICS**

Below is Mitacs Code of Conduct and Ethics, a set of rules and regulations each participant is required to understand and agree to prior to the start of the Globalink Research Award.

1. You have been successfully awarded a Mitacs Globalink Research Award. Therefore, you are expected to work to the best of your ability and to put forth your best efforts.
2. You are expected to comply with the research schedule outlined in the application proposal that has been set out by your host academic supervisor. The typical research schedule will be that of a full-time work week in line with the host and home academic universities’ policies.
	1. The only reason for excusing yourself from a scheduled research day is if you are ill. You may not miss a research day without advising your host academic supervisor/research team.
	2. Any dishonesty towards your host academic supervisor or fellow research team members as to why you are missing research days will not be tolerated.
3. You are expected to follow the rules, safety procedures and regulations of your host university.
4. You are expected to meet your home university’s requirements and policies and adhere to them with regard to research abroad.
5. All parties involved with the Mitacs Globalink program must comply with the Canadian university’s policies regarding the ethical conduct of research and scholarly activities.  Any issues or disputes around research or academic misconduct will be subject to the Canadian university’s processes following their institutional policies.
6. You are to meet all necessary travel requirements for your intended destination.
7. You are to treat Mitacs staff, the home university’s members, the host academic university’s members, host and home academic supervisors with professionalism, cooperation and respect.

**Failure to follow these rules may result in consequences.**

**II. MISCONDUCT SUBJECT TO DISCIPLINARY ACTIONS**

***General Misconduct***

Any participant found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary actions outlined in this and all other Mitacs policies:

1. Acts of dishonesty, including but not limited to:
	1. Furnishing false information to any Mitacs employee, or the employees, faculty members, and officials of the host university or home institution.
	2. Forgery, alteration or misuse of any document, record or instrument of identification.
	3. Misrepresentation, falsification of identity.
2. Disruption or obstruction of teaching, research, administration and/or disciplinary proceedings.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health, security or safety of any other person.
4. Attempted or actual theft of and/or damage to property of Mitacs and/or the property of the host university or affiliated organization(s), including but not limited to accommodations, research space, public space and communal areas.
5. Attempted or actual theft of and/or damage to property belonging to another Mitacs sponsored student or postdoctoral fellow and/or a student or postdoctoral fellow of a host university.
6. Violation of any federal, provincial or municipal law or statute.
7. Unauthorized possession, duplication or use of keys to any premise belonging to Mitacs or the host university.
8. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law in host country.
9. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.
10. Participation in a disorderly, on‐campus or off‐campus demonstration or riot, at your host university.
11. Conduct that is disorderly, lewd or indecent; conduct that violates the privacy of other persons; breach of the peace; or aiding, abetting or procuring another person to breach the peace.

**III. VIOLATIONS OF LAWS OR CODES**

Violation of this Code of Conduct and Ethics may result in the following disciplinary proceedings:

1. Investigation into the alleged violation.
2. Removal from Mitacs premises and/or the premises of the host university.
3. Exclusion from Mitacs events, awards, and/or programs.
4. Upon charges of theft or damage to the assets of Mitacs, the host university and/or any affiliated organization, Mitacs gives itself the right to withhold funds as necessary to replace or restore the asset to the state known prior to the violation.
5. Immediate expulsion and subsequent return to Canada at the participant’s expense.
6. Criminal charges as set out in the Criminal Code of Canada and/or of host country.

Please note that this list is not exclusive.

When a participant is charged with conduct that potentially violates any of the following:

1. The Criminal Code of Canada and/or
2. Mitacs Code of Conduct and/or
3. The Criminal Code of host country and/or
4. The host university’s Code of Conduct and Ethics

Mitacs disciplinary proceedings may be instituted against the participant without regard to the timing or outcome of civil or criminal litigation in court, criminal arrest and prosecution.

**IV. BREACHES OF SAFETY STANDARDS OR CODES**

At all times, Globalink Research Award participants are subject to any and all safety standards and procedures adopted by their host *and* home universities.

Participants are responsible for their own safety, and for the safety of others who may be affected by their behavior. Disciplinary actions may be taken against a participant charged with violating safety codes, or with other unsafe conduct that could harm or potentially harm the participant, other persons, or the facilities and equipment of the host university.

I, \_, hereby swear that I have read the above Code of Conduct and agree to abide by the rules, regulations and policies as set out in this document and acknowledge that I am subject to all disciplinary procedures as noted above and as set out in the Criminal Code of Canada.

Signed,

 on this day of \_, 20 .

Participant Signature

***Instructions:*** *when completed and signed,* ***return all pages of this form*** *to Mitacs within 30 days of receiving your results.*