**Participant Code of Conduct and Ethics – Accelerate International**

**For research at an industry partner outside of Canada**

***Instructions:*** *To be completed by the participating student or postdoctoral fellow. Please sign, complete and return this form to Mitacs at least three weeks prior to the intended start date of your research project. 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 policies 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 intern or Registry for Canadians Abroad, if Canadian intern
* 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 an Accelerate International award, it is important to remember that you will be representing Mitacs, along with your home country and your host industry partner abroad.

In this document, “participant” refers to the individual who was accepted to participate in Accelerate International, which provides graduate students and postdoctoral fellows at Canadian universities the opportunity to participate in a research project with an international industry partner in a Mitacs partner country.

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 industry partner” refers to the industry partner where the participant is conducting the research project. Mitacs will be referred to as “the organization,” and the Accelerate International 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 site at your host industry partner, off‐site 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 country to the time of boarding their return flight to Canada.

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 university and/or the host industry partner. Wherever this agreement overlaps with the Code of Conduct and Ethics of the home university, that of the home 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 Accelerate International.

1. You have been successfully awarded a Mitacs Accelerate International 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 industry partner. The typical research schedule will be that of a full-time work week in line with the host industry partner 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 industry partner/research team.
   2. Any dishonesty towards your host industry partner 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 industry partner.
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 Accelerate International 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, industry partner, 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:

a. Furnishing false information to any Mitacs employee, or the employees, faculty

members, and officials of the home university or industry partner.

b. Forgery, alteration or misuse of any document, record or instrument of identification.

c. 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 industry partner 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

participant and/or personnel of the industry partner.

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 industry partner.

8. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

9. Use or possession of open alcoholic beverages, manufacturing or distribution of alcoholic beverages or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person who has not attained the legal age for such activity in the legally relevant jurisdiction of your host industry partner.

10. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.

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 industry partner.

3. Exclusion from Mitacs events, awards, and/or programs.

4. Upon charges of theft or damage to the assets of Mitacs, the industry partner 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.

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. The Criminal Code of the partner country and/or

2. Mitacs Code of Conduct and/or

3. The home 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, Accelerate International participants are subject to any and all safety standards and procedures adopted by their home universities and industry partner.

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 industry partner.

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