

Participant Code of Conduct and Ethics – Accelerate International For research with an industry partner in 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
- Registering with the applicable foreign office of country of citizenship before leaving home country
- 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 the following required forms to Mitacs:

- International Pre-Departure Form (signed by participant)
- Participant 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 universities in Mitacs partner countries the opportunity to participate in a research project with an industry partner in Canada.

The “home university” refers to the university in the Mitacs partner country at which the student is enrolled full-time or at which the postdoctoral fellow is employed full-time, and the “host industry partner” refers to the industry partner in Canada at which the participant is participating in his or her research project. Mitacs will be referred to as “the organization,” and Accelerate International 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 that 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 industry partner, and 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 Canada 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/or host industry partner. 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 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 an 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 universities' policies.
 - a. 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.
 - b. 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 adhere to your home university's requirements and policies with regard to research abroad.
5. All parties involved with Mitacs Accelerate International 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 host 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 industry partner, and the 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:
 - 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 or 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 participant and/or 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 host university.
8. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
9. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
10. 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 home country at the participant's expense.
6. Criminal charges as set out in the Criminal Code of Canada and/or of the home 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 the home 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, or 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