



Participant Code of Conduct and Ethics – RISE-Globalink Research Internship For research at a university or research institute in Germany

Instructions: To be completed by the participating student. Please sign, complete, and return this form to Mitacs at least three weeks prior to the intended start date of your research project.

Student Code of Conduct and Ethics

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

In this document, “student” refers to the individual who was accepted to participate in the RISE-Globalink Research Internship program, which provides senior undergraduate students at Canadian academic institutions the opportunity to participate in three-month internships supervised by PhD students at universities or research institutes in Germany.

The “home institution” refers to the Canadian university at which the student is enrolled as a full-time student and the “host institution” refers to the university or institute abroad at which the student is participating in his or her research project. Mitacs will be referred to as “the organization,” and RISE-Globalink Research Internship 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 institution, 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 student will be responsible and accountable for their conduct, from their time of arrival in Germany to the time of boarding the return flight home.

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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 institutions.

Wherever this agreement overlaps with the Code of Conduct and Ethics of a home or host institution, the Code of Conduct and Ethics of the host institution shall prevail.

I. CODE OF CONDUCT AND ETHICS

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

1. You have been successfully awarded a RISE-Globalink Research Internship. 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 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 institution's 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 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 institution.
4. You are expected to meet your home institution'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 institution'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 institution'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 institution's members, the host academic institution's members, and host academic supervisor with professionalism, cooperation, and respect.

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Failure to follow these rules may result in consequences.

II. MISCONDUCT SUBJECT TO DISCIPLINARY ACTIONS

General misconduct

Any student 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 host institution or home institution.
 - 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 host institution 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 and/or a student of a host institution.
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 institution.
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

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host institution.

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 institution.
3. Exclusion from Mitacs events, awards, and/or programs.
4. Upon charges of theft or damage to the assets of Mitacs, the host institution 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 student'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 exhaustive.

When a student 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 institution's Code of Conduct and Ethics

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

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IV. BREACHES OF SAFETY STANDARDS OR CODES

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

Students 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 student charged with violating safety codes, or with other unsafe conduct that could harm or potentially harm the student, other persons, or the facilities and equipment of the host institution.

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 _____.

Student signature

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

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