



Mitacs Globalink Research Internship (GRI) withdrawal policy

Updated April 2024

Mitacs recognizes that unforeseen circumstances may result in a GRI intern or faculty member withdrawing from the program. Mitacs takes all withdrawals seriously and is committed to working through all instances of potential withdrawal to seek a satisfactory outcome for all parties involved.

This policy outlines the procedure to follow when a participant requests to terminate an internship after funds have been issued to the intern or after the arrival date of the intern in Canada (whichever is first), or before the internship’s scheduled end date.

If a withdrawal request occurs after an internship confirmation but before the internship start date, Mitacs cannot guarantee an alternate offer and we cannot reimburse for expenses incurred.

Alternative arrangements

Mitacs staff will make an effort to assist participants in resolving issues that could lead to program withdrawal wherever possible.

Withdrawal types

	Prior to internship start date	Internship Begins (after internship start date)*	
	Voluntary/Involuntary	Voluntary	Involuntary
Description	Intern is unable to travel to Canada to attend internship for ANY reason.	<ul style="list-style-type: none"> - Participant decides to terminate the internship (see examples below) - No demonstrated extenuating circumstances 	<ul style="list-style-type: none"> - Circumstances occur during the internship that are outside the participant’s control making it impossible to complete the in-progress internship (see examples below) - Request for withdrawal submitted and approved by Mitacs
Withdrawal request form	Yes	Yes	Yes
Required to provide documentation	No	No	Yes
Receives credit for program participation, if applicable	No	No	Yes, if 50% or more of the internship has been completed

***Note: Interns may be required to demonstrate they have physically arrived in Canada. Interns may be asked to provide receipt for a plane ticket indicating an arrival date prior to the internship start date and/or written confirmation from your host supervisor or professor.**

Voluntary withdrawal after the internship has begun

A voluntary withdrawal refers to the termination of an internship resulting from circumstances *within* the intern's control and/or circumstances that the intern has chosen not to remedy. Mitacs does not require documentation to approve a voluntary withdrawal; however, interns will need to complete a Request for Withdrawal form ([Withdrawal Form 2024](#)).

Scenarios that call for voluntary withdrawal include, but are not limited to:

- Intern quits the program and no incident report has been filed with Mitacs
- Intern is ill and elects to receive medical attention in their home country, despite available treatment provided by their medical insurance in the host country
- Intern is ill and can continue the internship, but elects to return home
- Intern is not satisfied with the internship experience and elects to return home
- Intern has an emergency with a non-immediate family member (e.g., aunt, uncle, cousin)
- Intern has a personal event to attend (e.g., family member's wedding, friend's funeral)
- Intern discontinues internship participation without notifying Mitacs

All participants *must notify Mitacs* if their internships are being discontinued. Repercussions of not notifying Mitacs of withdrawals include:

- Notification of change in status of participant forwarded to host university, home university, and/or Immigration, Refugees and Citizenship Canada, where applicable
- Award payment and reimbursement of funds to intern are at the discretion of Mitacs and/or the host university.

Involuntary withdrawal after the internship has begun

An involuntary withdrawal refers to the termination of an internship resulting from circumstances beyond a participant's control, for which there is no available recourse during the remaining internship period. Mitacs **may** require documentation to approve an involuntary withdrawal, along with a completed Request for Withdrawal form ([Withdrawal Form 2024](#)). Scenarios that call for involuntary withdrawal include, but are not limited to:

- Intern is living with a physical and/or mental illness and cannot continue the internship as per doctor's recommendations
- Intern's immediate family member has a medical emergency
- Host supervisor has a family emergency and cannot continue to supervise the internship
- Extenuating circumstances in the host country impact the safety and security of the intern
- Intern has officially notified Mitacs by email of an incident and cannot resume work until the incident is resolved



If extenuating circumstances prevent the completion of the internship and the withdrawal is involuntary, the internship will be considered **complete assuming at least 50% of the project has been completed**. Where applicable, the intern would receive credit for program participation. Financial contributions will be discontinued or pro-rated at the discretion of Mitacs and/or the host university.

Withdrawal prior to the internship start date

Please note that the above withdrawal policy only applies to internships that have begun (i.e. after the internship start date) and for interns who are physically present in Canada. For internships that have not started (i.e. before the internship start date), under no circumstances will the internship be considered complete. For example, visa rejections and/or delays will not be considered as an involuntary withdrawal and, therefore, the policy does not apply.

Offer and termination of an award

Only Mitacs has the authority to offer or terminate a Globalink internship. Host faculty supervisors are required to advise Mitacs immediately in writing of any concerns relating to the ability or performance of the student in relation to the research. Upon receiving written notice expressing concerns about the student, Mitacs will investigate the matter with the affected parties. If this inquiry results in the termination of the internship by Mitacs, Mitacs will notify the administration of the home Canadian university and any other authorities, as required, and will coordinate the completion of the termination.

Similarly, if Mitacs receives written notice expressing concerns about a project, faculty, or associated staff, Mitacs will investigate the matter and, as appropriate, refer it to university authorities according to that university's policies.

All concerns brought to Mitacs's attention are taken seriously. If deemed appropriate by Mitacs staff, participants with concerns may be asked to complete an Incident Report.