



MEMORANDUM OF UNDERSTANDING:

UNIVERSITIES AUSTRALIA AND MITACS INC

Universities Australia (hereafter Universities Australia) and Mitacs Inc. (hereafter Mitacs), in accordance with the principles of equality and mutual benefit and through friendly negotiation, Universities Australia and Mitacs agree to collaborate on providing support for selected Australian undergraduate students to undertake twelve (12) week research internships in Canada through the Globalink program.

This Memorandum of Understanding (the "Agreement") shall become effective for 3 years, commencing on April 1, 2019, and ending March 31, 2022. It may be terminated by either party giving six months' notice of its intention to do so.

Any financial commitment from Mitacs or from participating Universities Australia institutions in the present Agreement is valid and enforced only if there is sufficient government funding to cover any and all expenses arising from this commitment. In the event government funding for the program is discontinued either by Canada or Australia, students admitted under the program will continue to receive support at the levels and for the time periods stipulated above. The Parties shall coordinate any public communications about the Globalink initiatives, including announcements and press releases. The Parties shall share all documentation provided to the undergraduate and graduate students.

The Parties shall liaise with each other and provide any necessary documentation to support reporting requirements to their respective governments and funding partners and/or the creation of annual reports related to the Globalink program.

Each Party will inform the other of the need for change in the eligibility requirements for candidates to receive financial support to participate in the Globalink initiatives, and will inform the other forthwith of any modification to the financial requirements or obligations imposed on candidates in order to participate in the Globalink initiatives. Any proposed changes should be communicated in writing at least twelve (12) weeks prior to the changes coming in to effect.

All participating institutions and interns involved with a program will be bound by the intellectual property terms of the participating institution where the intern is enrolled. Mitacs will take no position in the intellectual property created by the Projects and internships that are funded.

Universities Australia and Mitacs acknowledge and agree that, for the purpose of fulfilling their respective obligations pursuant to this Memorandum, they will necessarily share personal information of their respective candidates taking part in this Memorandum. Universities Australia and Mitacs mutually agree that they will treat any such personal information in strict compliance with their local law in that respect.



Universities Australia and Mitacs confirm that, to the best of their knowledge, the Globalink program, as implemented in their respective countries, complies with all applicable laws.

This Memorandum and all such attached appendices form part of this Memorandum. This Memorandum can be modified and added to by the mutual consent of both Universities Australia and Mitacs. Matters not included in the Memorandum, but directly related to it, may be addressed by the mutual agreement of the parties. Any such agreement must be appended to this Memorandum and become valid upon the date of signing.

Signed for:

Mitacs Inc. Per:  Name: Dr. Alejandro Adem Title: CEO and Scientific Director Date of signature: 10 October 2018	Universities Australia Per:  Name: CATRIONA JACKSON Title: CEO Date of signature: 20/11/18
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IMPLEMENTATION PLAN

Globalink Research Internships (GRI) - Mobility of Undergraduate Students from participating Universities Australia Institutions for Research in Canada

Up to 20 students per year, over 3 years, from participating Universities Australia institutions will come to Canada to undertake advanced research projects through the GRI Program starting in 2019. Universities Australia will confirm with Mitacs the number of students to be funded each year, with the exact number of the matched candidates determined by Mitacs. The GRI Program is open to all academic disciplines

1. Eligibility Requirements

In order to be considered eligible candidates for the GRI Program, candidates from Australia must meet the following requirements:

- 1.1 Be enrolled in a full-time undergraduate at an eligible Universities Australia institution;
- 1.2 Have a minimum of one semester and a maximum of three semesters remaining in their program at the time of completion of their Globalink Research Internship in Canada;
- 1.3 Have a minimum GPA of 75% ('distinction', or equivalent);
- 1.4 Be at least 18 years of age;
- 1.5 Submit applications through the online applications system on Mitacs official website;
- 1.6 Be able to spend twelve (12) weeks between May and September at a university in Canada on a research project related to their area of interest and expertise;
- 1.7 Demonstrate oral and written fluency in English or French, depending on the primary language of the project as indicated by the Canadian host professor.

2. Procedure to Apply

- 2.1 Candidates must provide the following with their application to the GRI Program, in accordance with the instructions on the Mitacs online application portal:
 - 2.1.1 Official yearly transcripts for all years in university;
 - 2.1.2 Curriculum Vitae (CV);
 - 2.1.3 One (1) reference letter from a post-secondary academic supervisor or researcher; and Project rationale;
 - 2.1.4 All materials submitted to Mitacs must be in either English or French. If materials submitted are not in one of Canada's official languages, notarized transcripts must be submitted.

3. Obligations of Universities Australia

- 3.1 Promote the GRI Program in order to solicit the participation of eligible candidates;
- 3.2 Within two (2) weeks of receipt of candidate shortlist: review the Australian students that Mitacs deems eligible to be matched to a project, and provide confirmation of student eligibility to receive funding, if they are selected for the Globalink program.



4. Obligations of Mitacs

- 4.1 Coordinate the participation of Canadian universities and identify world-class research projects at these universities;
- 4.2 Maintain an online application process for interested students during the designated application period;
- 4.3 Evaluate applications from candidates for the GRI Program, and identify through a competitive process those who match a research internship project at a Canadian university;
- 4.4 Share the list of selected applications with Universities Australia to ensure students are eligible for participation in the Program;
- 4.5 Provide logistical support for selected candidates who have accepted their offer, to the extent that Mitacs is able and at the discretion of Mitacs.

5. Funding

The GRI Program will be jointly funded by participating Universities Australia institutions and Mitacs.

- 5.1 Universities Australia shall coordinate with participating Australian institutions and provide to Mitacs upon invoice \$4,000CAD per approved student. Mitacs will invoice Universities Australia in September of each year. Universities Australia will be collecting the Australian share of the partnerships agreement from participating institutions, and will remit the totals to Mitacs on invoice.
- 5.2 The full cost per student is estimated to be \$12,000 per student. This includes airfare, visa, medical, stipend, accommodation, Globalink Student Mentors, programming and research costs. It will also include access to Globalink branded activities in Canada, which may include professional skills workshops, receptions, and industrial engagement activities (\$4,000 contributed on the Australian side will be funding a portion of these costs).



APPENDIX A:

Implementation Timeline: Globalink Research Internship Program - senior undergraduate students travel to Canada

- **May (year prior):** Universities Australia to convey student eligibility requirements for participation in Globalink Research Internships to Mitacs.
- **April - June:** Mitacs will solicit research projects from Canadian professors for Globalink Research Internships.
- **July - September:** Undergraduate students will apply to the Globalink Research Internship Program on the Mitacs website.
- **Late September:** Mitacs will evaluate students' eligibility.
- **October: Mitacs shares list of eligible applicants for review and approval by Universities Australia, requesting approval to be completed within two weeks.** Note that the shortlist usually includes 4 (four) times as many students as will ultimately be awarded to allow for adequate chance of being selected by Canadian professors through competitive process among 12 partner countries and attrition throughout the matching process.
- **November:** Further evaluation, interviews between professors and candidates will take place, and evaluations of the preferences of both groups will be tabulated.
- **December:** The matching process will be completed by Mitacs, and students will be offered a project match. Students will accept or decline the offer.
- **Late January - Early February:** Mitacs will confirm student placements to Universities Australia. Letters of invitation will be sent to students, and students will start applying for visa permits.
- **May-July:** Undergraduates will come to Canada to begin their Globalink Research Internships
- Upon completion of award, recipient and their host academic supervisors are requested to provide the following to Mitacs no later than one month after the conclusion of the project:
 - An exit survey