

Internship and Research Exchange Agreement

This agreement outlines the responsibilities of ADVENTOR trainees and supervisors during a mobility experience (internship or research exchange). It should be jointly completed. A signed copy of this form must be returned to the ADVENTOR Coordinator (adventor@queensu.ca) **a minimum of 2 weeks before the anticipated start date.**

Note: This is an internal agreement, to be shared and distributed within the ADVENTOR Program only. This is not a legal document and is used for tracking ADVENTOR program requirements ONLY.

Planning

Optional for planning purposes ONLY

This section contains information regarding mobility experiences and provides space for trainees to track and discuss their mobility options.

Dates

Your mobility experience must be completed before the end of your ADVENTOR program tenure.

Note: mobility experiences must be a **minimum of 12 weeks.**

Please consider the mobility time requirement, and your graduate program requirements when planning your mobility experience.

Proposed Start Date	Proposed End Date	Supervisor Notes

Choices

There are many options that trainees can choose to complete their mobility requirement. It is essential that the mobility experience takes place outside of the trainees' home campus. Internships are completed at *non-academic* organizations (e.g., companies, government/ municipalities, community services, hospitals, etc.). The internship host is not required to financially compensate the trainee. This should be discussed beforehand with the host and supervisor. Research exchanges are completed at academic institutions, with an academic supervisor.

List of collaborators: [Our People](#) | [Ingenuity Labs Research Institute](#)

*Note: internship/ research exchange hosts do not need to be an ADVENTOR Collaborator.

Host Name	Organization	Location	Contacted	Response

Considerations

For all exceptions or considerations, please communicate with the ADVENTOR Coordinator (adventor@queensu.ca) prior to confirming with a host organization.

- There may be timeline exceptions (e.g., 10 weeks instead of 12 weeks) for international research exchanges if external funding is utilized (e.g., Mitacs-JSPS).
- Remote or virtual mobility experiences can be considered if the trainee has a barrier preventing them from completing a placement in person.
- Trainees can complete their mobility experience within their home university, so long as they are able to travel to a separate campus.
- Mobility experiences do not have to be completed sequentially. Trainees can complete this requirement throughout their tenure within the ADVENTOR Program.
- Trainees should **not** sign any legally binding documents (e.g., NDAs). Legal-related questions should be directed towards the home institution/ department.



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Administrative Information

Please use official university or affiliated organization email addresses.

Trainee Name:

Trainee Email:

Trainee Emergency Contact
Information:

Supervisor Name:

Co-Supervisor Name(s):

ADVENTOR Participation:

Start Date (mm/yyyy)

End Date (mm/yyyy)

International Student?

Yes

No

ADVENTOR Award:

Funded

Non-Funded

Experience Type:

Internship

Research Exchange

Mobility Experience Dates:

Start Date (mm/yyyy)

End Date (mm/yyyy)

Host Organization:

Host Location:

Host Supervisor Name:

Host Supervisor Contact
Information:



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Learning Objectives

Please list at least 3 learning objectives or outcomes that you hope to achieve from your mobility experience. These objectives should contain actions, reasoning, timeline, and how the successful completion of that objective will be measured.

1.	
2.	
3.	
4.	
5.	



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Mobility Experience Details

Supervisor(s): Detail what the trainee must know and/ or adhered to regarding their program, research, and participation in the ADVENTOR Program while completing their mobility experience. More than one check box may be selected if applicable.

Extended end dates for the mobility experience:

Not allowed- no exceptions

Not allowed- exceptions must be communicated with supervisor(s)

Flexible- must communicate with supervisor(s) prior to committing with host

Other:

Expected communication:

Weekly meetings/ shared updates

Monthly meetings

Before and after the mobility experience

Other:

Funding during mobility experience:

NSERC-CREATE ADVENTOR Stipend

Host organization compensation

Non-ADVENTOR Scholarship/ Award

Supervisor-funded

Other:

If funding (of any kind) changes during the mobility experience:

NSERC CREATE ADVENTOR stipend funding changes by _____ amount

Non-ADVENTOR funding changes by _____ amount

Supervisors must be notified

Other:

Prior research, graduate program, and/ or ADVENTOR Program requirements and responsibilities to be fulfilled **during** the mobility experience:

Paper

Conference

Coursework

Symposium

Other:



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Important Dates

Please describe prior commitments, submissions, events, deadlines, etc.

Date	Event	Location

Additional Expectations

If applicable

1.	
2.	
3.	

Trainee-Supervisor Agreement

Trainee agrees to:

- Fulfill all responsibilities in accordance with standards outlines in this agreement.
- Report any changes, difficulties, or concerns in a timely manner to supervisor(s).
- If the trainee cannot fulfill their commitment as outlined above, for any reason, the trainee will contact and discuss the matter with their supervisor and host.

Supervisor(s) agrees to:

- Supervise the trainee throughout the duration of the mobility experience or find a suitable replacement, if necessary, while notifying the trainee of said changes.
- Communicate any changes to the research requirements, responsibilities, and dates to the trainee at the earliest convenience.
- When applicable, provide adequate and appropriate work accommodations when requested, within the bounds of this agreement.

Host agrees to:

- Communicate additional organization-specific expectations, rules, and regulations with the trainee and supervisor(s).
- Discuss changes to the mobility experience with the trainee and their supervisor(s) at the earliest convenience.
- When applicable, provide adequate and appropriate work accommodations when requested, within the bounds of this agreement.



**INGENUITY LABS
RESEARCH INSTITUTE**
at Queen's University

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Natural Sciences and Engineering
Research Council of Canada

Conseil de recherches en sciences
naturelles et en génie du Canada





People. Discovery. Innovation.
Les gens. La découverte. L'innovation.

CREATE PROGRAM

PRIVACY NOTICE

This is to inform you that NSERC requires CREATE grantees (i.e., the CREATE Leader) to collect certain personal information from trainees, team members (co-applicants and collaborators) and other individuals participating in the CREATE program. The purpose of gathering this information is to generate statistics that enables NSERC to report on the CREATE program's overall performance. Only information that is needed will be requested. The personal information that is collected, used and disclosed is in accordance with the federal Privacy Act will be shared with the CREATE program committee. The personal information may also be shared with contractors hired to conduct data analysis, surveys or interviews on NSERC's behalf.

The Privacy Act gives individuals the right to access their personal information and request changes to incorrect information. For more information or to access your personal information or notify us about incorrect information, contact NSERC at CREATE@nserc-crsng.gc.ca.

