

## **Inter-Institutional Policy for Guest Students**

### **1. POLICY OVERVIEW**

#### **1.1. Background**

The Van Andel Institute (VAI) recognizes it has an educational mission in addition to its research mission. Many Principal Investigators have indicated a desire to participate in developing future scientists and contributing to the education of students seeking degrees in the life sciences. Furthermore, VAI will benefit from the supervised research conducted by students in the laboratory.

#### **1.2. Purpose**

The purposes of this policy are 1) to define the responsibilities of VAI and the educational institution involved, and 2) to ensure that students from colleges / universities who are studying at VAI have a productive experience and fulfill the expectations and requirements of their academic institution.

#### **1.3. Policy Statement**

For every student who works or studies at VAI for academic credit or fulfillment of an academic requirement (e.g., B.S., M.S., Ph.D., M.D., D.V.M.), there must be a formal written agreement between VAI and the student's academic institution. Contact the VAI Graduate School Office at (616) 234-5708 or via email at [undergrad@vai.edu](mailto:undergrad@vai.edu) if needed.

#### **1.4. Policy Explication**

- 1.4.1. This policy defines the formal arrangements and requirements for students who desire to study or work at VAI and receive credit and / or fulfill requirements of the academic institution at which they are enrolled. This policy does not cover persons who are employed at VAI without earning credit or fulfillment of graduation requirements, e.g., students who work in a laboratory as an employee independent of their school / college / university.
- 1.4.2. An Inter-Institutional Agreement obligates VAI to consider students from a school but does not obligate investigators to accept students.
- 1.4.3. Acceptance of students will be based on VAI priorities consistent with the missions of VAI and Van Andel Education Institute (VAEI).
- 1.4.4. Students, while doing the work / study at VAI, must comply with all appropriate VAI and VAI policies and procedures.
- 1.4.5. Students may receive a wage during their time at VAI. If they receive a wage, they will be designated as a "student intern." If they do not receive a wage, they are designated as "student." The distinction will be noted on each student's acceptance letter. In neither case do they qualify for employee benefits.

### **2. POLICY IMPLEMENTATION**

- 2.1. A Inter-Institutional Agreement for Guest Students may be initiated by any of the following: a member of the VAI or VAEI staff, a teacher or administrator at an educational institution, or a student. The agreement process must begin with a written request to the VAEI Director (see Sect. 2.4).

2.2. To partner with VAI in this program, the academic institution agrees

- 2.2.1. to provide, through a recommendation, assurance that the student has the necessary qualifications and preparation for the work / study,
- 2.2.2. to communicate the institution's expectations to the VAI supervisor,
- 2.2.3. to the extent allowed by the laws of the State of Michigan, USA, to indemnify and hold harmless VAI, its officers, employees, or agents, from any and all liability they might incur that is attributable to the negligent acts or omissions on the part of VAI, its employees, or students who are in the performance of their duties pursuant to the terms of the agreement,
- 2.2.4. to provide a certificate of insurance that gives evidence of adequate coverage for above liability while the student is studying at VAI,
- 2.2.5. to award credit for work successfully completed at VAI,
- 2.2.6. that any idea, invention, or process first conceived or reduced to practice at VAI during the course of the student's work under this agreement shall be the property of VAI, and
- 2.2.7. that decisions regarding the publication of work / research done by the student while at VAI shall reside with VAI.

2.3. VAI agrees to

- 2.3.1. review and consider applications,
- 2.3.2. provide orientation and training for the position the student will hold,
- 2.3.3. provide work that will enhance the student's education,
- 2.3.4. supervise the work / study,
- 2.3.5. provide materials and space necessary to perform the research, and
- 2.3.6. complete an evaluation of the student's work for the college / university.

2.4. Approval of Agreements: The VAEI Director shall receive proposals for a Inter-Institutional Agreement for Guest Students. After approval by the VAI Director, Human Resources Director, and the Graduate Program Committee, the VAEI Director will implement the Agreement. All Agreements will be reported to the Boards of Trustees for information. Once approved, an Agreement will continue indefinitely unless terminated by either institution; an Agreement will also terminate if no student from a given academic institution applies for work / study at VAI for five consecutive years.

2.5. Student application. The Individual Application for Guest Students form is available on the VAI Graduate School website [vaigs.vai.org](http://vaigs.vai.org). A student who meets the following requirements may submit an application under this Agreement:

- 2.5.1. One full academic year of credit and ordinarily a 3.0 or higher grade point average (GPA),
- 2.5.2. Satisfactory academic and social standing at the college / university at the time of application,
- 2.5.3. Fulfill all the institutional requirements for participating in a degree-credit program outside the academic institution,
- 2.5.4. Have an active health insurance policy, and
- 2.5.5. If applicable, provide verification of legal visa status.

2.6. Student requirements. Failure to comply with the requirements below is grounds for dismissal from VAI. Once accepted and the work / study commences, the student must

- 2.6.1. Attend required orientation sessions and satisfactorily complete site-specific training sessions appropriate to the work at VAI,
- 2.6.2. Comply with all VAI policies and procedures, and
- 2.6.3. Satisfactorily participate in the work and study assignments.