



# RESEARCH/INDUSTRY PLACEMENT CONFIRMATION FORM

## Canada-Brazil *Ciência sem Fronteiras* (CsF) Scholarship Program

**Please complete all sections below:**

*(To be completed by the student in consultation with the host/placement supervisor)*

Student Name: \_\_\_\_\_ Student's Cdn University: \_\_\_\_\_

Host Company/Organization/Institution: \_\_\_\_\_

Placement Supervisor: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Placement Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

**Placement Type:**     Research Placement    or     Industry Placement

### WORK SCHEDULE

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**Placement Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

*(Please note, all placements should be full-time for a duration of four months)*

#### Hours/Week

The placement will involve \_\_\_\_\_ hours per week. *(Placements should be a minimum of 35 hours/week).*

**Daily Start Time:** \_\_\_\_\_ **Daily End Time:** \_\_\_\_\_ *(ex. 9:00am, 5:00pm)*

*(Subject to change upon the request of the placement supervisor)*

### SUPERVISION

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According to my supervisor, I should expect to meet/speak with him/her:

Once a week     Twice a week     Daily     Other

If other, please clarify:

**(IMPORTANT: Speak to your supervisor to determine how you will be in contact with them. Will there be pre-arranged meetings, should you contact him/her regularly, or will your supervisor contact you to check-in?)**

During my placement, I can also seek support or guidance from the following people if necessary (other staff, mentors, senior interns):

1. \_\_\_\_\_ 2. \_\_\_\_\_

## PLACEMENT OBJECTIVES AND TASKS

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Provide a brief description of your placement objectives, outlining what you hope to learn and accomplish over the course of the placement. Include skills that you would like to acquire, areas in which you would like to further your knowledge, and what you hope to gain from this placement. Keep in mind your supervisor's expectations and your job description.

Placement Objectives

Provide a brief description of the main activities and tasks that you will be expected to perform over the course of the placement, as outlined by the supervisor.

Placement Tasks/Activities

## REMUNERATION

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This placement will be remunerated (paid):

Yes       No

(Please note that remuneration is not an expectation of the placement. The placement is already considered to be paid as the student receives a monthly stipend from the Government of Brazil to cover his/her living expenses during the placement. Hosts may choose to supplement this allowance.)

## STUDENT AND SUPERVISOR AGREEMENTS

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By signing the following form, we the undersigned approve of the information written above and understand that the *Ciência sem Fronteiras* (CsF) research/industry placement has the following criteria:

- Placements should be related to the student's degree/program of study in Brazil.
- Placements should commence at the beginning of each semester (January, May or September) and last the length of the semester (14 to 16 weeks), whenever possible.
- Students should have no more than two weeks of "off-time/program inactivity" prior to or immediately following the placement. Students must also commit to the entire duration of the placement and are thus not permitted to take any "vacation time" during the placement term.
- The placement should be full-time and consist of a minimum of **35 hours per week**.
- Each CsF student must have a designated supervisor/mentor while in the placement and receive regular supervision, guidance and feedback from said mentor.
- Each CsF student must complete a mandatory final report for the research/industry placement. A template will be provided by CBIE at the end of the placement term. This report is to be reviewed and signed by the placement supervisor to confirm completion of the placement and placement requirements.

### The host supervisor agrees to:

- Meet with the student early in the placement period to discuss expectations and what the student hopes to learn/accomplish during the research/industry placement.
- Work with the student to design and set placement objectives (as outlined in page 2).
- Meet with the student regularly to discuss their progress and offer direction.
- Support and possibly train the student to further develop their competencies and skills.
- Review and sign the student's final placement report.

### The CsF student agrees to:

- Behave in a professional and respectful manner at all times.
- Adhere to the set hours of the placement and advise the host supervisor of any absences due to illness or emergency situations.
- Comply with workplace policies, procedures and safety protocol at all times.
- Follow the regulations and guidance of the placement supervisor, unless it places the student in a legal or ethical dilemma.
- Remain available and responsive to communications from the placement supervisor, your Canadian university, and CBIE.
- Commit to the full length of the placement term and not request time off.
- Complete CBIE's Research/Industry Placement Final Report and have it signed by the placement supervisor.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please feel free to contact Stacie Travers, Program Manager at the Canadian Bureau for International Education ([stravers@cbie.ca](mailto:stravers@cbie.ca)) should you have any questions regarding the responsibilities and administration of this placement.

**Please return a signed copy of this form to the Canadian Bureau for International Education by e-mail to Stacie Travers ([stravers@cbie.ca](mailto:stravers@cbie.ca)).**