

Deans, Directors, Department Chairs, and Senate Faculty:

I am pleased to announce a new campus policy for Visiting Graduate Researchers (VGRs). The Graduate Council, Deans' Council and EVC/Provost have endorsed implementing this policy as a four-year pilot program. As part of this policy, VGR appointments will be made through the Graduate Division, rather than the International Education Office, beginning July 23, 2012 for visits that will commence on or after September 24, 2012.

The VGR policy applies to individuals, both domestic and international, who are enrolled as degree-seeking graduate students at their home institutions and who are invited to conduct short-term doctoral research or participate in a "prescribed course of study" such as a mentored or independent research project or master's research collaborations with a faculty member at UCLA. The initial VGR appointment can range from 3 weeks to 12 months; the maximum stay is 24 months.

The posted [chart](#) describes the elements of the VGR program, along with the existing No Degree Objective (NDO) mechanism for visiting students. For the fee schedule, please visit [here](#). The schedule includes specific fees that were approved by the Office of Academic Planning and Budget and vetted by the Graduate Council and Deans' Council. At the Provost's direction, it also includes a VGR supplemental fee of \$535 per quarter. Taken together, the total fees for an international student visiting for 12 months in 2012-13 will be the same as they were in 2011-12. Please note that students whose current health insurance does not meet the UCLA minimum coverage requirements will need to purchase the supplemental health insurance.

Key features of the VGR policy:

- Allows a VGR to conduct research at UCLA for a minimum of three weeks to a maximum of two years. The initial appointment would be for up to one year and could be renewed through the Graduate Division for a second year contingent on approval by the mentor and the availability of appropriate resources.
- Requires the faculty mentor, host department and the Graduate Division, in coordination with Dashew Center for International Students and Scholars or other appropriate campus visa office, to vet the VGR appointment.
- Requires faculty mentors to be members of the Academic Senate, i.e., eligible to mentor doctoral students.
- Places no specific limit on the number of VGRs a faculty member can sponsor at one time. Department chairs are empowered to decline to authorize appointments if they have concerns.
- Allows the VGR to receive fellowship stipends from UCLA funding sources or engage in up to 20 hours of employment at UCLA (50% work appointment in specific title codes such as a Staff Research Associate) subject to visa limitations.
- Enables VGRs to enroll in UNEX courses or UCLA courses via concurrent enrollment (which requires faculty permission to enroll) at existing fee-per-unit rates.
- Provides the VGR with a BruinCard, UID, BOL account, and library access (fees to be paid by the student, faculty mentor or host department).

- Requires the VGR to have health benefits coverage through the Visiting Scholar Injury and Sickness Insurance Plan (VSISP). The VGR can opt out if he or she can demonstrate equivalency of coverage.
- Requires the VGR to comply with relevant campus policies including intellectual property, and lab safety training.

The Graduate Division will begin to accept VGR appointment requests on July 23, 2012. For information about the application process and requirements, please visit [here](#). Individual faculty who would like to host a visitor but who have concerns about their or their visitor's ability to pay the required fees should contact their school or divisional dean, who will work with me to identify appropriate resources.

Sincerely,

Robin L. Garrell

Vice Provost for Graduate Education
Dean, Graduate Division