



# Memorandum of Understanding Between Huron University College Students' Council and Huron's Centre for Undergraduate Research Learning

## 1. Parties.

This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the Huron University College Students' Council (hereinafter referred to as "HUCSC"), and Huron's Centre for Undergraduate Research Learning (hereinafter referred to as "CURL"). This MOU is drafted by the HUCSC and is an HUCSC document. Both parties may make use of this document.

## 2. Purpose.

The purpose of this MOU is to establish a formal working relationship between the HUCSC and CURL. In the broadest of terms, this MOU serves to identify the responsibilities of each party to one another. More specifically, this MOU identifies the Huron student body's demand for engagement with research and CURL's commitment to that engagement. **This MOU recognizes the HUCSC's commitment to CURL AND CURL's commitment to the student body at Huron.** It must be noted that this MOU is not a binding document and thus can be subject to change without the need to draft another document.

## 3. Term of MOU.

This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and their respective governing bodies, and it shall remain in full force and effect indefinitely. It is recommended that both parties review this MOU annually. This MOU may be terminated by either party, but may only be done after deliberation between both parties regarding the disputed area(s) has taken place. Failing termination, this MOU need not be renewed annually and remains in effect until either or both parties amend or terminate it.

## 4. Responsibilities of HUCSC.

**4.1** HUCSC will promote CURL, its Student Research Fellowships, Travel Bursaries, and any other CURL related programs and events so as to engage in maximum promotion of CURL.

**4.1.1** With the ratification of this MOU, it is mandated that the Faculty Director of CURL shall arrange a meeting with the HUCSC President no later than September 30 of each year. This meeting is intended to align the goals of the HUCSC with CURL and provide an opportunity for the two parties to become familiar with one another.

**4.1.2** At least two (2) members of the HUCSC will be present at each CURL event.

**4.1.3** The promotion of CURL events falls under the HUCSC Vice-President Communications role and is their responsibility.

**4.2** HUCSC agrees to be used as a resource to which unsuccessful CURL Student funding applications may be submitted by the CURL applicant as a grant request to HUCSC. HUCSC will consider such requests without prejudice if such grant requests are determined to be in the spirit of the HUCSC and the greater student body.

**4.2.1** HUCSC is not obligated to fund nor assist in the funding of any CURL funding program (e.g., Student Research Fellowships, Travel Bursaries), be it for those not awarded a formal CURL Student Research Fellowship or those seeking further funding towards their CURL Student Research Fellowship proposal. An exception to this is if the HUCSC Finance Standing Committee determines the grant application to be in the spirit of the 'Grants Policy'.

**4.2.2** Any requests for grants submitted to the HUCSC related to CURL projects or proposals are subject to the HUCSC's 'Grants Policy' and the judgment of the HUCSC Finance Standing Committee.

**4.3** The HUCSC recognizes its own role and that of CURL in facilitating and supporting experiential learning opportunities and frameworks at Huron.

## **5. Responsibilities of CURL.**

**5.1** CURL agrees to designate the role(s) of 'CURL Student Representative' on the CURL Steering Committee to not less than one (1) and no more than two (2) representatives, who will serve in this position for one full term (defined as May 1 of year elected until April 30 of the following year).

**5.1.1** Any elected HUCSC General Assembly member is eligible to hold this position.

**5.1.2** The CURL student representative will be nominated in the fall standing committee process under the portfolio of the HUCSC Speaker.

**5.1.3** The CURL Student Representative will serve as a liaison between HUCSC and CURL. They will be awarded a voting position on the CURL Steering Committee and subject to the terms of reference of the CURL Steering Committee (see CURL Governance Documents and Policy). The CURL Student Representative(s) will be responsible for giving an update regarding CURL activities to each General Assembly meeting as related to CURL Steering Committee meetings and general CURL events.

**5.2** CURL is committed to developing and maintaining support for all Huron students to engage in research learning activities. CURL is committed to assisting CURL Students in the enhancement of their research pursuits. CURL recognizes its unique and special role in Huron's Experiential Learning framework, and is committed to developing, maintaining, innovating, and promoting Experiential Learning as it relates to Undergraduate Research Learning at Huron.

**5.2.1** Support from CURL may include (but is not limited to) financial support (e.g., Research Fellowship Awards, Research Travel Bursaries), learning support (e.g., research skills development workshops, mentorship, dedicated research study space for CURL Students), and increasing research opportunities in all forms for Huron students (e.g., participation in CURL Conference and other exhibitions, promoting and advertising paid research assistantships and research volunteer positions).

**5.2.2** All programming and supports (e.g., financial, learning support, and CURL designated research opportunities) delivered by CURL remain the purview of the CURL Steering Committee and are subject to the rules and regulations of CURL.

**5.2.3** CURL is committed to a continued relationship with HUCSC to ensure that Huron students have a voice in the development and evolution of CURL and CURL-related programming.

**5.2.4** Students who are awarded a CURL Fellowship remain "CURL Fellows" for the duration of their time at Huron, regardless of the term allotted on an individual Fellowship.

**5.2.5** CURL is committed to developing and promoting research learning opportunities across all disciplines and increasing interdisciplinary research opportunities for Huron students.

## 6. General Provisions.

**A. Terms of Agreement.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument and effective when executed and signed by all parties to this MOU.

## 7. Signatures.

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein. The effective date of this MOU is the date of the signature last affixed to this page.

Signed as of this date: February 1, 2020

[HUCSC]

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[Christianne Morrison, HUCSC President]

[CURL]

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[Dr. Christine Tsang, CURL Faculty Director and Steering Committee Chair]