

POLICY 2500-005

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PREAMBLE

A postdoctoral fellowship is defined as a limited period of training during which a person who has recently obtained a doctorate pursues an autonomous research project, in the course of training that generally involves financial support, under the supervision of a professor who is a specialist in that particular area of research. Completing one or more research projects in the context of the postdoctoral fellowship is normally considered to be a full-time occupation. The financial support provided to the postdoctoral Fellow (hereafter the "Fellow") may be in the form of a scholarship/bursary (including a nominative scholarship or bursary originating directly from a granting agency) or a salary, depending on the form of support agreed with the aforementioned professor.

A relevant policy is an important means of defining the terms of postdoctoral fellows' integration and participation in the university community.

In the event of any discrepancies between the English and French versions of this Policy, the French version shall prevail.

1. GOALS

The University values the presence of Fellows and strives to facilitate their integration into the University community by:

- defining their status, their relationship of support, their rights and their responsibilities;
- clearly setting out the role and responsibilities of the University, the faculties and the professors in welcoming and supporting them;
- contributing to their training; and
- encouraging their participation in university life.

2. SCOPE OF APPLICATION

This policy:

- applies to all persons who have obtained the status of Fellow according to Article 3 of this policy;
- is binding on all members of the university community.

3. STATUS OF THE POSTDOCTORAL FELLOW

To obtain the status of Fellow, a person must meet the following conditions:

1. be the holder, for less than five (5) years, of a Ph.D., a post-graduate doctorate or its equivalent, which includes all professional specialty diplomas in medicine; the period of eligibility may be extended to ten (10) years in the case where the person concerned has left the job market and ceased active research owing to major unforeseeable events (childbirth, raising children, etc.);
2. provide confirmation that a professor at the Université de Sherbrooke is willing to assume responsibility for the Fellow and offer him or her a (normally) full-time fellowship to acquire more specialized or complementary research expertise;
3. supply proof, jointly with the professor who agrees to assume the supervisory responsibility, that he or she has sufficient financial resources to cover the entire period of the fellowship, which is assumed to be the case when the conditions for financing and financial support meet the requirements of Article 6 of this policy.

4. ADMISSION AND REGISTRATION

Each Fellow must be admitted and enrolled at the University. To do so, the Fellow must complete the Postdoctoral Fellowship Admission and Registration Form (Appendix), as well as any other document which may be required according to the rules in force, and submit them to the management of the faculty which will forward it to the authorities concerned.

5. DURATION

Ideally, each postdoctoral fellowship should last for two (2) years, renewable for an additional (1) year upon assessment, for a maximum of three (3) years. In all cases, the minimum duration must be no less than six (6) months. In the case of a justified interruption (sickness, maternity leave, etc.) the fellowship may be extended. In certain cases, a request for an extension not exceeding a total fellowship duration of five (5) years may be addressed directly to the Vice-President in charge of research, indicating the grounds for the requested extension.

6. SHARING OF RESPONSIBILITIES

6.1. The faculty

The faculty:

- ensures that the Fellow meets the qualification criteria described in Article 3 of this policy;
- proceeds with the admission of the Fellow in collaboration with the Office of the Registrar;
- proceeds with the enrolment of the Fellow each trimester, with the exception of the first enrolment, which is carried out by the Office of the Registrar;
- sends the copies of the *Admission and Registration Form for a Postdoctoral Fellowship* (see Appendix) to the Office of the Registrar and Financial Resources Services;
- informs the Office of the Registrar and Financial Resources Services of the end of a postdoctoral fellowship as soon as this news is known;
- keeps an updated list of postdoctoral fellows;
- ensures that the future Fellow is sent the institutional documents necessary for their welcome and information, including:
 - an offer of admission, accompanied by the *Admission and Registration Form for a Postdoctoral Fellowship*, setting out the duration and conditions of the postdoctoral fellowship in accordance with Article 11.1;
 - a list of the policies, rules and procedures governing the postdoctoral fellowship, including this policy;
 - information about the management of postdoctoral scholarships/bursaries and the conditions for financial support, if applicable;
 - information about the training offerings available to the future Fellow;
 - an analytical grid in order to establish the type of support and financial support applying to the Fellow.
- assists the international Fellow¹ (if applicable) in obtaining a certificate of qualification in order to be exempted from the taxes they might have to pay;
- maintains a document signed by the Fellow and the person responsible for the fellowship which broadly identifies common expectations so that fellowship goals are met. This document may be part of the training plan within the training program offered to the Fellow;
- conserves a copy of all periodic evaluations concerning the goals met by the Fellow. These documents may be part of the pedagogical activities within the training program.

6.2. The professor responsible for supervising a Fellow

The professor who agrees to supervise a Fellow is the person chiefly responsible for welcoming, integrating and supporting this individual. The professor agrees to:

- ensure, to the degree that resources are available, that the Fellow has access to the material resources needed for the smooth completion of research activities, including adequate working space and standard office equipment (telephone, photocopy machine, computer, email use, etc.);

¹ In this context, "international" designates a person who is neither a Canadian citizen nor a permanent resident in the sense of the law on immigration in Canada (S.C. 25-26 El, II, ch. 52) and the regulations adopted under its authority, nor an Indian in the sense of the Indian Act (R.S.C., 1985, ch. I-5), and who is enrolled in a university institution.

- provide the international Fellow (if applicable) with a letter of invitation for their work permit;
- see to it that the Fellow has access to the financial resources needed to carry out the fellowship work in conditions favourable to its success;
- be assured that the Fellow completes, at the latest on his or her arrival, the *Admission and Registration Form for a Postdoctoral Fellowship*;
- complete, together with the Fellow and at the latest on his or her arrival, the analytical grid establishing the type of financial and other support suitable to the working relationship between the Fellow and the individual supporting him or her;
- be assured that the Fellow is enrolled in pedagogical activities, in accordance with the established type of support;
- help the Fellow integrate into his or her research environment;
- establish with the Fellow the scientific exchanges needed to prepare his or her scientific career in research, whether that career is in a university or non-university environment;
- help familiarize the Fellow with the university community and the social and cultural environment of the region;
- help promote the work and achievements of the Fellow;
- evaluate, at regular intervals and according to the terms set out in Article 11.4, the progress and achievement of the Fellow in order to foster the fellowship's success.
- if applicable, evaluate and approve follow-up documents keeping track of the Fellow's progress in the training program.

6.3. The Fellow

The Fellow agrees to:

- carry out his or her research in a spirit of respect for colleagues as well as the facilities and physical resources made available to the Fellow (if applicable), and the environment in which the fellowship work is being carried out;
- become familiar and comply with the content of the host institution's policies, rules and administrative procedures which are pertinent to the completion of the fellowship;
- return the duly completed *Admission and Registration Form for a Postdoctoral Fellowship* to the faculty, according to the established procedure;
- return the duly completed analytical grid, which establishes the type of financial and other support, to the faculty, according to the established procedure;
- complete, if applicable, the training documents related to the Fellow's development plan;
- enrol in the various pedagogical activities set out in the development plan, if applicable, in order to maintain the Fellow's status of bursary/scholarship holder. In the event of a failure to enrol each trimester, the Fellow's status will go from bursary/scholarship holder to salaried person;
- undergo a periodic evaluation process, which is considered necessary to maintain their status, within prescribed timeframes;
- notify the faculty and the person responsible for the postdoctoral fellowship, in writing and at least two (2) weeks beforehand, of any premature end or interruption of the fellowship work.

6.4. Financial Resources Services

Financial Resources Services:

- acknowledges the financial commitments with the Fellow, the amount in question and the period covered by the scholarship/bursary (including a nominative scholarship or bursary) or salary, no later than the moment of enrolment;
- maintains, in the Fellow's file, a copy of the analytical grid establishing the Fellow's type of financial and other support;
- if applicable, reserves the necessary funds to be able to meet the financial obligations taken with the Fellow, according to the appropriate internal rules.

7. FINANCIAL SUPPORT

7.1. Financing

As a general rule, the admission of any Fellow must be accompanied by confirmation of financial support, which is generally awarded in the form of a scholarship/bursary or salary depending on the agreed relationship of support. This financial support is offered for the entire duration of the fellowship and may come in whole or in part from:

- an external organization;
- the University;
- research grants or contracts held by one or more members of the teaching staff;
- other organizations;
- any combination of the above-mentioned sources.

The financial support offered to any Fellow should normally be the equivalent of that paid by the granting agencies for their sector. The person responsible for the Fellow must inform Financial Resources Services so that the offer of admission is binding on the University.

The financial support offered to any Fellow may be a scholarship/bursary (including a nominative scholarship or bursary) or a salary, in accordance with the analytical grid establishing the type of financial and other support, and must comply with the requirements of government authorities. If the financial support is in the form of a salary, Financial Resources Services must refer to the *Directive on postdoctoral fellows receiving financial support in the form of a salary* (Directive 2600-078).

In certain cases, the Fellow will require no financial assistance. The Fellow must, in this event, provide a letter explaining the nature of his or her self-funded fellowship, and must obtain the approval of the Vice-President, Research.

7.2. Terms of the fellowship

Each Fellow must make sure that their research respects physical and organizational constraints. Like all other graduate students, Fellows must become aware of the customs and practices of their host laboratory or research group.

8. ADDITIONAL SERVICES OFFERED TO POSTDOCTORAL FELLOWS

During enrolment, the Fellow is responsible for all student fees, except for tuition, on a basis of nine (9) credits in accordance with Appendices 4, 5 and 6 of the *University's Academic Regulations* (Regulation 2575-009).

The Office of the Registrar will provide the Fellow with a student card which gives him or her access, on the condition that the procedures for activating it are followed, to the various University libraries. The card will also give the Fellow access to other services in accordance with certain terms and conditions, for example the Centre sportif and public transportation.

Fellows may refer to the student association that represents graduate students.

9. TRAINING

The University recognizes that many Fellows aspire to high-level professional careers in various settings, and would accordingly like to assist them in acquiring the professional skills needed to get off on the right foot, whether as a researcher or a research manager, coordinator or facilitator. In light of the significant intellectual contribution they represent for Fellows' research, creation, innovation and training activities, the University encourages Fellows to participate, free of charge, in workshops on university-level teaching that are offered to the University community by the training support service. The University moreover requires the Fellows receiving financial support in the form of scholarships and bursaries originating from the research funds of its professors to participate in the training programs it offers them, free of charge.

10. ACCOMPLISHMENT OF SPECIFIC ACADEMIC TRAINING TASKS

Depending on University needs and the Fellow's personal educational objectives, he or she may be invited to perform specific training tasks, including teaching at the undergraduate or graduate level, preparing educational material, providing support for study projects, helping to supervise research projects, or any other contribution which might involve providing support at the graduate level.

Any such task assigned to a Fellow are subject to the conditions of the collective bargaining agreements and protocols established between the Université de Sherbrooke and its staff, as well as to the requirements of the organizations that fund postdoctoral fellowships. A Fellow may therefore have several different statuses.

11. ADMINISTRATIVE FOLLOW-UP

11.1. Offer of admission for a postdoctoral fellowship

Offers of admission for a postdoctoral fellowship are transmitted by the faculty to designated Fellows.

11.2. Enrolment

The Fellow must complete the *Postdoctoral Fellowship Admission and Registration Form* (Appendix) and signs three (3) copies thereof, which must also be co-signed by the professor responsible for the fellowship and the responsible faculty representative. Each signatory keeps a copy for their respective records. The Faculty will provide one (1) copy of the admission form to the Office of the Registrar and another copy to Financial Resources Services.

With the exception of the first enrolment which is carried out by the Office of the Registrar, the faculty must proceed with the enrolment of the Fellow each trimester for the duration of the fellowship. All internal administrative units that might be concerned by the fellowship conditions or the Fellow are notified of the commitments made with regard to him or her, no later than the moment of enrolment.

11.3. Financial support

To determine the financial support that applies to him or her, the Fellow must, together with the professor responsible for the fellowship, complete an analytical grid establishing the type of support agreed by the two parties or with the source of the Fellow's financial support, and submit it to the faculty. Financial Resources Services will be informed, at the latest at the time of enrolment, of financial commitments concerning the Fellow, the method of financial support established, and the amount and period covered by the scholarship/bursary or salary. If the Fellow and professor responsible must modify the conditions of support initially agreed, including in the event of any changes to research funding sources, a new analytical grid must be completed.

11.4. Evaluation

If the planned duration of a postdoctoral fellowship is more than one (1) year, a progress evaluation must be carried out at regular intervals by the professor responsible for the fellowship. This evaluation may be performed within a training program.

There should be at least one (1) periodic evaluation of the Fellow's learning progress and achievement each six (6) month period. Following an evaluation, the professor responsible sends a copy to the Fellow and to the faculty which submits it in the Fellow's file. A Fellow who feels the evaluation to be inadequate may submit a complementary letter of explanation in his or her file.

11.5. Ending or interrupting the postdoctoral fellowship

Any interruption of the fellowship, of the related financial support, or of any other condition set out in the initial agreement for the Fellow, following a request by the professor responsible, may

be authorized by the University only in the event of major unforeseeable circumstances. Such circumstances may include:

- immediate and unforeseeable funding cuts to the research project, in the case of an external source of funding;
- the incapacity of the Fellow to reach the objectives set out in the document submitted during the first enrolment. This incapacity must be supported by an evaluation report, the contents of which he or she is aware.

No postdoctoral fellowship creates an employment relationship between the University and the Fellow. Because of this, Fellows are not eligible for the usual employee benefits programs.

The Fellow may momentarily interrupt the fellowship owing to either medical reasons or major unforeseeable circumstances. Depending on the situation, he or she notifies the professor responsible for the fellowship as soon as possible. Unless there is an agreement to the contrary or there are previous obligations set out by the rules of the granting organization, the person responsible for the postdoctoral fellowship is not required to maintain financial support during these interruptions.

Notice of any interruption of a fellowship, or important changes to its conditions as established upon admission of the Fellow, must be given to the Fellow at least twenty (20) working days prior to the date of the desired interruption.

Any notice of interruption of the fellowship must be provided to the Fellow by the faculty concerned, after consultation with Financial Resources Services, to which a copy of the notice must be supplied.

12. ATTESTATION

On recommendation of the faculty, having itself earlier received the favourable recommendation of the professor responsible for the fellowship, the University delivers an attestation to the Fellow who has completed the requirements of the fellowship. This official certificate describes the nature, the location, the department, the faculty, the length of the postdoctoral fellowship and the name of the supervising professor.

13. IN THE EVENT OF A DISAGREEMENT

When it comes to settling a disagreement, the University prefers to seek a solution that has been negotiated with professionalism and in good faith between the parties.

In the event of a misunderstanding relative to the application or interpretation of this policy, the parties are invited to try and settle their differences in an informal fashion by submitting their case to the Vice-Dean, Research, at the faculty in question. This person sees to it that the matter is followed up and then reports to the Dean.

In the eventuality where a serious disagreement persists, the Fellow may bring a complaint to the Vice-President in charge of research. The complaint must be made in writing and include the following elements:

1. a description of the pertinent facts;
2. identification of the person or the entity responsible for the alleged violation of one of the rights set out in the policy;
3. specification of the pertinent provisions in the policy that the Fellow is invoking to support the complaint.

On reception of the complaint, the Vice-President in charge of research, studies the matter, informs the University Executive Committee and proposes solutions. To facilitate the resolution of the disagreement, the University Executive Committee may take steps to get help or expertise from an institution or qualified person. The solution that has been arrived at by the University Executive Committee is then proposed to the parties.

If the parties refuse the solution proposed by the University Executive Committee, the Vice-President in charge of research, initiates a mediation process according to the procedures described in the policy that applies to the protection of intellectual property for students enrolled in the postdoctoral fellowship program at the Université de Sherbrooke (Policy 2500-011).

14. DIRECTIVES

Any directives arising from this policy are established by the University Executive Committee, when and as necessary.

15. RESPONSIBILITY

The Vice-President in charge of research is also responsible for the application, distribution and updating of the *Policy for hosting and supporting postdoctoral fellows* (Policy 2500-005).

16. ENTRY INTO FORCE

This Policy came into force on September 1, 2000; the latest modifications to its content were approved by the University Council on October 9, 2019.

APPENDIX
POSTDOCTORAL FELLOWSHIP
ADMISSION AND REGISTRATION FORM



Section to be completed by the Fellow

Faculty: _____ Department: _____

_____ Student n° _____ Employee n° _____ MELS Permanent code _____

Sociological Information

Date of birth _____ / _____ / _____ Year Month Date
Canadian Social Insurance Number (optional) _____ / _____ / _____

Surname at birth: _____

Given name at birth: _____

City and country of birth: _____

Mother's surname and given name: _____

Father's name and given name: _____

Address in Quebec

N°, Street, apart.: _____

Municipality : _____ Postal code: _____

Telephones: Home: _____ Work: _____ Other: _____

Fax: _____ Email: _____

Permanent address

N°, Street, apart.: _____

Municipality: _____ Province / State: _____

Postal code: _____ Country: _____

Languages

Mother tongue: French English Other (please specify): _____

Language spoken most often at home: French English Other (please specify): _____

Status in Canada

Canadian citizen Permanent resident (you must present your permanent resident card of the IMM-1000 form from Citizenship and Immigration (Canada))

Other country Other (residence) permit

Country of citizenship: _____

CODE		

ACADEMIC MANAGEMENT INFORMATION

Granting of the doctorate

Year: _____ Institution: _____ Country: _____

Program: _____

ADMISSION WITH PROVISIONAL STATUS: Only for doctoral students at the Université de Sherbrooke

Date of the initial submission of the thesis: _____ Trimester planned for obtaining the doctorate: _____

Director of research: _____

¹ This form may be modified by the University Executive Committee.

APPENDED DOCUMENTS (only supply these documents during the first enrolment)

- Birth certificate (with identification, surname and given name of father or mother). In the event that a birth certificate cannot be presented, a copy of the current passport will be accepted.
- Doctoral diploma for persons who did not obtain their doctorate at the Université de Sherbrooke
- Copy of work permit if you do not have Canadian citizenship or if you are not a permanent resident
- Photocopy of your health insurance card, proof that you belong to a collective health insurance plan

PROTECTION OF PERSONAL INFORMATION

Except for any indication to the contrary, the information gathered on the occasion of your request for admission is mandatory. Anyone who refuses to supply this information may be admitted to the Université de Sherbrooke.

The *Act respecting Access to documents held by public bodies and the Protection of personal information* (R.S.Q., c. A.-2.1) protects the confidentiality of the nominative information that you must provide to the University as well as the information that will be put in your file afterwards. This information will be used to manage your file and your participation in various University structures. Only staff authorized to manage student files and records have access to this information.

You may obtain the right to access your file from the Office of the Registrar and rectify information that concerns you, if needed. **Only a candidate who has submitted a request for admission has access to the information concerning his or her file.**

Communication of nominative information

The Université de Sherbrooke will transmit the necessary information for the creation and validation of the permanent code assigned by the ministry responsible for higher education, pursuant to an agreement authorized by the commission for access to information. Also, the University will supply your address, telephone number, program or status identity to organizations or persons who request them, for the following specific reasons:

- to a student association recognized by the University, for the purposes of allowing such an association to communicate with you;
- to the Ministry of Citizenship and Immigration of Canada, for the purpose of fellowship services and placement;
- to the educational institution you attended, for statistical purposes;
- to a professional corporation or organization, to potentially register with this corporation or organization;
- to an alumni(ae) association representing the graduates of the Université de Sherbrooke, for purposes relating to social and other networking events, reunions, service proposals and so on;
- to the Université de Sherbrooke foundation for the purposes of communication and outreach;
- in the case of non-Quebec students, to the government of Quebec, the organization which funds you or the accredited representatives of the government, for the purpose of confirming your status;
- to a financial aid organization, for the purpose of identifying candidates for a potential granting of a scholarship or for confirmation of your student status;

You may however oppose the transfer of nominative information that concerns you by signing the following declaration.

Act respecting Access to documents held by public bodies and the Protection of personal information

I refuse that the nominative information that the Université de Sherbrooke has about me be sent to persons or organizations which might request it, a list of which appears above, at the end of the last paragraph of the *Communication of nominative information* section of this application form for admission.

Signature

Date