

Guidelines for Hosting Foreign Postdoctoral Fellows from Outside Canada in the Context of COVID-19 pandemic ¹ (for professors)

Due to the situation surrounding COVID-19, the invitation of foreign postdoctoral fellows from outside Canada to Université Laval must be carried out in accordance with the health requirements issued by the Canadian and Quebec authorities.

This document is intended as a guide for professors who wish to welcome a foreign postdoctoral fellow located outside Canada, in particular regarding the planning of the arrival of the postdoctoral fellow in Canada and his mandatory quarantine for 14 days.

Structured in six points, the directives mentioned in this document deal with the guide for foreign workers outside Canada invited to Université Laval, the official invitation letter, the letter of support for essential travel, the mandatory quarantine plan, admission and registration, as well as the remuneration of the postdoctoral fellow during isolation.

The Faculty of Graduate and Postdoctoral Studies (FESP) invites the professor to follow these guidelines before inviting a foreign postdoctoral fellow from outside of Canada.

1- The Guide for foreign workers and interns outside Canada invited to Université Laval

The [Guide for foreign workers and interns from outside Canada invited to Université Laval](#) is a source of useful information for postdoctoral fellows.

The professor who wishes to host a foreign postdoctoral fellow must ensure that his candidate is familiar with this guide and that he signs the engagement form at the end of the document.

The candidate must return the signed engagement form to the professor who will supervise him during his stay at Université Laval. It is only after this step that the professor can send him the official invitation letter for a postdoctoral fellowship.

2- The official letter of invitation for a foreign postdoctoral fellow

A professor wishing to invite a foreign postdoctoral fellow will find a [template of an invitation letter](#) available on the FESP website.

3- The letter of support for essential travel

In addition to all the documents that the postdoctoral fellow must present upon entering Canada, he must also obtain from his internship supervisor a letter of support demonstrating the essential nature of his presence on site and presenting arguments specific to his person.

¹ In the event of any differences in translations or interpretations, the French version shall prevail.

A travel or stay in Canada for essential purposes implies that the reasons are other than optional or discretionary. The letter of support for the postdoctoral fellow must clearly and in sufficient detail attest to this need.

A [template for a letter of support for essential travel](#) is available on the FESP website.

Note, however, that being in possession of these documents does not guarantee the postdoctoral fellow entry into Canada. It will be at the discretion of the Canada Border Services Agency (CBSA) to determine whether the postdoctoral fellow meets the various criteria to enter Canada.

The internship supervisor may have to answer questions from the Canada Border Services Agency.

4- The mandatory quarantine plan

In order to ensure that the postdoctoral fellow meets the health requirements of the Canadian authorities (Public Health Canada), upon boarding a flight to Canada, and upon arrival at a point of entry into Canada, Université Laval provides the postdoctoral fellow with [general information on current procedures issued by government authorities](#) as well as a [quarantine plan template](#).

Failure to comply with health guidelines by the postdoctoral fellow may result in a fine of up to \$750 000, a 6-month prison sentence or inadmissible to Canada for one year.

5- Admission and registration

During the pandemic, the usual process of [admission and registration for a postdoctoral fellowship](#) continues.

The FESP recommends that the postdoctoral fellow take steps to be admitted and registered at Université Laval upon arrival, during the period of quarantine. Registration documents must be sent by email to the Registrar's Office at the following email address: postdoctorats@reg.ulaval.ca.

6- The remuneration of the postdoctoral fellow during quarantine

During the 14 day quarantine period, the salaried postdoctoral fellow must be remunerated based on the collective agreement for postdoctoral fellows in force at Université Laval. The cost linked to the fellow's remuneration is assumed by the professor, out of his research funds.

If the salaried postdoctoral fellow shows symptoms of COVID-19 during the quarantine period, he or she must extend his or her quarantine to 14 days following the appearance of symptoms and follow public health recommendations. If this is the case, his or her supervisor must continue to pay him or her on the basis of the collective agreement for postdoctoral fellows at Université Laval.