

Co-supervisor accreditation Faculty of Graduate and Postdoctoral Studies

WHAT IS AN ACCREDITATION AND WHEN TO APPLY FOR IT

On certain conditions, a person outside Université Laval may act as a co-director in order to supervise students enrolled in a graduate program. Authorization allows supervising students in a graduate program as a research co-supervisor. The main purpose of authorization is to ensure the candidate's required competency and availability. Persons who are not members of Université Laval's teaching faculty or those persons who are retired from Université Laval must first obtain status as adjunct professor and then obtain authorization to act as a research co-supervisor for Master's and Doctorate students. Authorization is granted by program of study, while the status of adjunct professor is granted for academic units at Université Laval.

REQUEST PROCEDURE

After having filled out the first two sections of the form and obtained his/her employer's authorization, the candidate must forward the form **to the Program director of the department concerned**, enclosing a curriculum vitae showing his/her training, work experience and research and supervisory activities over the last five years.

Prior to signing the form, the program direction will verify the accuracy of the information provided by the applicant regarding his **status as an adjunct professor at Université Laval** and ensures that **all sections** of the form are duly filled out and signed. Once the program director signs the application, he will forward it with the curriculum vitae to the Dean of his faculty or to the authorized person (Vice-Dean or department management) for approval. Once the faculty signs, the complete file **must be sent electronically** to the Faculty of Graduate and Postdoctoral Studies (<mailto:habilitations@fesp.ulaval.ca>) for analysis and decision.

The authorization is given for a maximum of three (3) years. It is renewable, upon request, for as long as the candidate meets the conditions. **The status of adjunct professor is required** to obtain or renew the authorization. The duration of authorization cannot, at any time, exceed that of the expiry of this status.

The decision is essentially rendered on the basis of the following points:

- **Scientific, educational and professional expertise:** A Ph. D. or a doctorate in a field of knowledge is usually required for authorization. Qualification requirements may vary according to the type of supervision to be done. The candidate must also show proof of sustained research activities over the preceding five years. The candidate must explain his/her prior supervisory activities. The candidate must have sufficient professional independence in his/her work to be able to perform supervisory duties of graduate students.
- **Availability/Accessibility:** The employer's signature is required to certify that the supervision is consistent with the candidate's other functions, including availability and accessibility.
- **Continuity:** A change of research supervision or co-supervision during the course of a program generally causes serious inconvenience for a student. This is why it is expected that a candidate for authorization undertakes to complete his/her role right to the end of the student's study program.
- **Regulatory compliance:** The applicant must formally commit to abide by the regulations of the Faculty of Graduate and Postdoctoral Studies and Université Laval, particularly in regard to the supervision of research, intellectual property and fair recognition of student publications or other communications.

Co-supervisor accreditation Faculty of Graduate and Postdoctoral Studies		
New application		Renewal application
Agreement		
With this application, I agree to respect Université Laval's rules regarding research, studies, intellectual property and scientific integrity.		
Name and contact details:		Status outside of UL: University professor Researcher Other (specify):
Signature:		Date (dd/mm/yy):
Are you currently an adjunct professor at Université Laval ?		
Yes <input type="checkbox"/>		No <input type="checkbox"/>
Term end date:		(you must request this status to the management of the unit as this is a condition for obtaining the authorization to co-supervise)
Unit:		Doesn't know
Employer's authorization		
This person is authorized to supervise graduate students and I certify that this task is compatible with his other functions in terms of availability and accessibility.		
Name:		Title:
Organization:		
Email:		
Signature:		Date (dd/mm/yy):
Graduate level co-direction		
Student's name	Level	Program name
Signature of the Program Director:		Date (dd/mm/yy):

Excerpt from the minutes of the assembly of the teaching and research unit voting on the authorization	
<p>At a meeting of the teaching and research unit of held on _____ , it was proposed that _____ be authorized to co-supervise students in the _____ program from _____ to _____ .</p> <p>Proposed by: Seconded by: Proposal adopted:</p>	
Faculty recommendation	
<p>The Department concerned has given its agreement, therefore I am recommending that the applicant be granted authorization by the Faculty of Graduate and Postdoctoral Studies.</p>	
Name:	
Signature:	Date (dd/mm/yy):
Authorization term (may not exceed the end date of the term of adjunct professor)	
Starting date (dd/mm/yy) :	End date (dd/mm/yy) :
Decision of the Faculty of Graduate and Postdoctoral Studies	
Request granted	Request refused
Reasons:	
Signature:	Date (dd/mm/yy) :

IMPORTANT : The completed and signed form must be sent electronically to <mailto:habilitations@fesp.ulaval.ca> together with the curriculum vitae.