

# Université Laval Postdoctoral Fellowship Welcoming and Supervision Directive

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| Responsible:       | Vice-rectorate, Academic and Student Affairs  |

In the event of any discrepancy between the French and English versions of the document, the French version will always prevail.

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This directive is a complement to the *Université Laval Postdoctoral Fellowship Welcoming and Supervision Policy*

It provides the criteria to obtain status as a postdoctoral fellow at Université Laval and conditions to ensure the welcoming and supervision of persons registered in postdoctoral studies.

The Faculty of Graduate and Postdoctoral Studies (FGPDS) may update this Directive in compliance with the *Université Laval Postdoctoral Fellowship Welcoming and Supervision Policy*.

## **1. ADMISSION CRITERIA**

### **1.1. Final Admission**

A person must meet the following conditions to obtain status as a postdoctoral fellow:

- Be a Canadian citizen, have permanent residency or hold a valid work permit for the period in question or plan on obtaining it in time for the period in question;
- Hold a Ph.D. or equivalent (namely a professional diploma in a medical specialty) since less than 5 years;
- Have obtained from a professor at Université Laval an undertaking to welcome and supervise the student in completing the fellowship;
- Have financing specifically granted for the complete duration of the fellowship.

Exceptionally, on approval by the Dean of the Faculty of Graduate and Postdoctoral Studies, this status may be extended beyond the fifth year following the award of the doctorate, for a maximum period of 2 years if this extension does not infringe on the other provisions in force at Université Laval or in its affiliated centres. The reasons which warrant this extension namely include:

- Parental, medical, family leave;
- Constraints unique to the research project;
- Conditions for obtaining or maintaining an important bursary.

Any application for an extension must be authorized by the Faculty of Graduate and Postdoctoral Studies.

### **1.2. Conditional Admission to a Postdoctoral Fellowship**

A person who has filed his thesis but has not yet defended it may be conditionally admitted to a postdoctoral fellowship. That person must meet the following conditions:

- Be a Canadian citizen, have permanent residency or hold a valid work permit for the period in question, or plan on obtaining it for the period in question;
- Supply confirmation from the university that the thesis has been accepted for defence;
- File with the Registrar's Office an official confirmation of the date the thesis will be defended;
- Have succeeded in the defence of the thesis within a maximum period of 4 months since the date of the beginning of the fellowship;
- File with the Registrar's Office an official document confirming the final deposit of the thesis within a maximum period of 5 months since the date of the beginning of the fellowship.

On receipt of confirmation of the award of the diploma, the Registrar's Office definitively admits the candidate to the postdoctoral fellowship.

### **1.3. Other Status**

In addition to status as a postdoctoral fellow, the Faculty of Graduate and Postdoctoral Studies also offers status as:

- Postdoctoral researcher
- Visiting postdoctoral fellowship.

A postdoctoral researcher is a person who hold a doctorate since more than 5 years. To obtain this status, a person must:

- Be a Canadian citizen, have permanent residency, or hold a valid work permit for the period in question, or plan on obtaining it in time for the period in question;
- Have an undertaking by a professor to welcome and supervise the researcher's work;
- Have a bursary from an external organization for the researcher's complete stay.

The duration of the stay may vary from 6 to 12 months and may be renewed once.

A visiting postdoctoral fellow is a person, who, while completing a postdoctoral fellowship in another teaching and research institution, undertakes a research visit at Université Laval for a short period. This person is not paid at Université Laval. The visit lasts less than 4 months.

## **2. FINANCING**

Financing for fellows may wholly or partially come from different sources, depending on their category

Postdoctoral fellows and postdoctoral researchers may not be applicants or co-applicants for grants or research contracts.

### **2.1. Fellows with Bursaries**

This category includes fellows who have been granted a nominative bursary from an external organization and for which Université Laval has been specifically designated as the location for the fellowship. The fellowship is awarded by the external organization following a competition with a scientific selection committee. The fellow is explicitly named in the award letter.

A non-exhaustive list of organizations and programs recognized by Université Laval and likely to award nominative postdoctoral fellowships is available on the FESP website.

These fellows are considered to be independent researchers. They are not members of the University staff but are subject to the rules provided by the granting organization as well as to the normative rules governing research activities at Université Laval. These fellows will have access to FESP services.

### **2.2. Université Laval Employed Fellows**

These fellows are part of the staff of Université Laval and are subject to all legislation and regulations and they must comply with the rules governing research activities at Université Laval.

#### **2.2.1. Université Laval Employed Fellows Included in the Bargaining Certificate**

This category includes fellows who are paid a salary from the research funds - subsidies or research contracts or research collaboration agreements with businesses in the industrial field, which are obtained by one or more professors at Université Laval. The postdoctoral fellows' collective agreement represented by the Public Service

Alliance of Canada/*Syndicat des travailleuses et travailleurs étudiants et postdoctoraux de l'Université Laval/FTQ* (AFPC – STEP 10,800 – FTQ) establishes the employment conditions and the labour relations framework.

### **2.2.2. Université Laval Employed Fellows Not Included in the Bargaining Certificate**

These fellows receive a salary that comes from sources other than research funding, but which is not a nominative bursary. The conditions provided in the collective agreement do not apply.

### **2.3. Employed Fellows at the Université Laval Affiliated Research Centres**

These fellows are not part of the Université Laval staff, but are nevertheless subject to the rules in force in the affiliated research centres and to the normative framework governing research activities at Université Laval. This situation is exceptional and applies when the financing associated with the postdoctoral fellowship is managed by an affiliated research centre.

## **3. INSURANCE**

A fellow who is duly registered with the Registrar's Office is covered by the Université Laval civil liability insurance policy, according to the limits of that policy.

Employed fellows who are included in the bargaining certificate have a collective health insurance plan, pursuant to the collective agreement of postdoctoral fellows represented by the Public Service Alliance of Canada/*Syndicat des travailleuses et travailleurs étudiants et postdoctoraux de l'Université Laval/FTQ* (AFPC – STEP 10,800 – FTQ).

A fellow holding a work permit could be entitled to Quebec health insurance coverage (RAMQ) following a qualifying period of 3 months (unless there is an exception).

During the qualifying period, a fellow who is not covered by the bargaining certificate, and a fellow having a bursary, must take out complete health and hospitalization insurance.

As far as a fellow who is covered by the bargaining certificate is concerned, and who accordingly is part of the collective health insurance program, complete health and hospitalization insurance is necessary only for the period of his/her stay in Canada which precedes the first day of the employment contract.

More detailed information is available on the website of the *Régie de l'Assurance maladie du Québec* at <https://www.ramq.gouv.qc.ca/en>.

## **4. PROGRESS OF THE FELLOWSHIP**

A fellowship may begin at any time during the year.

A fellowship usually lasts from 1 to 4 years, but cannot be less than 6 months.

The fellowship must be completed within 5 years of qualifying for status as a postdoctoral fellow.

A fellowship is done on a full-time basis, which is generally equivalent to 35 hours a week.

A fellowship is done in the facilities of the Université or in the facilities of one of its affiliated centres or acknowledged partners. It may however involve research activities that are performed outside of these premises for a duration that must have been authorized by the Faculty of Graduate and Postdoctoral Studies and which must end at Université Laval or at an affiliated centre.

The date of the end of a fellowship must be strictly adhered to and the research conducted by a fellow cannot be extended without renewing fellowship status at Université Laval.

## 5. POSTDOCTORAL FELLOWS ADVISORY COMMITTEE

An informal body, the Postdoctoral Fellows Advisory Committee is made up of three to five volunteer members of the postdoctoral community, following an open call. The composition of the committee takes into account motivation and research area. The committee meets with FESP management at least twice a year. It gives feedback and input on issues affecting postdoctoral internships at Université Laval, particularly with regard to professional development. The committee is renewed at the end of each academic year.

## 6. RESPONSABILITIES

### 6.1. Postdoctoral Fellow

Each fellow shall:

- Register with Université Laval according to the specified procedure and submit the required documents.
- Establish with the help of his/her supervisor a professional fellowship postdoctoral development plan according to the matrix prepared by the Faculty of Graduate and Postdoctoral studies within two weeks following the beginning of the fellowship. All our corporate policies are available at <https://www.ulaval.ca/notre-universite/bureau-du-secretaire-general/documents-officiels>;
- Make the fellowship the main reason for his/her stay at Université Laval, while respecting the culture of the location which welcomes him/her, in a spirit of collaboration with colleagues and with respect for others;
- Read official documents, policies and regulations in force and if necessary, take training (intellectual property, knowledge and technology transfer, responsible conduct of research, etc.);
- Renew his/her registration for each semester for the complete duration of the fellowship;
- Update his/her training plan;
- Update his/her professional development plan annually;
- Notify his/her supervisor when he/she leaves within the time limits specified in the *Université Laval Postdoctoral Fellowship Welcoming and Supervision Policy*;
- Once it is completed, request a certification of fellowship from the Faculty of Graduate and Postdoctoral Studies.

If a postdoctoral fellowship is interrupted before six complete months to hold employment as a professor, the Faculty of Graduate and Postdoctoral Studies shall award certification to the fellow.

### 6.2. Fellowship Supervisor

A professor who agrees to supervise a postdoctoral fellowship makes the following undertakings to the fellow:

- Deliver to the fellow an official letter of invitation for a postdoctoral fellowship;
- Establish a training plan with him/her;
- Give the fellow advice in the development of his/her professional development plan;
- Notify the fellow of the relevant policies and regulations in force at Université Laval;

- Be responsible for any matter concerning the fellowship and respect the rules of the subsidizing organization as well as relevant provisions of labour legislation. As the case may be, comply with the provisions of the collective agreement;
- Deal with the fellow without any discrimination within the meaning of the *Charter of Human Rights and Freedoms*;
- Ensure that the fellow receives support which encourages successful collaboration in conducting a research project and in compliance with the rules applicable at the University, namely regarding intellectual property, occupational health and safety, responsible conduct in research, creation and innovation;
- Give the fellow support that will allow him/her to properly prepare his/her professional career;
- Evaluate the fellow annually pursuant to the Université Laval Postdoctoral Fellowship Welcoming and Supervision Policy;
- Notify the Vice-Rectorate, Human Resources and Finance, of any change in an employed fellow's work conditions, if the fellow is an employee.

### **6.3. Welcome Unit**

The Welcome Unit is responsible for:

- Guaranteeing to each fellow appropriate support for his/her status;
- Making available to each fellow the material resources and space necessary for the proper conduct of his/her research activities;
- Facilitating his/her integration to the activities in the unit, in compliance with the policies, regulations and collective agreements in force at Université Laval and in its affiliated centres;
- Pursuant to the collective agreement, ensure the management and conservation of the files of employed fellows included in the bargaining certificate.

### **6.4. Registrar's Office**

The Registrar's Office shall register fellows. As such, it must:

- Check their admissibility, complete their registration and issue them an ID card;
- Ensure the management and conservation of their university record;
- Ensure that their registration is renewed every semester during their stay at Université Laval.

## **6.5. Faculty of Graduate and Postdoctoral Studies**

The Faculty of Graduate and Postdoctoral Studies coordinates the services which the Université offers to postdoctoral fellows. As such, it must:

- Establish policies and directives for welcoming and supervising fellows;
- Ensure that they have the best conditions for their stay in collaboration with the Registrar's Office, the welcoming units and the professors who are responsible for Fellowships;
- Develop and disseminate information tools for them;
- Offer them professional development activities, including responsible behaviour in research, in creation and innovation;
- Facilitate their networking;
- Regarding matters that affect them, develop partnerships with universities, provincial, federal and international organizations;
- Issue postdoctoral fellowship certifications;
- Establish a conflict resolution mechanism as needed.

## **6.6. Vice-Rectorate, Human Resources and Finance**

The Vice-Rectorate, Human Resources and Finance is the executive organization responsible for establishing policies and implementing activities dealing with human resources. As such, it must:

- Supervise invitations made to foreign postdoctoral fellows for immigration purposes and the website containing immigration instructions for them and answer periodic questions;
- Support postdoctoral fellows and professors;
- Ensure the management and conservation of records of the employed postdoctoral fellows who are at the Université about all matters for which it is responsible;
- Ensure the application of the collective agreement, including the relevant provisions of labour legislation for Université Laval postdoctoral and employed postdoctoral fellows.



## **APPENDIX SOME RELEVANT POLICIES AND REGULATIONS**

The following documents can be found here:

<https://www.ulaval.ca/notre-universite/bureau-du-secretaire-general/documents-officiels>

Most of them are available only in French.

Université Laval Postdoctoral Fellowship Welcoming and Supervision Policy

Université Laval Postdoctoral Fellowship Welcoming and Supervision Directive

Politique sur la conduite responsable en recherche, en création et en innovation

Politique sur les conflits d'intérêts en recherche, en création et en innovation à l'Université Laval

Université Laval Policy Concerning Conflicts of Interest in Research, Creation and Innovation

Modalités de gestion de l'éthique de la recherche sur des êtres humains

Recherche impliquant des êtres humains ? Le projet doit être étudié et approuvé par le Comité d'éthique préalablement au recrutement

Directives relatives à la gestion des renseignements personnels et du matériel biologique recueillis dans le cadre de projets de recherche impliquant des sujets humains

Politique concernant l'utilisation des animaux en recherche, en enseignement et dans les tests

Politique relative au transfert de connaissances et de technologies

Politique des trois grands organismes subventionnaires canadiens sur le libre accès aux publications

Politique sur la santé et la sécurité du travail

Politique relative à la prévention, à la promotion et aux pratiques organisationnelles favorisant la santé globale en milieu de travail

Règlement pour prévenir et contrer le harcèlement à l'Université Laval

Politique pour prévenir et combattre les violences à caractère sexuel à l'Université Laval

Politique sur le cannabis à l'Université Laval

Politique sur la sécurité des séjours à l'international ou dans les régions éloignées du Canada

### **Intellectual Property**

Règlement Invention - Brevets (avec Règlement sur la propriété intellectuelle à l'Université Laval)

Principes directeurs sur la reconnaissance des auteurs d'une publication