

# Université Laval Postdoctoral Fellowship Welcoming and Supervision Policy

Approval: University Council  
(Resolution CU-2021-20)

Coming into force: February 2, 2021

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 and will always prevail and will always be used to solve doubts of interpretation and application.



## TABLE OF CONTENTS

1. Preamble .....	2
2. Policy Objectives.....	2
3. Definitions.....	2
3. Admission to a Postdoctoral Fellowship .....	3
4. Financing a Postdoctoral Fellowship .....	3
5. Insurance .....	4
6. Responsibilities and Obligations of Fellows .....	4
7. Commitment to Fellows by Université Laval and its Affiliated Centres .....	4
7.1 Holidays and Time Off .....	5
7.2 Teaching.....	5
7.3 Personal and Professional Development .....	5
7.4 Evaluation and Certification .....	5
8. Termination of Fellowship.....	5
9. Scope of Application.....	5
10. General Provisions.....	6

### PREAMBLE

Université Laval realizes that persons who are engaged in postdoctoral studies play a significant role in the completion and development of its research activities by contributing to the advancement of knowledge and the education of students by participating in the outreach of research teams and in encouraging through their presence, the dissemination and sharing of new ideas.

#### 1. POLICY OBJECTIVES

To allow persons in a postdoctoral Fellowship to reap the most benefits from their stay, with this policy, Université Laval is seeking to:

- Define their status, rights and responsibilities;
- Facilitate their integration to the university community.

#### 2. DEFINITIONS

##### Postdoctoral Fellowship

The purpose of a postdoctoral Fellowship is the acquisition of complementary knowledge and consolidation of expertise to namely facilitate the transition to an independent research career, either in a university setting, in a public, parapublic or private organization.

### **Postdoctoral Intern**

A person holding a Ph.D. or equivalent who undertakes to acquire on a full-time basis complementary or more specialized expertise through participating in research work at the Université under the aegis of a professor able to supervise his/her work.

### **Supervisor**

A professor from the Université who supervises the intern's work for the duration of the Fellowship and evaluates the progress of the Fellowship and the objectives attained.

### **Postdoctoral Fellowship Professional Development Plan**

A personal planning tool which allows each intern to determine the objectives of his postdoctoral Fellowship, his/her professional development needs, his/her career objectives and how to attain them, with the help of his/her supervisor. The professional development plan is also a way to establish good communication between each intern and his/her supervisor.

## **3. ADMISSION TO A POSTDOCTORAL FELLOWSHIP**

To be admitted to a postdoctoral Fellowship at Université Laval and to maintain that status, a candidate must:

- 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;
- 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;

The *Université Laval Postdoctoral Fellowship Welcoming and Supervision Directive* specifies the cases which warrant the extension of admissibility and it provides for other possible statuses for persons who do not meet the criteria.

## **4. FINANCING A POSTDOCTORAL FELLOWSHIP**

Each intern must have financing from one and/or other of the following sources:

- A nominative bursary generally awarded by an external organization;

- A salary generally paid from research funds, grants or research contracts obtained by one or several Université Laval professors, of which the intern may not be a co-applicant.

## **5. INSURANCE**

All aspects regarding insurance are described in the *Université Laval Postdoctoral Fellowship Welcoming and Supervision Directive*.

## **6. RESPONSIBILITIES AND OBLIGATIONS OF FELLOWS**

Every intern shall:

- Officially register at Université Laval;
- Renew his registration at each semester for the duration of his Fellowship;
- Read the policies and regulations, namely those governing research activities at Université Laval and comply with them;
- Together with his supervisor, establish his postdoctoral Fellowship professional development plan;
- Work on his Fellowship on a full-time basis
- Acknowledge his affiliation with Université Laval in the publications or outreach activities of the Fellowship;
- Notify his supervisor and the Registrar's Office of any interruption of the Fellowship as soon as possible or pursuant to the rules governing his status;
- Officially confirm to the Registrar's Office his departure at the end of the Fellowship;

## **7. COMMITMENTS TO FELLOWS BY UNIVERSITÉ LAVAL AND ITS AFFILIATED CENTRES**

Every duly registered intern has the following services:

- A Université Laval email address;
- Access to the Library;
- An ID card;
- Access to the research facilities required for his Fellowship, including technical and computer support;

- Access to the main services given to staff when the intern is employed, which are available on the Intranet of the Vice-Rectorate, Equity, Diversity and Inclusion and on Human Resources at the following address: <https://www.rh.ulaval.ca>.

### **7.1 Holidays and Time Off**

For each continuous Fellowship of more than 6 months, each intern is entitled to annual holidays in compliance with labour legislation, the collective agreement in force or the rules of the subsidizing organizations, as the case may be.

### **7.2 Teaching**

Each intern may contribute to the quality of educational programs at the three academic levels (Bachelor, Master's, Doctorate) by participating in teaching, in compliance with the rules of the subsidizing organizations, of the class of work permit and the collective agreements in force.

### **7.3 Personal and Professional Development**

With the written authorization of his supervisor, each intern may participate in all personal and professional development activities available at Université Laval. However, the Université shall not pay for the cost of these activities as the case may be.

### **7.4 Evaluation and Certification**

Every intern is entitled to an annual evaluation and to a final evaluation of his Fellowship.

The supervisor specifies in the evaluation form, his appreciation of the learning progress and the attainment of the objectives defined in the Fellowship professional development plan. The supervisor forwards a copy to the intern he supervises, in addition to the Faculty of Graduate and Postdoctoral Studies. In case of a disagreement with the evaluation received, the intern may write an explanatory letter and forward it to the Faculty of Graduate and Postdoctoral Studies, to be filed in the record.

On request, the Faculty of Graduate and Postdoctoral Studies may issue a certification showing the intern's name, the duration of the Fellowship, the field of research, the name of the supervisor and the academic unit.

## **8. TERMINATION OF FELLOWSHIP**

The supervisor or the Université may terminate the Fellowship at any time for serious reasons or pursuant to the collective agreement, as the case may be. In such a case, the intern must be given prior notification of 4 weeks. This notice must also be given to the Registrar's Office.

An intern may terminate his/her Fellowship at any time. In such a case, he/she must notify his/her supervisor and the Registrar's Office in writing as soon as possible or pursuant to the rules governing his/her status.

## **9. SCOPE OF APPLICATION**

This policy applies to any person who has status as a postdoctoral intern, in compliance with the criteria specified in article 1 of the *Université Laval Postdoctoral Fellowship Welcoming and Supervision Directive*.

It is binding on everyone at the *Université*.

#### **10. GENERAL PROVISIONS**

This policy comes into force when it is adopted by the university Council.

This policy replaces the Welcoming and Supervision Policy of Postdoctoral Fellows (2011).

This policy is the responsibility of the Vice-Rectorate, Academic and Student Affairs. Its application and dissemination is the responsibility of the Dean of the Faculty of Graduate and Postdoctoral Studies.

The Faculty of Graduate and Postdoctoral Studies may implement any regulation, directive or process for the application of this policy.

The specific responsibilities of the various departments and units are described in the *Université Laval Postdoctoral Fellowship Welcoming and Supervision Directive*.