

**RULES RELATING TO REGULATION NO. 10 – GRADUATE STUDIES AT UQAT**

ADOPTED ON: JANUARY 30, 2018 (387-S-CA)

In this text, the masculine generic refers to both the masculine and feminine genders and is used for conciseness purposes.

**CUSTOMIZED PROGRAMS**

**SECTION 1. Customized graduate programs**

**1.1 Customized diploma of specialized graduate studies (DESS) (new section)**

**1.1.1 Content of admission file**

In addition to the documents for admission to be submitted to the Registrar, the applicant must provide a letter of 1 to 3 pages describing the motivations for pursuing Master's studies and the connection between his undergraduate education and the DESS program he wishes to complete, with emphasis on the research topic he intends to explore. With the support of his director, the applicant must complete the form titled "*Approbation d'un programme de cycles supérieurs sur mesure*" (Approval for a customized graduate program) and briefly describe his study project, including his study plan and desired objectives. The applicant must demonstrate that none of the programs currently offered at UQAT can bring him to realize his study project. This form replaces the 300-word submission usually required by the Registrar's Office.

The applicant must already have chosen a research director among the UQAT professors specialized in the field in which he wishes to write his dissertation; this professor agrees to undertake this supervisory role by signing the aforementioned form.

**1.1.2 Processing student files**

The complete application for admission must be forwarded to the Registrar's Office.

The Registrar's Office then sends the application for admission to a customized graduate study program to the Dean - Research and Creation, who (1) verifies the student's admissibility; (2) ensures that the study project cannot be realized in any of the DESS programs currently offered at UQAT; (3) evaluates the scientific value of the student's dissertation project; and (4) recommends that the Vice-Principal (Academics, Research and Creation - VRERC) approve the customized DESS project.

Once the applicant's file is approved, the Dean returns it to the Registrar, who initiates the admission procedures and notifies accordingly the applicant, the research director and the technician responsible to follow the student's academic progress.

The establishment submits, for information, to the Academic Commission of UQAT and the Academic Council of Université du Québec, an annual report describing the customized DESS programs adopted thereby.

**1.1.3 Supervision of students**

Each student is followed by his director (and a co-director, if applicable), who directs the student toward the elaboration and realization of his dissertation and provides him advice for the duration of his studies. The student's dissertation is assessed by a jury composed of the director, the co-director (if applicable) and a person assigned by the Program Committee.

Both the director and co-director (if applicable) are qualified to act as such by virtue of the UQAT policy on habilitation for directorship and co-directorship of graduate studies.

## 1.2 Customized Master's program

### 1.2.1 Content of admission file

In addition to the documents for admission to be submitted to the Registrar, the applicant must provide a letter of 1 to 3 pages describing the motivations for pursuing Master's studies and the connection between his undergraduate education and the Master's program he wishes to complete, with emphasis on the research topic he intends to explore. With the support of his director, the applicant must complete the form titled "*Approbation d'un programme de cycles supérieurs sur mesure*" (Approval for a customized graduate program) and briefly describe his study project, including his study plan, desired objectives and proposed methodology. The applicant must demonstrate that none of the programs currently offered at UQAT can bring him to realize his study project. This form replaces the 300-word submission usually required by the Registrar's Office.

The applicant must already have chosen a research director among the UQAT professors specialized in the field in which he wishes to write his dissertation; this professor agrees to undertake this supervisory role by signing the aforementioned form.

### 1.2.2 Processing student files

The complete application for admission is forwarded to the Registrar's Office.

The Registrar's Office sends the application for admission to a customized graduate study program to the Dean - Research and Creation, who (1) verifies the student's admissibility; (2) ensures that the study project cannot be realized in any of the Master's programs offered at UQAT; (3) evaluates the scientific value of the student's dissertation project; and (4) recommends that the Vice-Principal (Academics, Research and Creation - VRERC) approve the customized Master's project.

Once the applicant's file is approved, the Dean returns it to the Registrar, who initiates the admission procedures and notifies accordingly the applicant, the research director and the technician responsible to follow the student's academic progress.

The establishment submits, for information, to the Academic Commission of UQAT and the Academic Council of Université du Québec, an annual report describing the customized Master's programs adopted thereby.

### 1.2.3 Supervision of students

Each student is followed by a supervision committee formed by his director (and co-director if applicable) and two other persons (internal or external members of UQAT and holders of a Master's degree in the relevant field). The committee is set up when the student is admitted and formalized through the form titled "*Comité d'encadrement d'un programme de cycle supérieur sur mesure*" (Supervision committee for a customized graduate study program) approved by the Vice-Principal (Academics, Research and Creation) or his representative. The committee is responsible for assessing the scientific value of the student's dissertation. If necessary the supervision committee may provide advice to the student in the course of his studies. With the exception of the director and the co-director, the members of the supervision committee cannot be part of the jury that will review the student's dissertation. Besides the director and the co-director (if applicable), this jury will include two reviewers (internal and external).

Both the director and co-director (if applicable) are qualified to act as such by virtue of the UQAT policy on habilitation for directorship and co-directorship of graduate studies.

## 1.3 Customized doctorate **(new section)**

### 1.3.1 Content of admission file

In addition to the documents for admission to be submitted to the Registrar, the applicant must provide a letter of 1 to 3 pages describing the motivations for pursuing doctoral studies and the

connection between his Bachelor's and Master's education and the doctoral program he wishes to complete, with emphasis on the research topic he intends to explore. With the support of his director, the applicant must complete the form titled "*Approbation d'un programme de cycles supérieurs sur mesure*" (Approval for a customized graduate program) and briefly describe his study project, including his study plan, desired objectives and proposed methodology. The applicant must demonstrate that none of the doctoral programs currently offered at UQAT can bring him to realize his study project. This form replaces the 300-word submission usually required by the Registrar's Office.

The applicant must already have chosen a research director among the UQAT professors specialized in the field in which he wishes to write his dissertation; this professor must agree to undertake this supervisory role by signing the aforementioned form.

### 1.3.2 Processing student files

The complete application for admission is forwarded to the Registrar's Office.

The Registrar's Office sends the application for admission to a customized postgraduate study program to the Dean - Research and Creation, who (1) verifies the student's admissibility; (2) ensures that the study project in question cannot be realized in any of the PhD programs offered at UQAT; (3) evaluates the scientific value of the student's dissertation project; and (4) recommends that the Vice-Principal (Academics, Research and Creation - VRERC) approve the customized doctoral project.

Once the applicant's file is approved, the Dean returns it to the Registrar, who initiates the admission procedures and notifies accordingly the applicant, the research director and the technician responsible to follow the student's academic progress.

The establishment submits, for information, to the Academic Commission of UQAT and the Academic Council of Université du Québec, an annual report describing the customized PhD programs adopted thereby.

### 1.3.3 Supervision of students

Each student is followed by a supervision committee composed of his director (and co-director, if applicable) and two other persons (internal or external members of UQAT and holders of a PhD degree in the relevant field). The committee is set up when the student is admitted and formalized through the form titled "*Comité d'encadrement d'un programme de cycle supérieur sur mesure*" (Supervision committee for a customized graduate study program) approved by the Vice-Principal (Academics, Research and Creation) or his representative. The committee is responsible for assessing the scientific value of the student's doctoral thesis and exam. If necessary the supervision committee may provide advice to the student in the course of his studies. With the exception of the director and co-director, the members of the supervision committee cannot be part of the jury that will review the student's doctoral thesis. Besides the director (and co-director, if applicable), this jury will include three reviewers (two external and one internal), one of whom must chair the jury.

Both the director and co-director (if applicable) are qualified to act as such by virtue of the UQAT policy on habilitation for directorship and co-directorship of graduate studies.

## ACCOUNTABILITY FOR ENFORCEMENT OF THESE RULES

The Vice-Principal (Academics, Research and Creation) is responsible for enforcing and ensuring compliance of the Rules relating to Regulation no. 10 – Graduate studies at Université du Québec en Abitibi-Témiscamingue.

These rules take effect on the day of adoption by the Board of Directors.

## **MASTER'S THROUGH COMBINATION OF COURSES OR PROGRAMS**

### SECTION 2. Rules relating to the award of a Master's degree through combination of Master's courses or programs

#### **2.1 Objective**

Setting out the rules and procedures that determine the manner in which programs are harmonized for awarding a Master's degree through combination of Master's courses or programs.

#### **2.2 References**

General Regulation no. 3 – Graduate Studies – Université du Québec

Regulation no. 10 – Graduate Studies – Université du Québec en Abitibi-Témiscamingue

#### **2.3 Principles**

Only programs offered at UQAT can be included in a Master's through combination of courses or programs.

A Master's degree through combination of programs includes the following:

- A diploma of specialized graduate studies (DESS), complemented by a short graduate program or a package of courses composed mostly of existing activities;
- Short graduate programs, complemented as required by a package composed mostly of existing activities.

A Master's degree through combination of programs necessarily includes one or several of the following activities worth no less than six (6) credits: an essay plus activities (research, creation or intervention) explicitly associated with the essay; a practicum placement and activities explicitly associated with the placement and the production of a placement report; a supervised or synthesis work. This type of Master's degree cannot include a thesis.

The rules applying to combination of DESS programs, training programs and packages of activities as well as the degree to which the Master's degree through combined programs may lead are defined by the Academic Commission.

#### **2.4 UQAT programs leading to a Master's degree through combination of Master's programs**

A student may, under certain conditions, be awarded a Master's degree through combination of Master's programs. However, the combination of DESS programs or microprograms or packages of existing activities does not automatically lead to such certification. Only combinations defined by the Academic Commission may lead to it.

#### **2.5 Admission**

The student must meet the conditions for admission and graduation for each of the programs that are combined. The student must complete an application for admission for each of the combined programs.

#### **2.6 Graduation conditions**

The combination of those elements must be consistent with the purposes of the Master's program and total forty-five (45) distinct credits associated with different contents.

The credits associated with a course or obtained through recognition of prior learning can be accounted for only once in this value.

A diploma of specialized graduate studies (DESS) or a microprogram used once for attaining a degree through combination of programs cannot be used again for attaining another degree through combination of programs.

A student may attain a Master's degree only if the combination of programs is defined by the Academic Commission.

## **2.7 Procedures for awarding a degree**

A student who wishes to obtain a Master's degree through combination of programs must formulate his intention soonest to the department offering most courses included in his academic path (DESS), prior to admission to the last admissible program.

The student must complete the form titled « *Demande d'approbation d'un cheminement permettant l'octroi de grade de maître par cumul de programmes* »<sup>1</sup> (Request for approval of an academic path leading to a Master's degree through combined programs).

The department concerned must review the request, and the reply is forwarded to the student.

## **2.8 Name of degree**

The name of the Master's degree attained through combination of Master's programs at the end of studies with the combinations offered at UQAT is determined by the Academic Commission.

### **ACCOUNTABILITY OF THE RULES**

The Vice-Principal (Academics, Research and Creation) is responsible for enforcing and ensuring compliance with the Rules relating to Regulation no. 10 – Graduate studies at Université du Québec en Abitibi-Témiscamingue.

These rules take effect on the day of adoption by the Board of Directors.

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<sup>1</sup> This form is available at the Registrar's Office or on the website of UQAT.