

REGULATION 10 – GRADUATE STUDIES

ADOPTED 311-S-CA-3241 (29 November 2011)

MODIFIED 341-S-CA-3642 (22 April 2014)
348-S-CA-3713 (14 October 2014)
354-S-CA-3806 (9 June 2015)
372-S-CA-4012 (29 November 2016)
385-S-CA-4240 (7 December 2017)

NOTE : *The French version is the official version. In case of discrepancy, the French version shall prevail. La version française « Règlement 10 – les études de cycles supérieurs » adoptée le 29 novembre 2011 (311-S-CA-3241) dont la dernière modification est le 7 décembre 2017 (385-S-CA-4240) est la version officielle. En cas de disparité entre la version française et la version anglaise, la version française prévaut.*

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

TABLE OF CONTENTS

1. Graduate programs	3
2. Definitions.....	3
3. General rules relating to graduate and postgraduate studies	6
4. Program contents	6
5. Graduate programs	6
6. Postgraduate programs	9
7. General student supervision	10
8. Supervision of practicum activities	11
9. Supervision of research activities	11
10. Supervision modalities.....	12
11. Approval of thesis, doctoral essay and dissertation subjects.....	13
12. Initial submission of thesis, doctoral essay and dissertation.....	14
13. Right of recourse	14
14. Research work - Particulars	14
15. Enrolment status	15
16. Admission to postgraduate programs - Generalities.....	17
17. Student status	17
18. General conditions for admission	18
19. Procedure for admission to UQAT	20
20. Decision regarding request for UQAT.....	21
21. Right to appeal and review procedure.....	23

22. Particular conditions for admission	23
23. Change in study program	25
24. Change of university.....	25
25. Recognition of prior learning – General provisions.....	25
26. General provisions for registration and enrolment – Graduate and postgraduate programs	29
27. Evaluation of practicum and research work – General provisions	33
28. Evaluation of graduate-level practicum activities.....	33
29. Course evaluation and grading.....	41
30. Cumulative average.....	43
31. Plagiarism and fraud.....	48
32. Issuance of diplomas.....	48
33. Organization of graduate studies.....	48

1. GRADUATE PROGRAMS

1.1 Scope

Regulation 10 determines the admission, registration, evaluation and graduation standards for graduate level studies (Master's and PhD) at Université du Québec en Abitibi-Témiscamingue (UQAT).

Regulation 10 applies to individuals who wish to be admitted to a graduate level program or activity at UQAT as a regular student, a non-program student or an auditor.

Students registered at UQAT in collaborative or extension graduate level programs may be subject to requirements established in addition to, or in place of, the requirements set out below; the terms in the memorandum of agreement reached between the establishments concerned does prevail.

Regulation 10 is known as the regulation governing graduate level studies at UQAT; in abbreviated form it may be referred to as *Regulation 10 of UQAT*.

1.2 Interpretation, adoption, update or amendments

The interpretation, adoption and update of this regulation, and any amendments thereto, are subject to articles 11 and 12 of UQAT's Regulation no. 1 on internal governance.

1.3 Entry into force

This regulation enters into force on the day of its adoption by the Board of Directors.

2. DEFINITIONS

Prior learning: Academic knowledge and skills targeted by a program and recognized according to the rules laid down by the establishment if acquired outside the said program.

Intervention activity: An application of elements of knowledge and know-how in a specific circumstance or situation with a view to modify or influence them. Intervention activities lead to the writing of an essay, thesis or dissertation.

Creation activity: Efforts oriented towards the creation of a work and the analysis of the creation process and resulting work, leading to the production of an essay, thesis or dissertation.

Research activity: Structured process conducted according to a rigorous method, oriented towards the comprehension and development of a discipline or field of studies in order to contribute to the discovery of new knowledge and applications.

Synthesis skills activity: Work or assignment performed by a student to demonstrate his ability in synthesizing and mastering the knowledge acquired in the course of his academic training.

Degree designation: A set of terms used to name a degree obtained upon completion of a graduate degree (Master's or PhD) program.

Attestation of studies: An act by which UQAT certifies that a student has completed a microprogram (short program), or one or several credited activities.

University calendar: For every session, the university calendar sets the deadline for admission and change in program, registration and re-registration periods, deadline for course modification (change in group, course withdrawal with refund, and addition of courses), deadline for course withdrawal with no indication of fail recorded, course start date, course end date, vacation dates, session reading break and dates for submission of final results.

Field of study: A coherent and structured area of knowledge from a number of disciplines and unified in a specific subject.

Co-director: A qualified professor directing a student's research efforts jointly with a research director.

Program Committee: At graduate level, program committees carry out responsibilities related to

program management and evaluation arising from UQAT regulations, policies and procedures. The program committee may create sub-committees (admission, evaluation, coaching, among others) and define their respective composition and mandate, in a manner consistent with this Regulation.

Academic Commission: The Academic Commission of Université du Québec en Abitibi-Témiscamingue (UQAT).

Specialization: Part of an academic program composed of courses leading to extensive studies in a given discipline or field. or leading to the application of the given discipline to a particular field. The specialization can be mentioned on the diploma.

Board of Directors: The Board of Directors of Université du Québec en Abitibi-Témiscamingue (UQAT).

Dissertation co-supervision: A particular training and coaching mechanism for doctoral students registered simultaneously in two (2) establishments of higher education, including one establishment outside the province of Quebec, in order to obtain a degree from the two establishments in question.

Intensive scheduled course: The schedule of a course is considered to be intensive when spread over a number of weeks inferior to the length of a standard university session or a number of hours superior to six (6) hours per week.

Course: A series of learning activities toward achieving specific objectives and contributing to the composition of one or several programs. The learning activities may take a variety of forms, including lectures, practical exercises, workshops, seminars, case method teaching, simulation of concrete situations, reading, tutorials, synthesis work, etc.

Credit: A unit used for assigning a value to the workload a student must complete to attain the specific objectives of an activity or practicum. One credit corresponds to 45 hours of academic instruction or learning, including student individual study time and evaluation, planned and supervised, in accordance with various teaching methods tailored to course requirements.

Diploma: A document attesting to the award of a degree or successful completion of a diploma of higher specialized studies (DESS).

TRU/School/Institute director: In this Regulation, the term “TRU/School/Institute director” means a professor appointed to lead a teaching or research unit, a school or an institute created by virtue of Regulation 7 pertaining to the general organization and provisions of teaching and research activities (*Organisation et dispositions générales en matière d’enseignement et de recherche*).

Research director: A qualified professor who directs a student’s essay, dissertation or thesis.

Discipline: A structured area of knowledge with a specific object of study, a conceptual framework, a specialized vocabulary and a set of assumptions, concepts, particular phenomena, methods and laws. A given discipline may include sub-disciplines.

Length of study program: The period – measured in number of sessions – at the end of which a student meets the requirements of his program.

Academic bodies: As described in Regulation 7 pertaining to the general organization and provisions of teaching and research activities (*Organisation et dispositions générales en matière d’enseignement et de recherche*), academic bodies include departments, modules, graduate and post-graduate study program committees, teaching and research units, schools and institutes.

Essay: A written report of the results of research, creation or intervention efforts constituting an element of certain graduate or postgraduate programs. The essay can take the form of a research, an intervention report, a synthesis activity report or tutorials.

Host establishment: An establishment where a student already admitted in a home establishment is registered to complete part of his program activities; or, in the case of an extension program, an establishment where an individual is admitted.

Home establishment: An establishment where a student is admitted and registered to complete a program.

Graduate level studies: Graduate (Master's) and postgraduate (PhD) studies.

Doctoral examination: A training activity in which a student registered in a doctoral program is required to demonstrate he has a thorough knowledge of his specialty, an adequate knowledge of his discipline and an appropriate capacity for synthesis to conduct a research, creation or intervention activity and contribute to it meaningfully.

Degree: A title awarded by Université du Québec and attested by a diploma. The list of the degrees and their respective abbreviated form are adopted by the Board of Governors.

Registration: Identification of courses, research, creation or intervention activities and, where applicable, practicum activities that a person intends to complete during a session.

Master's thesis: A written presentation resulting from academic work, carried out as part of research, creation or intervention activities, through which a student demonstrates he has acquired the necessary competence, skills and attributes for obtaining a Master's degree.

Work: An art or literary project performed individually by a student as part of a creation activity; generally accompanied by an essay, Master's thesis, doctoral essay or dissertation.

Course syllabus: A document identifying the elements of a course description and setting out the teaching methods as well as supervision and evaluation procedures.

Pre-requisite: Activities whose contents need to be assimilated prior to tackling elements of another activity. Pre-requisites are part of the program.

Professor: A regular, substitute, guest or assistant professor as defined in the collective agreement of the UQAT professors.

Profile: A combination of activities, determined on the basis of the academic path set by a given program, that aims chiefly at acquiring and developing competences and skills relevant to the practice environment, intervention framework or creation setting. A profile may be mentioned on the diploma.

Graduate programs: A set of structured activities dealing with one or many disciplines, or one or many fields of study, defined and ordered according to learning objectives.

Propedeutics: A set of activities a candidate in a graduate program is required to complete prior to admission.

Practicum report: A written presentation describing the practical training and experience acquired by a student at the end of a job or research placement.

Enrolment status: The mode a student chooses for completing the activities in his study program: full-time or part-time.

Internship: A period during which a student, irrespectively of his enrolment status, must be available for completing activities included in his program under the conditions laid down by the establishment.

Practicum placement: A period of practical training completed in a work or research environment.

Doctoral thesis: Written presentation resulting from an original research, creation or intervention project contributing meaningfully to knowledge advancement and demonstrating that the student has acquired the necessary competence, skills and attributes for obtaining a PhD degree.

Session: A period during which UQAT delivers training, research, creation, intervention or practicum activities. An academic year includes three (3) sessions: summer, fall and winter.

Tutor: A professor who helps a student establish his study program and provides him assistance to overcome difficulties experienced in the course of his program.

UQAT: Université du Québec en Abitibi-Témiscamingue, established by letters patent on 19 October 1983.

3. GENERAL RULES RELATING TO GRADUATE STUDIES

3.1 Program objectives

Program objectives are defined according to the purposes of the graduate studies; they are built upon the purposes and objectives of academic programs completed previously by the student for admission purposes. The purposes of graduate studies are formulated in the Université du Québec policy on graduate studies and research (*Politique des études de cycles supérieurs et de la recherche*).

3.2 Program description

Program descriptions provide the following information: identification, objectives and admission conditions; list of program activities, complete with their respective description and alignment; specific methods of student evaluation; specializations, profiles and enrolment status; obligation to complete internship (where applicable); program credits; and particular educational rules. Where applicable, the description also identifies the degree to which a program leads and the specializations and profiles that can be mentioned on the diploma.

3.3 General program structure

Each program identifies the sequence in which courses, activities (training, research, creation or intervention) and, where relevant, practicums or doctoral examinations are scheduled, through specific pedagogical practices, typical path schedules, and determination of pre-requisite activities.

4. PROGRAM CONTENTS

Activity descriptions contain the following: identification (code and title); objectives; content summary; teaching methodologies; number of credits; and, where applicable, prerequisite activities.

A prerequisite is an activity with contents that must be acquired before the contents of another activity can be addressed; it is part of the program. At UQAT, the credit value of prerequisite courses for one and the same course cannot exceed six (6).

Activities for a given program may fall under one of the following categories:

- a) Mandatory activities, if required to be completed successfully for the program.
- b) Optional activities, if part of the choices offered to the students, in accordance with the rules of the program in question.
- c) Activities external to a student's program, if the credits associated with those activities are not accounted for in the program in question.
- d) Upgrade activities, if required for admission to help candidates acquire knowledge needed to begin or pursue a program.

5. GRADUATE PROGRAMS

5.1 Types of program

There are three (3) types of graduate programs; each one of them has different objectives and structure:

- a) Short program
- b) Diploma of higher specialized studies (DESS)
- c) Master's program

5.2 General structure - Short programs

The general structure of short graduate programs includes activities totaling no less than six (6) credits and no more than eighteen (18) credits.

5.3 Structure – Diploma of higher specialized studies (DESS)

The general structure of a DESS includes activities totaling no less than twenty-four (24) credits and no more than thirty (30) credits.

5.3.1 Customized diploma of higher specialized studies (DESS)

The customized DESS meets the specific non-recurring training needs of different areas of professional activity; it assures acquisition of knowledge and skills related to a given discipline or field of studies, in specific and exceptional cases where none of the programs offered at UQAT addresses the training needs, but for which UQAT has the required resources and admission capacity.

The customized DESS includes activities structured in accordance with article 5.3; it necessarily requires from the student to produce an essay representing no less than 40% but no more than 60% of the total number of the program credits.

The approval procedure, particular admission conditions (where applicable) and supervision particulars are defined by the Vice-Principal (Academics and Research) and outlined in the document “Rules relating to Regulation No. 10 – Graduate studies at UQAT”.

The customized DSSS is offered on a full-time basis only.

5.4 General structure – Master’s degree

The Master’s program includes activities totaling forty-five (45) credits. The Academic Council of Université du Québec, exceptionally and upon justification, may recommend the adoption of a Master’s program consisting of a greater number of credits.

The credits in the Master’s program involving the production of a thesis are distributed according to the following rule:

- Courses are worth at least nine (9) credits: credits obtained after completing undergraduate courses cannot be included in this minimum value.
- A thesis and all explicitly associated activities (research, creation or intervention) are worth at least half the program credits.
- Where applicable, a practicum placement followed by the submission of a practicum report: the practicum placement and all activities explicitly associated to the placement are worth at least six (6) credits.

Where the Master’s program does not require the student to produce a thesis, academic credits are broken down according to the following rule:

- Courses worth the minimum credit value, as specified in the program.
- Among the following, one or several activities worth no less than six (6) credits: an essay and activities (research, creation or intervention) explicitly associated with the essay; a practicum placement followed by the production of a report; a supervised or synthesis work.

Our Master’s program may include specializations or profiles. A specialization is worth at least nine (9) credits. The profile or specialization can be mentioned on the diploma.

5.4.1 Master's through combined courses or programs

It is possible to obtain a Master's degree by combining the following:

- A diploma of higher specialized studies (DESS) combined with a short graduate program or a set of courses consisting chiefly of existing activities;
- Short graduate programs combined, where applicable, with a set of courses consisting chiefly of existing activities.

This Master's degree 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 requires from the student to write a thesis.

The combination of those elements must be consistent with the purposes of the graduate program and total forty-five (45) distinct credits associated with different contents. The Academic Commission defines the rules applying to the combination of a DESS, training programs and activities, and to the degree to which the Master's leads.

5.4.2 Customized Master's program

The customized Master's is a program of forty-five (45) credits. It meets non-recurring training needs by allowing a student or a group of students to complete an original and coherent education plan. This Master's involves the completion of structured activities in compliance with Part 1 of article 5.4; this article applies strictly to research-type academic paths.

The customized Master's leads to a student being specialized in his initial training and progress towards intellectual autonomy through reinforcement of critical thinking as well as analytical, synthesis and communication skills; it assures acquisition of knowledge and skills related to a given discipline or field of studies, in particular and exceptional cases where none of the programs offered at UQAT addresses the training needs, but for which UQAT has the required resources and admission capacity.

Depending on the discipline or field of study, the customized Master's is sanctioned with the award of a *Master's of Science* (M. Sc.) degree or a *Master's of Arts* (M.A.) degree.

The approval procedure, particular admission conditions, where applicable, and supervision particulars are defined by the Vice-Principal (Academics and Research) and outlined in the document "Rules relating to Regulation No. 10 – Graduate studies at UQAT".

Our customized Master's degree is offered on a full-time basis only.

5.5 Particulars

5.5.1 Undergraduate courses

A graduate program may include undergraduate courses not exceeding six (6) credits.

5.5.2 Inclusion of activities

Where applicable, a DESS program may provide for the inclusion, in whole or in part, of short graduate program activities.

Where applicable, a Master's program may provide for the inclusion, in whole or in part, of DESS program activities.

6. POSTGRADUATE PROGRAMS

6.1 Types of programs

There are four (4) types of postgraduate (PhD) programs; they are classified according to their objectives and structure.

- a) Short postgraduate training program
- b) PhD program of ninety (90) credits
- c) PhD through continuum studies of one hundred and twenty (120) credits
- d) Customized PhD

6.2 General structure – Short programs

The general structure of short post-graduate (PhD) programs consists of activities worth no less than fifteen (15) credits and no more than twenty-one (21) credits.

6.3 General structure – 90-credit PhD

The post-graduate program leading to a *philosophiae doctor* (Ph. D.) degree consists of activities worth ninety (90) credits, broken down as follows:

- a) Courses and doctoral examination, worth at least nine (9) credits.
- b) Research, creation or intervention activities: dissertation and activities explicitly associated with the dissertation, worth at least sixty (60) credits.
- c) Where applicable, a practicum placement and practicum report, with the practicum placement and the activities explicitly associated with the practicum placement worth no less than six (6) credits.

6.3.1 Doctor degree

The doctorate program leading to a degree of Doctor in a field of study calls for the completion of activities totaling ninety (90) credits, broken down as follows:

- a) Courses and doctoral examination, worth no less than thirty-three (33) credits;
- b) Research, creation or intervention activities: essay and activities explicitly associated with the essay, worth no less than thirty (30) credits; dissertation and activities explicitly associated with the dissertation, worth no less than forty-five (45) credits.

Our PhD program can provide specialization or profile options. Profiles or specializations can be mentioned on the diploma.

6.4 General structure - Integrated Master's/PhD program

The integrated Master's/PhD program includes activities totaling one hundred and twenty (120) credits, broken down as follows:

- a) Courses and a doctoral examination, worth no less than eighteen (18) credits.
- b) Activities (research, creation or intervention): essay and explicitly related activities, worth no less than thirty (30) credits; dissertation and explicitly related activities, worth no less than sixty (60) credits.
- c) Where applicable, a practicum placement leading to the production of a practicum report: the practicum placement and activities explicitly related to the placement, worth no less than six (6) credits.

The integrated Master's/PhD program may include specializations or profiles. The profile or specialization can show on the diploma.

The Academic Council of Université du Québec, exceptionally and upon justification, may recommend the adoption of an integrated Master's/PhD program of more than one hundred and twenty (120) credits.

6.5 General structure – Customized PhD

The customized PhD is a program of ninety (90) credits. It meets non-recurring training needs by allowing a student or a group of students to complete an original and coherent education plan. This PhD program calls for the completion of structured activities, in compliance with article 6.3.

The customized PhD aspires to advanced specialization and acquisition of a high level of intellectual autonomy and expertise. It assures acquisition of knowledge and skills in a given discipline or field of studies, in particular and exceptional cases where none of the programs offered at UQAT meet the training needs, but for which UQAT has the required resources and admission capacity.

Depending on the discipline or field of study, the customized PhD is sanctioned with the award of a *philosophiae doctor* (PhD) or a degree of Doctor in a specific field of study.

The approval procedure, particular admission conditions, where applicable, and supervision particulars are defined by the Vice-Principal (Academics and Research) and outlined in the document “Rules relating to Regulation No. 10 – Graduate studies at UQAT”.

The customized PhD is offered on a full-time basis only.

6.6 Particulars

6.6.1 Master's courses

The postgraduate program can include Master's courses, the credits of which cannot be included in the minimum number of course credits required under this program.

6.6.2 Undergraduate courses

The integrated Master's/PhD program can include undergraduate courses worth no more than six (6) credits; these credits cannot be included in the minimum number of course credits required under this program.

7. SUPERVISION OF STUDENTS

7.1 Subject

Methods of student supervision are implemented to allow students attain their program's training objectives, including research, creation, intervention and practicum activities.

7.2 Designation of tutors

Tutorship consists in guiding a student in his choice of activities and assisting him in the elaboration and completion of activities (research, creation, intervention and practicum). Tutorship can be provided successively at the different stages of a program by different professors designated for that purpose, in accordance with program requirements. Upon admission of a student to the program, the program supervisor acts as his tutor; once the student chooses his research director, it is the latter's responsibility, upon his appointment by the program supervisor, to assume his tutorship role. In the meantime, the program supervisor may designate a professor to act as the student's tutor.

The replacement of a tutor who acts as research director must be approved by the Program Committee upon recommendation of the program supervisor.

7.3 Course supervision

It is the responsibility of the professors and sessional lecturers to:

- a) Elaborate a course syllabus and present it to their students.
- b) Deliver teaching.
- c) Provide assistance to students for course-related learning activities.
- d) Evaluate the students enrolled in their course.

7.4 Research, creation, intervention and practicum activities

Research, creation, intervention and practicum activities are conducted according to specific supervision methods and, depending on the program, lead to the production of any of the following reports: practicum report, research report, essay, thesis or dissertation.

8. SUPERVISION OF PRACTICUM ACTIVITIES

It is the responsibility of the Program Committee to define the supervision requirements for practicum activities.

9. SUPERVISION OF RESEARCH ACTIVITIES

9.1 Supervision conditions

Supervision conditions for research work leading to the production of a thesis, doctoral essay or dissertation must be outlined in a written agreement between the student and the research director; a copy of this agreement must be communicated to the program supervisor. It is the Program Committee's responsibility to define supervision conditions for research work leading to the production of a DESS or Master's degree essay.

9.2 Supervision modalities

Supervision methods for work leading to the production of a thesis, doctoral essay or dissertation are defined by the Program Committee and include follow-up on research work program in each session.

9.3 Responsibilities of the research director

The person acting as the student's research director has the following responsibilities:

- a) Acting as the student's tutor.
- b) Helping the student define his research project.
- c) Guiding the student throughout the completion of his research project.
- d) Agreeing with the student on supervision conditions at the beginning of and throughout his research project.
- e) Conducting a written evaluation of the student at each session.
- f) Authorizing the final submission of the student's research work.
- g) Supervising the student with regard to necessary corrections to the research work.
- h) Ensuring that the student complies with the policy on ethics in research activities conducted on human beings and animals (*Politique d'éthique de la recherche avec des êtres humains ou avec les animaux*) before and while completing his research activities.

9.4 Authorization to supervise a thesis, doctoral essay or dissertation

Thesis, doctoral essay or dissertation must be supervised by individuals admissible under the UQAT authorization policy with regard to graduate studies supervision or co-supervision.

10. SUPERVISION CONDITIONS

10.1 Selecting a research director at Master's level

A student is deemed admitted to a masters' program on a provisional basis until his choice of research director is approved.

A regular student registered in a full-time DESS or Master's program requiring the conduct of a research activity must have his choice of research director approved no later than before his second registration if registered in a DESS program or before his third registration if registered in a Master's program.

A regular student registered in a part-time DESS or Master's program involving the conduct of a research activity must have his choice of research director approved no later than before his third registration if registered in a DESS program or his fifth registration if registered in a Master's program.

10.2 Selecting a research director for a doctoral thesis or postgraduate essay

A student is deemed admitted on a provisional basis until his choice of research director is approved.

A regular student admitted to a doctoral program must have his choice of research director and, as required, research co-director approved; furthermore he must obtain their consent by the end of his first registration in his doctoral program of ninety (90) credits or one hundred and twenty (120) credits.

The student and the Admission Committee must agree on the choice of the student's research director and, as required, research co-director following their acceptance. The Program Committee officially appoints the research director and co-director, and the program supervisor must inform the Registrar's Office accordingly.

A student who fails to choose the person(s) to act as his research director and, as required, his research co-director, within the prescribed time limit may be subject to particular requirements in their academic pursuit, which could lead to exclusion from the program.

10.3 Procedures for selecting a research director

The student must check the list of professors authorized to act as research director; once this matter is agreed with the professor of his choice, the student must send the appropriate form, duly completed, to the program supervisor.

Upon recommendation of the program supervisor, the Program Committee appoints the student's research director.

10.4 Change of research director

Any change of research director is subject to the procedure set out in article 10.3 and does not alter the maximum time allocated to the student to complete his program.

11. APPROVAL OF THESIS, POSTGRADUATE ESSAY OR DISSERTATION SUBJECTS

11.1 Research subject at graduate level

A regular student enrolled in a full-time Master's program involving the conduct of a research activity must have his research subject approved at the latest before his third registration.

A student registered in a part-time Master's program involving the conduct of a research activity must have his research subject approved at the latest before his fifth registration.

The Program Committee may exceptionally authorize a longer deadline; this authorization, however, will not alter the maximum time allocated to the student to complete his study program.

11.2 Research subject at the postgraduate level

A student registered in a doctoral program must have the subject of his dissertation approved before the end of the first registration period, for a doctoral program of ninety (90) credits, and no later than at the time of his third registration, for a doctoral of one hundred and twenty (120) credits.

The Program Committee may exceptionally authorize a longer deadline, but this authorization will not alter the maximum time allocated to the student to complete his study program.

11.3 Procedure for approval of a research subject

To have the subject of his doctoral research approved, the student must complete the appropriate form and have it signed by his research director prior to submission to the program supervisor, who in turn will submit it to the Program Committee where appropriate.

The registration of his research subject is official upon acceptance by the program supervisor or, where appropriate, the Program Committee.

Exclusivity on a research subject belongs to the student as long as he remains enrolled in the program.

A student who does not submit his research subject within the prescribed time period will not be entitled to register in the program and, therefore, will be excluded therefrom unless a special derogation is granted by the Program Committee; in such case, the Program Committee must notify the Registrar's Office accordingly.

11.4 Criteria of approval for a research subject

The Program Committee remains responsible for determining the criteria of approval for the subject of a research work.

In any case, the subject of a research work must be consistent with the program objectives as approved by the institution. The scope of the research subject must be appropriate to the type of work and level of the academic study underway.

11.5 Change of research subject

A student may at any time request to change the subject of his research project.

Any change of research subject must comply with the procedure set out in the foregoing articles. Such request must be made on the form provided for that purpose and submitted to the program supervisor.

Official acceptance of a change of research subject does not change the deadlines provided in the chapter discussing the pace at which graduate and postgraduate programs must be completed.

Such requests cannot be authorized more than twice per student.

12. INITIAL SUBMISSION OF A THESIS, DOCTORAL ESSAY AND DISSERTATION

12.1 Conditions for initial submission

For submitting his thesis, doctoral essay or dissertation, the student must meet the following conditions:

- a) Having completed all the courses required under the program.
- b) Having achieved a cumulative average equivalent or superior to 2.5.
- c) Have been authorized, in writing, by his thesis or dissertation director, to submit his thesis or dissertation.

12.2 Procedure for initial submission

The student must submit, to his research director, the number of copies of his thesis, doctoral essay or dissertation required for each member of the jury, together with the appropriate form, duly completed; the research co-director, where relevant, must also get a copy of the authorization for initial submission.

The research director must complete the form and send it, along with the copies of the student's thesis or dissertation, to the program supervisor for evaluation.

13. RIGHT OF RECOURSE

13.1 Complaint from student

Any student who feels prejudiced during his academic path as regards research supervision or is denied authorization to proceed with the initial or final submission of his research project by his research director is entitled to file a complaint in writing and submit it to the program supervisor. As he sees fit, the program supervisor may bring the matter before the Program Committee. The Vice-Principal (Academics and Research) must be informed that a complaint has been filed.

The program supervisor must attempt to bring the parties concerned to reach an agreement. If his attempt is unsuccessful, he may, with the approval of the Vice-Principal (Academics and Research), authorize the initial or final submission of the student's research work for evaluation or confirm that the corrections asked by the jury have been made. At the request of the program supervisor or the student, the Vice-Principal (Academics and Research) may intervene in favor of an agreement between the parties if a complaint about research supervision is filed.

14. RESEARCH WORK - PARTICULARS

14.1 Language of publication

The practicum report, essay, thesis and dissertation must be written in French. In specific cases where authorization is granted by the program supervisor, on recommendation of the professor in charge, these documents may be written in a language other than French, but the summary outlining key ideas and conclusions must be written in French and attached to the document at the time of official submission for evaluation.

The main summary and title page of the practicum report, essay, thesis or dissertation may be written in French and English.

However, using a language other than French to write these documents can only be authorized if UQAT has the necessary resources to supervise and evaluate the work in the said language.

In the case that a program is offered in a language other than French, the language in which the documents are written by the student must be the same as that of the program.

14.2 Physical presentation of an essay, thesis or dissertation

It is the responsibility of the Program Committee and the program supervisor to define and apply the rules and conditions governing the presentation of an essay, thesis or dissertation. These rules and conditions must be approved by the Teaching and Research Unit/School/Institute director.

It is the responsibility of every student to ensure that his research work complies with the rules and conditions of physical presentation established by the Program Committee.

14.3 Presentation in a traditional format or a series of articles

A thesis or dissertation may be presented in a traditional format or through a series of articles; these formats of presentation are normally decided at the time of program approval.

However, it is the responsibility of the Program Committee to decide on the format of presentation when the student, after consulting with his research director, makes a particular request.

14.4 Confidentiality and integrity

The person who, in the course of his research or practicum activities, has access to confidential information belonging to a company or to a public or para-public organization must undertake to not use or disclose such information in his practicum report, essay, thesis or dissertation unless he has previously obtained the written consent from the company or organization.

All research projects are subject to the rules, policies, procedures, codes and guides on integrity and ethics and to the UQAT policy on intellectual property.

14.5 Certificate of ethical approval

Students are required to respect the policies for ethical research with human beings and animals during the conduct of their research work; if conducting a research project involving the participation of human beings, they must hold a certificate of ethical approval prior to commencing the project and make sure it is valid throughout the course of the research project.

15. ENROLMENT STATUS - GENERALITIES

15.1 Choice of status and residency obligation

The choice of status is made at the time of admission. This is when the student determines his enrolment status. A full-time student agrees to devote most of his time to his study program; a part-time student agrees to divide his time between his study program and other activities.

A few graduate programs are offered on a full-time **and** a part-time basis; some programs, however, are only offered on a full-time **or** a part-time basis.

The residency requirements with which students must comply are determined on a program-by-program basis by the Academic Commission, but entails no change for part-time students.

15.2 Change in enrolment status and maximum program length

Any student who wishes to change enrolment status is required to submit an application to the program supervisor.

The program supervisor's decision must be communicated to the Registrar's Office.

If the program supervisor's decision is in the affirmative, the maximum length of the student's academic program is reviewed and determined on the basis of the courses completed so far.

15.3 Length of study program

The length of a study program is measured in sessions, from the first session after the student's admission to his program to the session during which he is deemed having satisfied all the requirements of his study program.

15.4 Maximum length of study program

The maximum length of the study program for a student who changes enrolment status in the course of his academic path is calculated on the basis of the following equivalence: one (1) session completed on a full-time basis is equivalent to one and a half (1½) session completed on a part-time basis.

The length of a program does not include periods of authorized absence or delays due to particular circumstances.

15.5 Exclusion from program on expiry of maximum period permitted

The length of studies in a graduate level program corresponds to the number of sessions in which the student is registered, between his first enrolment following his most recent admission to the program, and the recommendation for certification from the establishment (in the case of non-thesis or non-dissertation programs) or the initial submission of the student's thesis or dissertation (for a program with thesis or dissertation). The maximum length of studies, in exceptional cases and subsequently to an agreement with the program supervisor, may be granted for a period not exceeding one (1) year.

Students who do not meet all the requirements of their study program by the end of the maximum length of studies permitted are excluded from their program by the Registrar's Office upon recommendation of their program supervisor.

15.6 Maximum length of DESS programs

The maximum length of DESS programs is six (6) sessions if completed on a full-time basis or ten (10) sessions if completed on a part-time basis.

15.7 Maximum length of Master's programs

The maximum length of Master's programs is nine (9) sessions if completed on a full-time basis and fifteen (15) sessions if completed on a part-time basis.

15.8 Maximum length of doctoral programs

The maximum length of doctoral programs of ninety (90) credits is fifteen (15) sessions if completed on a full-time basis and twenty-four (24) sessions if completed on a part-time basis.

The maximum length of doctoral programs of one hundred and twenty (120) credits is twenty-one (21) sessions if completed on a full-time basis and thirty (30) sessions if completed on a part-time basis.

15.9 Maximum length of graduate-level microprograms

The maximum length of graduate-level microprograms of six (6) to eighteen (18) credits is eight (8) sessions. On an exceptional basis, an extension of no more than one (1) year may be granted subsequently to an agreement with the program supervisor.

16. ADMISSION TO POSTGRADUATE PROGRAMS – GENERALITIES

16.1 Admission as a regular student

Any applicant is deemed eligible as a regular postgraduate student if he meets the conditions for admission to a given program.

16.2 Implied commitment

Any applicant seeking admission to a UQAT program must agree to respect the rules, standards, policies and procedures applied at Université du Québec en Abitibi-Témiscamingue.

16.3 Eligibility limits

UQAT reserves the right to limit, at each session, certain types of admission. The admission of regular students is given priority over that of non-program students or auditors. UQAT may:

- a) Reject applicants to programs for which all admissions have been suspended by the Board of Directors.
- b) In certain sessions, introduce restrictions on the admission of new applicants due to matters relating to course delivery or program specifics.

When required to limit the number of admissions to a program for any of the reasons provided above, UQAT must inform eligible applicants of the rules and criteria of admission.

16.4 Approval of rules with respect to limited registration programs and student selection

By mid-April each year, program supervisors propose, as required and for every program under their responsibility, a program capacity, i.e., the approximate number of persons who may be admitted to a given program simultaneously, in a given center, as well as the mode(s) of applicant selection. These rules, once approved, come into effect at the beginning of the academic year commencing in June of the following year.

These modalities must be subject to a resolution of the Program Committee and referred to the Vice-Principal (Academics and Research).

The Vice-Principal (Academics and Research) reviews the proposals in terms of program capacity and modes of applicant selection. His recommendations are then communicated to the Academic Commission for its opinions prior to submission to the Board of Directors.

17. STUDENT STATUS

17.1 Regular student status

A person has the status of regular student when admitted to a program and enrolled in one or several courses or research, creation or intervention activities and, where applicable, a practicum. The student maintains this status if the program requires him to register in a given session.

17.2 Non-program student

A person has the status of non-program student if:

- a) Enrolled in one or several courses without being admitted to a program.
- b) He meets the particular conditions and requirements of those courses.
- c) He undergoes the evaluation process.

This person receives a certificate of successful course completion, credits earned and results obtained. The rules relating to prior learning recognition apply to the credits obtained as a non-program student.

17.3 Status of auditor

A person has the status of auditor if:

- a) Enrolled in one or several courses after his admission as an auditor.
- b) He has satisfied to the particular course conditions.
- c) He does not undergo the evaluation process.

18. GENERAL CONDITIONS FOR ADMISSION

18.1 Conditions for admission – Graduate program

The conditions for admission to a graduate program are as follows:

- a) Holding an undergraduate level degree, or the equivalent, and having the cumulative average required by the program;
- b) Meeting the language requirements of the program;
- c) Meeting the particular conditions of the program, if any;
- d) Accepting the type of status determined by UQAT, depending on the program.

An applicant who has not completed university-level studies but holds a diploma of collegial studies (DEC) may be admitted to a graduate level program if he has the number of years of pertinent and significant experience required by the program, depending on the discipline or field of studies to which he seeks admission. His request for admission may be referred to the Program Committee for approval by a two-thirds majority of members present.

In the case of an applicant who has not obtained an undergraduate level degree but has cumulated a number of academic credits, the number of years of experience will vary according to the number of credits obtained and his academic results. His request for admission may be referred to the Program Committee for approval by a two-thirds majority of members present.

The applicant will have to show motivation and demonstrate he has pertinent and significant experience in a letter of minimum 300 words; he may be called for an interview and be imposed supplementary courses or a period of qualifying studies.

Notwithstanding the above, a file deemed exceptional by the Program Committee may be considered for admission.

18.1.1 Average grade below program requirements

The applicant on a graduate-level program who has completed a bachelor degree or the equivalent and whose average cumulative grade is below that required by the program may exceptionally be admitted after the Program Committee reviews his file. The reasons for acceptance of his admission and, if any, conditions of his admission must be documented in the student's file. Where a student is accepted for admission with an average cumulative grade below **3.0**, the decision must be approved by the Program Committee.

18.2 Conditions for admission – Postgraduate programs of ninety (90) credits

The conditions for admission to a postgraduate program of ninety (90) credits read as follows:

- a) Holding a Master's degree, or the equivalent; having the cumulative average grade required under the program; or having completed an undergraduate level degree complemented by the necessary knowledge and appropriate training and, as required, having completed a period of qualifying studies.
- b) Meeting the language requirements of the program, except for programs offered in foreign countries in a language other than French; the applicant to a postgraduate level program (including short programs) who has not completed earlier studies in French for at least one year in an establishment where the official teaching language is French must pass a test to demonstrate his functional knowledge of French prior to admission to UQAT. Functional language means the capacity to communicate efficiently in a given language, to follow and participate in academic activities, and to write academic work required under the program.
- c) Meeting the particular conditions of the program, if any.
- d) In the case of a no-dissertation doctoral degree (e.g. a doctoral degree with essay), accepting the type of supervision required by the program and designated by UQAT.
- e) In the case of a doctoral degree with dissertation, having one's choice of director and dissertation subject approved according to the rules set out in this regulation.

18.2.1 Verification of knowledge and skills

Where an applicant for admission to a doctoral program of ninety (90) credits does not hold a Master's degree, the Program Committee or, as required, the Admission Committee may have his knowledge and skills verified.

18.2.2 Average grade inferior to that required by the program

An applicant to a doctoral program of ninety (90) credits who has completed a Master's degree or the equivalent with a cumulative average grade inferior to that required by the program may be admitted after review of his file by the Program Committee or, as required, the program supervisor. The reasons for acceptance of his admission must be documented in the applicant's file. Where a student is accepted for admission with an average cumulative grade inferior to **3.0**, the decision must be approved by the Program Committee.

18.3 Conditions of admission – Postgraduate program of one hundred and twenty (120) credits

The conditions for admission to a postgraduate program of one hundred and twenty (120) credits read as follows:

- a) Holding a graduate degree or the equivalent and having obtained the cumulative average grade required under the program.
- b) Meeting the language requirements of the program in question, except for programs offered in foreign countries in a language other than French; the applicant to a postgraduate level program (including short programs) who has not completed earlier studies in French for at least one year in an establishment where the official teaching language is French must pass a test to demonstrate his functional knowledge of French prior to admission to UQAT. Functional language means the capacity to communicate efficiently in a given language, to follow and participate in academic activities, and to write academic work required under the program.
- c) Meeting the particular conditions of the program, if any.

- d) Accepting the type of supervision required by the program and designated by UQAT.
- e) In the case of a doctoral degree with dissertation, having one's choice of director and dissertation subject approved according to the rules set out in this regulation.

18.3.1 Average grade inferior to that required by the program

The applicant to a Master's/PhD program of one hundred and twenty (120) credits who has completed a bachelor degree or the equivalent with a cumulative average grade inferior to that required by the program may be admitted after review of his file by the program supervisor. The reasons for acceptance of his admission must be documented in the applicant's file. Where a student is accepted for admission with an average cumulative grade inferior to **3.0**, the decision must be approved by the Program Committee.

19. PROCEDURE FOR ADMISSION TO UQAT

19.1 Submission of the admission request

Admission requests must be submitted using the appropriate form, along with all necessary supporting documents, and forwarded to the Registrar's Office prior to the application deadline date.

UQAT may demand that admission file documents written in a language other than French or English be accompanied by a translation of the original document. This translation must be certified by the Embassy or Consulate of the applicant's country of origin or by an establishment recognized by UQAT.

The conclusion that a false document was submitted with the admission request entails the immediate cancellation of the admission or registration in the study program.

All admission file documents are and always remain the property of UQAT.

19.2 Application review

All requests for admission are reviewed first by the Registrar's Office personnel or authorized representative; they are then referred to the program supervisor together with a checklist and, as required, a comment from the Registrar's Office. It is the responsibility of the program supervisor or the Admission Committee to examine admission requests. Applications that do not meet admission conditions are rejected; the Registrar's Office has the responsibility to notify the applicants soonest.

19.3 Validity of decisions

The acceptance of an admission for a given session is only valid:

- a) If followed by registration in the same session and not cancelled during the registration modification period specified on the academic calendar.
- b) With regard to the activity or program for which the admission was granted.

Admission decisions may only be sanctioned by the UQAT Registrar's Office.

20. DECISIONS REGARDING REQUESTS FOR ADMISSION

20.1 Communication of admission decisions

The Registrar's Office is responsible to contact the applicant and inform him of the decision made concerning his admission request.

20.2 Types of decision

Individuals who submit a request for admission can expect to receive a reply announcing one of the following decisions:

- a) Definite admission
- b) Name put on admission waitlist
- c) Conditional admission
- d) Admission to propedeutics
- e) Admission denied, with reasons for such a decision.

The validity of this decision only applies to the course, program and session for which it is made.

20.2.1 Definite admission

The applicant is definitely admitted at UQAT, to the program for which he applied, when he enrolls in courses after fulfilling all admission conditions and complied with all admission procedures.

20.2.2 Registration limitation

An applicant is put on a waitlist when the Admission Committee's decision is positive but there is not enough space available to make his admission possible at that point in time.

When the name of an applicant is put on a waitlist, the Admission Committee advises the Registrar's Office of its decision, the reasons for this decision and the applicant's rank on the waitlist. The Registrar's Office then communicates this information to the applicant.

20.2.3 Conditional admission

Applicants may be admitted conditionally in the following cases:

- a) The applicant has not completed his program leading to the degree required to support his request for admission; in this case the applicant must not have more than six (6) education credits to complete when registering for the first time and have completed his degree when registering for the third time;
- b) The applicant is not adequately prepared to complete the desired program; in such a case he must complete upgrade courses corresponding to a maximum of nine (9) credits at the graduate and postgraduate levels within the first three (3) sessions following his first registration. These extracurricular credit courses must be completed when registering for the fourth time;
- c) The applicant failed to have his choice of director and dissertation subject approved as specified in the rules of the program to which he has applied at UQAT;
- d) The applicant did not submit all the required documents for admission; in which case the program supervisor or the Admission Committee may recommend conditional admission.

20.2.3.1 Obligation to be met to prevent exclusion from a program

All conditions imposed on applicants must be fulfilled within the prescribed time period, failing which they are excluded from the program.

20.2.3.2 Upgrade courses

An applicant for a graduate or postgraduate program, when admitted, may be required to complete upgrade courses to fill certain gaps in knowledge.

Upgrade courses must not total more than nine (9) credits at the graduate and postgraduate levels. They must be completed within three (3) sessions after beginning of the first one with at least the average grade required by the program.

These upgrade courses show as extracurricular courses on the transcript of grades. The obligation to complete one or several upgrade courses extends the maximum length of studies by one (1) session.

Failing any upgrade course results in exclusion from the program.

20.2.4 Admission to propedeutics

Applicants to graduate studies are admitted to propedeutics (or preparatory cycle) in the following cases:

- a) They do not have the necessary degree to support their application;
- b) They are not adequately prepared to complete the desired study program;
- c) They do not meet the particular conditions of the program to which they have applied.

Propedeutic cycles precede that for which a person prepares. Upon authorization of the Admission Committee or the program supervisor, the applicant may be authorized to register in activities of the program in which he has applied; these activities may not total more than six (6) credits.

20.2.4.1 Length and value of propedeutics - Graduate level

Preparatory programs at graduate level have a maximum length of three (3) sessions; they provide nine (9) credits minimum and thirty (30) credits maximum.

20.2.4.2 Length and value of propedeutics - Postgraduate level

Preparatory programs at postgraduate level have a maximum length of three (3) sessions; they provide nine (9) credits minimum and eighteen (18) credits maximum.

20.2.4.3 Definite or conditional admission after successful completion of propedeutics

Applicants who complete their preparatory cycle within prescribed conditions and time limits with at least the average grade required by the program are automatically granted definite admission to the program for which they have prepared.

Students who have less than ten (10) credits left to complete their propedeutics may be admitted conditionally to the program for which they have prepared provided that the said credits are earned in extracurricular courses.

20.2.4.4 Right to repeat propedeutic activities

Students may not repeat a propedeutic activity unless special authorization is exceptionally granted by the Program Committee upon recommendation of the program supervisor.

20.2.5 Rejection of applicants

Any person whose application is denied must be informed of the reason(s) for this decision. Applications are rejected for one of the following reasons:

- a) **Admission conditions not met:** The application does not meet all the admission conditions required;
- b) **Low undergraduate results:** Undergraduate marks are not high enough for the applicant to carry out the activity or program for which he applies;
- c) **Limited admission capacity:** The Admission Committee or Program Committee concludes that the applicant could have been accepted, but the number of places available does not permit it;
- d) **Prerequisites not successfully completed:** The Program Committee or Admission Committee notes that the applicant has not successfully completed the prerequisite courses (extracurricular or propedeutics) for admission to the desired activity or program;
- e) **Orientation inconsistent with program objectives:** After reviewing the student's academic file and following an admission exam, test or interview, the Program Committee or the Admission Committee finds that the orientation of the applicant's study project is not in line with the objectives of the program activity for which he applies;
- f) **Absence from exams, tests or interviews:** The applicant did not show up for the scheduled exams, tests or interviews;
- g) **Inconclusive admission exam or interview:** The Admission Committee, based on the admission exam or interview, believes that the applicant is unable to complete successfully the study program he wishes to pursue;
- h) **Incomplete file:** The applicant did not submit all the necessary documents to support his request for admission.

21. Right to appeal and review procedure

A candidate whose admission request is rejected may appeal the decision by transmitting his request in writing to the Registrar's Office within fifteen (15) working days of transmission of the decision concerning his admission. His request must specify the reasons of the appeal and clarify if he wishes to be heard before the Appeal Committee.

The Vice-Principal (Academics, Research) or his representative, the program director, the Teaching and Research Unit/School/Institute director, the director of another Teaching and Research Unit/School/Institute, and the Registrar, in his capacity as Secretary, must review the decision within fifteen (15) working days of receipt of the applicant's request. Once the review is completed, the Registrar must communicate the decision in writing to the applicant. This decision is final and without appeal.

22. PARTICULAR CONDITIONS FOR ADMISSION

22.1 Dual admission

Generally, students are admitted to one (1) graduate program only, but may be admitted to two (2) academic programs simultaneously if they can demonstrate, to the satisfaction of the Teaching and Research Unit/School/Institute director, that dual admission is necessary to attain their academic objectives.

A student already registered in a restricted admission program who wishes to be admitted simultaneously into a second restricted admission program may be admitted into the second program, but only after other eligible candidates have been admitted.

Dual admission only becomes official once validated by the Registrar.

22.2 Direct admission to PhD studies

A candidate to a Master's degree with thesis, with the authorization of the Teaching and Research Unit/School/Institute director concerned and upon recommendation of the PhD program committee concerned, provided that his file is of exceptional academic quality, may be admitted to the PhD program in a similar or related field of studies without having to complete his thesis and receive a Master's diploma.

In such case, the applicant must meet the following conditions:

- a) Have completed a Master's level education in a program offered at UQAT with a cumulative average of minimum 3.7/4.3;
- b) Submit a request for admission to Doctoral studies;
- c) Be the subject of a favorable recommendation by the research director and the Master's program director, certifying that the research project has the necessary scope and originality to write a doctoral project;
- d) Submit, both in writing and orally, an account of his research project, demonstrate his abilities and report on the current status of his research efforts, to the satisfaction of the Admission Committee and in compliance with the program requirements.

The recommendation for admission must be endorsed by the supervisor of the program in which the applicant completed his Master's education.

After admission to the PhD program, the student may obtain an official attestation (transcript) for the activities listed on his graduate level file. The education completed while registered in a graduate level program does not exempt the student from completing his PhD schooling.

Students get their Master's degree after completing 45 graduate-level credits identified by the rules specific to each graduate program and approved by the Academic Commission. The Master's degree with completion of a thesis, however, cannot be granted to a student who has fast-tracked to a doctoral program.

22.3 Cessation of postgraduate level studies and return to graduate level studies

A student who wishes to give up his postgraduate program and resume graduate level studies must submit a new request for admission to the Master's program. In such a case, he will be considered as if applying for readmission to the Master's program, which may be conditional to particular requirements. Depending on the rules specific to the Master's program concerned, which are approved by the Academic Commission, credits for completed training activities under the postdoctoral program may be applied toward a Master's degree.

22.4 Readmission after exclusion

Any student who is excluded from his study program is required to submit a new request for admission if he wishes to re-enter the program.

22.5 Conditions for readmission after exclusion

Readmission of a student to the program from which he was excluded may be conditional to particular supervision requirements meant to improve his chances of success and to requirements relating to the length of studies. These requirements are set by the Program Committee; once readmitted, the student who fails to comply with the requirements thus imposed is excluded once again from the program.

23. CHANGE IN STUDY PROGRAM

23.1 Submission of application for admission

A student registered in courses who wishes to change program or orientation is required to submit a request to change program or orientation within the deadlines indicated on the academic calendar. His request is treated in the same way as an application for admission, and the provisions for admission stated in this regulation apply in the same manner.

23.2 Analysis of request for program change

If the student's request is accepted, the supervisor of the program in which he is admitted must determine the list of successfully completed courses to appear as courses on the student's file. The program supervisor must ensure that the student maintains the cumulative average required by the new program. In order to do so, he may designate a completed course as an extracurricular course, irrespectively of the result obtained. The other courses will not be included in the student's new study program. All equivalent credits granted previously to the student must also be re-evaluated.

23.3 Limitations to program change

A student may not change program or orientation more than twice once admitted to UQAT, unless authorized in writing by the Teaching and Research Unit/School/Institute director concerned.

24. CHANGE OF UNIVERSITY

24.1 Change of university within the UQ network

In order to change university permanently, the student must submit a new request for admission in accordance with the terms and conditions of the university he wishes to attend.

A student registered in a joint or extension program may change university without penalty if the admission capacity of the university concerned permits it. While the student is not required to submit a new request for admission or pay admission fees, he must nevertheless submit a request on the form provided for that purpose. The student is accepted with the agreement of the program supervisor in the host university.

24.2 Change of university to pursue a joint or extension program outside the UQ network

A student registered in a joint or extension program may change university without submitting a new request for admission. The university he wishes to attend may grant the request for transfer if its admission capacity permits it.

The transcript lists the courses completed by the student and the marks he has obtained in his home university; it also provides the name of the home University. The results are used to calculate the student's cumulative average.

25. RECOGNITION OF PRIOR LEARNING – GENERAL PROVISIONS

25.1 Principles

UQAT, through prior learning recognition, wishes to acknowledge the value of the education, knowledge and skills deemed relevant that candidates have acquired prior to initiating or pursuing a study program.

Their education, knowledge and skills may have been acquired in a recognized university-level or college-level establishment, or another recognized establishment, or a non-school environment.

UQAT recognizes prior learning that corresponds to the training objectives of the program to which the student is admitted, whether acquired in an institution recognized by UQAT or in a work environment.

UQAT may require that the applicant for recognition of prior learning acquired outside a university institution writes a knowledge test.

25.2 Forms of prior learning recognition

Recognition of prior learning may take the form of five (5) actions: exemption, substitution, transfer, integration or insertion.

25.2.1 Exemption

Exemption consists in waiving the applicant's requirement to complete successfully a given activity program; on the transcript of grades, the credits granted in connection with this activity appear with the letter **K**.

Recognition is established pursuant to a review of the contents and objectives of each activity; the contents and objectives must be as similar as possible.

When work experience can be considered for exemption, the following two (2) complementary approaches apply:

- a) Determining the level of training, knowledge or acquired know-how on the basis of the activities submitted for recognition;
- b) Analyzing the applicant's work experience on the basis of the program objectives and theoretical framework required to structure his training, knowledge and acquired know-how.

The student must submit, to the program supervisor, a comprehensive and detailed description of his pertinent work experience and a certificate from his employer.

25.2.2 Substitution

Substitution consists in entering, on the transcript of grades, in replacement of an activity included in his program of studies, the credits and results obtained for another activity within the same program.

25.2.3 Transfer

Transfer consists in entering, on the student's transcript of grades, the results obtained for a course successfully passed outside the program to which he wishes to be transferred; the results obtained in that course is used to calculate the cumulative average.

25.2.4 Integration

Integration consists in recognizing that knowledge and skills acquired through the conduct of various activities have allowed a given student to attain certain program objectives. UQAT integrates the prior learning corresponding to these objectives into the student's record.

25.2.5 Insertion

Insertion is a form of recognition that applies to the following programs:

- a) Diploma of higher specialized studies (DESS) requiring the recognition of all or any of the credits obtained within the framework of a graduate level micro-program or short program;
- b) Master's degree requiring the recognition of all or any of the credits obtained within the framework of a graduate level micro-program or short program or a DESS;

- c) PhD degree requiring the recognition of academic credits obtained within the framework of a Master's degree, a graduate level micro-program or short program, or a DESS.

25.3 Limitations to prior learning recognition

25.3.1 Readmission

In the case of program readmission, all the courses successfully completed by the applicant when registered previously in the same program may be admissible to prior learning recognition: research, creation or intervention work and, where relevant, practicum work performed when registered in the same program, may be taken into account based on the proportion laid down in the rules established by UQAT for all programs.

Any activity for which the student had a result inferior or equivalent to B minus (B-) cannot be considered for prior learning recognition.

Activities considered as being outdated or obsolete due to advancement of knowledge in a given discipline are not eligible for prior learning recognition. Under no circumstances may prior-learning recognition be granted for an activity successfully completed more than ten (10) years ago.

25.3.2 Short programs

Where short graduate-level programs are concerned, students may have their prior learning recognized for up to a maximum number of credits, as indicated below:

- a) Short program of six (6) to eight (8) credits: zero (0) credit recognized;
- b) Short program of nine (9) to eleven (11) credits: recognition of maximum six (6) credits;
- c) Short program of twelve (12) to fifteen (15) credits and more: recognition of maximum nine (9) credits.

25.3.3 DESS programs

Persons admitted to a DESS program cannot have their prior learning recognized for more than half the credits of that program, except for academic activities of a short graduate-level program that are to be inserted in the DESS program in question.

25.3.4 Master's degree programs

Persons admitted to a Master's program cannot have their prior learning recognized for more than two-thirds of the credits of that program, except for academic activities in a DESS program that are to be inserted in the Master's program in question.

25.3.5 PhD programs

Persons admitted to a PhD program cannot have their prior learning recognized for more than two-thirds of the credits of that program, except for academic activities in a Master's program giving access to a PhD program of one hundred and twenty (120) credits, or for courses in a short postgraduate-level program that are to be inserted in the PhD program.

25.3.6 Credited course

In the case of a credited course in a program for which a degree was already conferred, only recognition of prior learning in the form of substitution can apply, except for a PhD degree of one hundred and twenty (120) credits.

25.3.7 Foreign diplomas

Foreign diploma holders are subject to the same rules of prior learning recognition. The authorities must also take into consideration the number of years required for completing foreign diplomas.

25.3.8 Work experience

Students admitted to graduate study programs on the basis of appropriate and pertinent knowledge and work experience may have this form of prior learning recognized if demonstration can be made that the applicant's work experience exceeds that required for admission to the program, as specified herein in article 25.2.1 – *Exemption*

25.3.9 Procedure for prior learning recognition

25.3.9.1 Application form

Students who believe to be entitled to prior learning recognition must complete a form provided for that purpose and submit it together with all necessary supporting documents to the program supervisor.

Prior learning recognition is subject to the following rules:

- a) All requests for prior learning recognition must be submitted by the student by the end of the first session of the program in which he is registered;
- b) Any proposal relating to prior learning recognition must be recommended by the program supervisor prior to validation by the Registrar's Office.

25.3.9.2 Documents to be attached to the application form

The following supporting documents must be attached to the application form for prior learning recognition:

- a) Official transcript of grades if the request rests on prior learning acquired in an institution recognized by UQAT. An official description of the courses and a course syllabus must also be attached;
- b) A certificate from the employer if the request rests on work experience; a detailed description of the tasks performed and knowledge acquired as part of the applicant's work experience must also be attached. Each certificate must bear the signature of the employer as well as the company's seal or stamp.
- c) A report written and signed by the applicant, with details on the location, nature and length of the relevant work experience. The report must include an analysis of the applicant's relevant experience demonstrating the correlation between his university program and the knowledge and training acquired in the workplace;
- d) Any other document the Program Committee may require, depending on the nature of the program.

25.3.9.3 Analysis process

The program supervisor must analyze the application in accordance with the following rule: the equivalence between two (2) courses is established on the basis of the review of the content and objectives of each course, which must be as similar as possible.

25.3.9.4 Communication of decision to the student

Prior learning recognition is only official once validated by the Registrar; once granted, the Registrar's Office sends the decision to the program supervisor and the student, and has it put in the student's file.

Generally, recognition of prior activities and course exemption must immediately follow the applicant's admission and show on his first transcript of grades.

25.3.9.5 Disputes and right to appeal

Within twenty (20) working days of the date on which a notice denying the application for prior learning recognition is sent, students who feel prejudiced by the decision may:

- Ask the program supervisor to apply the procedure for prior learning validation by means of a prior learning validation test;

OR

- Appeal the decision to the Registrar, in writing, providing detailed reasons for the appeal and indicating whether they wish to be heard by the Appeal Committee.

Following receipt of a request for appeal, the Registrar must call on a meeting of the Appeal Committee. Chaired by the Vice-Principal (Academics and Research) or his designated representative, the Appeal Committee is composed of the following: the managers of two (2) programs other than the program concerned, one (1) student designated by the General Student Association, and the Registrar, who also acts as the Secretary of the Appeal Committee.

Students appealing a decision may be heard at the meeting of the Appeal Committee if they have expressed the wish to do so. The Appeal Committee may also summon the program supervisor concerned to appear.

As soon as possible, the Registrar conveys the decision of the Appeal Committee in writing to the students concerned. All the decisions rendered by the Appeal Committee are final and without appeal.

25.4 Validation of prior learning

25.4.1 Modalities

The program supervisor may suggest the student to undergo the UQAT procedure for validation of prior-learning by passing a prior learning recognition test.

26. GENERAL REGISTRATION AND ENROLMENT PROVISIONS - GRADUATE AND POSTGRADUATE PROGRAMS

26.1 Continuous enrolment – Regular student

Each session, regular students are required to enroll in at least one (1) study or research activity until full completion of their program, except where absence from the program is authorized, the program does not provide for compulsory registration or the training plan provides for an interruption of studies.

To fulfill his obligation of continuous enrolment, the regular student must meet the following requirements:

- a) Respecting the training plan of his program;
- b) Fulfilling all necessary prerequisites for enrolment in a given activity.

- c) Getting authorization from his program supervisor.

If the assessment jury decides that an essay, thesis or dissertation cannot be accepted without major changes be made, the student must remain enrolled throughout the period he is granted to make the said changes.

26.2 Number of credits

The number of academic credits obtained for courses in which a student is enrolled in a given session corresponds to:

- a) The number of academic credits the student wishes to attain by the end of the session; and
- b) Part of the credits obtained after conducting a research, creation or intervention activity or through practicum; the student may, at his convenience, distribute these credits over a given number of sessions.

Full-time students must be enrolled in a number of courses and activities totaling at least nine (9) credits per session; part-time students must complete at least three (3) credits per session.

The number of credits per session may not exceed sixteen (16).

26.3 Exemption from enrolment

A student may be exempted from enrolling in the following cases:

- a) When granted an authorized absence;
- b) When the program does not require to enroll in a session.

26.3.1 Reasons for authorized absence

Authorized absence is granted for extended leave outside the region, sickness with medical certificate, job-related short-term requirements, or any exceptional situation duly motivated by the student.

26.3.2 Absence for parental leave

The following are considered parental leaves:

- a) **Maternity leave:** A student may be granted maternity leave for a period not exceeding three (3) sessions;
- b) **Paternity leave:** A student may be granted paternity leave for a period not exceeding three (3) sessions;
- c) **Adoption leave:** A student who legally adopts a child other than her/his spouse's child is entitled to a leave for a duration not exceeding three (3) sessions.

26.3.3 Authorization to take a leave of absence

Any leave of absence must be authorized and granted before the deadline date for enrolling in the session during which it is to be taken.

Parental leave is authorized when recommended by the program supervisor and referred to the Registrar's Office.

Parental leave – subject to the program supervisor's written authorization – may be added to the three (3) authorized absences specified in article 26.3.1.

26.3.4 Rules and procedures for authorization of leaves of absence

A student who wishes to circumvent the obligation to enroll in a program is required to submit a request in writing and follow the rules and procedures below:

- a) A student who wishes to be granted a leave of absence other than a request for sick leave must submit a request before the session starts. The student must explain the reasons for his request;
- b) A leave of absence is authorized once approved by the program supervisor and referred to the Registrar's Office;
- c) No leave of absence is granted for a period exceeding three (3) consecutive sessions or for more than three (3) sessions of the study program, subject to article 26.3.2 on parental leave;
- d) The duration of the leave of absence is not used to calculate the length of the program.

26.3.5 Privileges granted to regular students during a leave of absence

While on a leave of absence, the student can retain the privileges granted to all students, including the student identity card and paid position for a student attending UQAT. However, he is not entitled to sit on any of the UQAT boards in his capacity of student representative or to benefit from a UQAT scholarship during his leave of absence.

26.4 Exclusion from program for non-registration

Students not complying with the obligation to register in a given session without being granted a leave of absence are excluded from the program.

26.5 Registration of other status students

26.5.1 Non-program students

Enrolment of non-program students in one or several courses (worth 15 credits maximum) must be authorized by the Registrar and approved by the program supervisor. Also, these students must pursue one of the many study programs offered at UQAT.

26.5.2 Auditors

Individuals with the status of auditors, with the Registrar's authorization and program supervisor's approval, are entitled to register in one or several courses.

26.5.3 Enrolment refusal – Non-program student or auditor

A student who is denied enrolment to or excluded from a program due to restrictions in the pursuit of his studies may not apply to enroll in any courses of his program as a non-program student or auditor.

26.6 Registration procedures

26.6.1 Student responsibility

Registration is a procedure that applies to one session at a time. Regular students must complete registration formalities in a manner consistent with the procedures laid down, on the dates and within the deadlines mentioned on the university calendar. It is the responsibility of every student to ensure that his academic path is in line with the requirements of his program and the university rules and regulations.

26.6.2 Program supervisor responsibility

The program supervisor must ensure that every student has completed the admission procedure prior to registering in a program; he must also ensure that each registration complies with the program training plan and takes prerequisite courses and other program requirements into account.

26.6.3 Choice of activities

Before a session starts, students must choose, among the activities available for that session, those corresponding to the status and training plan of the program to which they are admitted, as well as to their enrolment status (full-time or part-time).

Choices of courses and activities must meet the following criteria:

- a) Educational status, as mentioned in their official file (proper admission to program, restrictions in the pursuit of studies, prerequisites, training plan, etc.)
- b) Availability of places in the selected courses
- c) Courses available
- d) Payment of tuition fees

The registration procedure must include one of the following:

- a) Choice of courses: The acronyms and titles corresponding to the courses or activities must comply with those listed on the academic schedule for the session;
- b) A note made by the Registrar clarifying the student's level of progress within his program.

26.6.4 Dual registration

Students admitted to two (2) programs must register in both.

26.6.5 Registration validation

A student's registration is not official until approved by the program supervisor and validated by the Registrar.

26.6.6 Modification to enrolment

Students may ask to modify the list of activities in which they are enrolled for a given session. Any changes must be consistent with the training plan of his program and a normal pace of studies. In particular cases, the program supervisor may authorize a regular student to take a course that is not included in the program.

26.6.6.1 Procedure

A student who wishes to make a registration modification must complete the necessary formalities. The student must notify the program supervisor in writing and do so within the period allotted for that purpose on the university calendar.

26.7 Course withdrawal and results

The mark given to a course that has been dropped depends on the date at which the withdrawal is notified by the student.

- a) Course withdrawal **with refund**: The student confirms in writing that he withdraws from the course within the period allotted for that purpose on the university calendar. The course in question does not show on the student's transcript.
- b) Course withdrawal **without refund and the word Fail mentioned on the student's file**: The student confirms in writing that he withdraws from the course and does so before the withdrawal deadline mentioned on the university calendar; in such case, the word *Withdrawal* shows on his transcript;
- c) For all other cases of course withdrawal, the word *Fail* appears on the student's file.

26.8 Registration modification – Intensive schedules

When a student enrolls in intensive courses, the modification request (withdrawal, addition or change in course/group) must be submitted within the withdrawal deadlines mentioned on the university calendar.

26.9 Late registration modification

Registration modifications performed after the deadlines set on the university calendar are regarded as an exceptional measure. The student who wishes to apply this option must make a request to his program supervisor, who in turn must refer it to the Registrar if he deems it admissible. Where appropriate, the Registrar may authorize the request for late registration modification. Should a dispute arise in the course of this procedure or the student concerned wish to appeal the decision made, the request is referred to the Teaching and Research Unit/School/Institute director concerned, whose decision is final and without appeal.

26.10 Withdrawal from program

A student who wishes to withdraw from his program must confirm it in writing to the program supervisor, who in turn must notify the Registrar's Office.

27. EVALUATION OF PRACTICUM AND RESEARCH WORK – GENERAL PROVISIONS

27.1 Transmission of report and exam performance evaluation

A copy of the evaluation of the student's practicum reports, essays, dissertations, theses as well as doctoral and comprehensive exams is forwarded in full to the student and his research director.

28. EVALUATION OF GRADUATE-LEVEL PRACTICUM ACTIVITIES

28.1 Progress evaluation

Each session, the practicum supervisor must evaluate the progress made by the student in his practicum activities.

28.2 Criteria for evaluation of graduate-level practicum reports

Practicum reports at graduate level must reveal the student's capacity to integrate and use knowledge acquired in his academic activities.

28.3 Criteria for evaluation of postgraduate-level practicum reports

Practicum reports at postgraduate level must reveal the student's capacity to contribute to the advancement of a field of intervention.

28.4 Evaluation jury of graduate-level practicum reports

Graduate and postgraduate practicum reports are evaluated by a jury composed of two (2) persons: the student's practicum director and an individual designated by the Program Committee

or the program supervisor. The program supervisor is responsible to inform the student of the composition of the jury.

28.5 Procedure for evaluating graduate-level practicum reports

Practicum reports are evaluated in accordance with the terms and procedures laid down by the Program Committee. These terms and procedures must be communicated to the Program Coordinator at the Vice-Principal's Office (Academics and Research).

Practicum reports are evaluated on the basis of the following scoring scale: **excellent, very good, good** or **fail**.

28.6 Evaluation of essays – Graduate-level programs

28.6.1 Criteria for evaluating essays – Graduate-level programs

Graduate-level essays must demonstrate that the student has learned to master certain research or creation techniques and methods.

28.6.2 Jury and rules for evaluating graduate-level essays

Graduate-level essays are evaluated by a jury composed of two (2) persons: the student's research director and an individual designated by the Program Committee; one of them must be a professor from UQAT.

The student's research co-director, where applicable, may not be a member of the essay evaluation jury unless the research director gives him his seat.

The evaluation is conducted according to the same rules as apply to theses, while taking into consideration necessary adjustments.

28.7 Evaluation of master's theses

28.7.1 Criteria for evaluating master's theses

A master's thesis is the result of research work; it must demonstrate the student's critical analysis skills and capacity to contribute to the advancement of a field of research, creation or intervention.

28.7.2 Evaluation jury

Jury members are appointed by the program supervisor upon on the research director's suggestion.

The jury is composed of the director, the co-director and two (2) other persons, including one (1) professor from UQAT. Where appropriate, the jury must be chaired by a professor from UQAT who is not the student's research director.

28.7.3 Procedure for evaluating a master's thesis

The following documents must be transmitted to the members of the jury: 1) one copy of the thesis; 2) the rules pertaining to thesis evaluation; 3) the evaluation sheet.

The chair of the jury ensures that the evaluation is conducted properly, and is responsible for reconciling the jury members' individual evaluation of the student's thesis into a written synthesis. Should the jury members disagree on recommendations or scores, the chair must consult the other three (3) jury members in order to achieve unanimity. If the jury members fail to unanimously agree, the recommendation and score of a majority of jury members apply. In the event of a tied vote, the chair uses his casting vote. The chair must communicate the jury's

decision to the program supervisor and clearly explain the grounds of the decision rendered and, if any, adjustments to be made to the thesis.

The program supervisor receives the jury's decision with the following documents: 1) the evaluation by each jury member; 2) the chair's written synthesis of the evaluations made by the jury members, and 3) the score given by the jury.

28.7.4 Deadline

The jury members are allotted six (6) weeks to produce their evaluation report and send it to the program supervisor. If a jury member does not submit his evaluation report within that time frame, the program supervisor may extend the evaluation deadline OR appoint a new jury member, who will have three (3) weeks to submit his report.

28.7.5 Decision of the evaluation jury

Each member of the evaluation jury must render one of the following decisions:

- a) **Acceptance with no modification** – In that case, the thesis gets one of the following scores: **excellent, very good** or **good**;
- b) **Acceptance subject to minor corrections** – In that case, the thesis gets one of the following scores: **excellent, very good** or **good**;
- c) **Acceptance subject to major corrections to be made under the research director's supervision** – In that case, the thesis gets the following score: **good**;
- d) **Rejection of thesis** – In that case, the thesis gets the following score: **fail**

The final decision rendered on the thesis and the final score given reflect the decisions and scores expressed unanimously or by a majority of jury members.

28.7.5.1 Final acceptance of thesis

When the jury members decide unanimously or by a majority of votes on the final acceptance of a thesis, the research director authorizes the student to proceed with the final presentation of his thesis to the program supervisor.

The program supervisor can then communicate the recommendation to deliver the diploma to the Registrar's Office if the student meets all the conditions laid down herein in article 32.1 *Conditions for obtaining a diploma*. This recommendation must appear on the student's last comprehensive transcript, which must also show the score given to the thesis.

28.7.5.2 Acceptance subject to minor corrections

If a thesis is **accepted but subject to minor corrections**, the student is given two (2) months to make the necessary corrections. The chair of the jury communicates the list of corrections to be made to the program supervisor, who sends it to the student's research director and asks him to supervise the corrections. Under exceptional circumstances, the program supervisor may grant an extension.

28.7.5.3 Acceptance subject to major corrections

If a thesis is **accepted but subject to major corrections**, the student is given four (4) months to make the necessary corrections. The chair of the jury communicates the list of corrections to be made to the program supervisor, who sends it to the student's research director and asks him to supervise the corrections. Once the corrections are made, the program supervisor, where appropriate, submits the updated version of the thesis to the same jury. Under exceptional circumstances, the program supervisor may grant an extension.

If the updated version of the thesis is rejected or the student does not submit a new document within the deadline set, the student is excluded from the program and notified accordingly by the Registrar.

28.7.5.4 Final presentation and rating

Once approved by the research director, the student submits the corrected document to the program supervisor in four (4) copies, unbound (or five (5) if a co-director is involved). The copies are then distributed as follows:

- a) one copy to the student;
- b) one copy to the research director (and one copy to the co-director, where relevant);
- c) one copy to the UQAT library, according to the rules pertaining to electronic thesis and dissertation filing;
- d) one copy to the Vice-Principal (Academics and Research).

The research director submits a certificate of final presentation to the program supervisor stating that the document is consistent with the recommendations of the evaluation jury and the evaluation result is expressed in the score given: **excellent, very good, good or fail**.

The program supervisor sends a recommendation of completion of studies to the Registrar's Office.

28.7.5.5 Rejection of thesis

In the event that a thesis is rejected unanimously or by a majority of jury members, the student is given a **fail** grade and excluded from the program following the recommendation of the program supervisor, who must notify the Vice-Principal (Academics and Research) and the Registrar accordingly.

28.8 Evaluation of a doctoral essay

28.8.1 Evaluation criteria for a doctoral essay

A doctoral essay should demonstrate the student's capacity to contribute to the evolution of his field of studies.

28.8.2 Evaluation jury for a doctoral essay

Doctoral essays are evaluated by a jury composed of four (4) members, including:

- a) at least one (1) person, but not exceeding two (2), from outside UQAT;
- b) at least two (2) professors of UQAT empowered to supervise or co-supervise a thesis in accordance with current UQAT rules and policy.

The research director is normally part of the jury unless he decides otherwise. If the student is supervised by a research director and a research co-director, only one of them may be a member of the jury. The presence on the jury of a person from the socioeconomic environment concerned is encouraged if the essay falls within a professional degree program.

Jury members are appointed by the program supervisor, who has the responsibility to send them a copy of the essay to be evaluated.

Each essay must be evaluated in accordance with the rules applying to doctoral theses, taking any necessary adjustments into account.

There is no oral defense for essays at the post-graduate level.

28.9 Evaluation of a doctoral thesis and thesis defense

28.9.1 Evaluation criteria for a doctoral thesis

A doctoral thesis must make an original and significant contribution to the advancement of knowledge in a field of research, creation or intervention, and demonstrate the student's capacity to conduct research work in an autonomous way.

A doctoral thesis is the result of the work performed by the same person ensuring its oral defense. Where a thesis is composed of several articles written by several authors, the evaluation will focus on the student's contribution to the collective work.

28.9.2 Composition of the initial thesis evaluation jury

The evaluation of a doctoral thesis is performed by a jury composed of minimum four (4) members and maximum six (6) members; the jury is chaired by one of them who is neither the student's thesis director or thesis co-director. The jury must include two (2) members from outside UQAT and maximum four (4) members from inside UQAT.

The choice of jury members is guided by the following principles:

- a) Two (2) members from outside UQAT;
- b) Maximum four (4) members from inside UQAT. The thesis director, unless he decides otherwise, is a member of the jury. The thesis co-director may also be part of the jury; if both the thesis director and co-director are members of the jury, their votes can only count as one.

The members of the evaluation jury for a doctoral thesis are appointed by the program supervisor. When making his recommendation, the program supervisor is not bound by any suggestions from the thesis director. However, the program supervisor must ascertain the qualifications of every jury candidates. The program supervisor must then submit his recommendation for the composition of the jury to the Vice-Principal (Academics and Research) and indicate their professional origin, function and qualifications.

Should the thesis director wish to suggest candidates for the jury, he must submit a list of names to the program supervisor within the week after his authorization to submit the thesis.

28.9.3 Chairmanship

The jury chairperson must fulfill the following mandate:

- a) Coordinating the work of the jury;
- b) Leading the question period during the student's oral defense;
- c) Immediately after the thesis defense, presiding the deliberations of the jury, in a closed session, and fostering the achievement of a unanimous decision;
- d) At the final deposition of the thesis, confirming to the Teaching and Research Unit/School/Institute director concerned that the student has properly taken into account the evaluation reports of the jury members and the recommendations made during the student's oral defense. The chairperson may, for a valid reason, delegate this portion of his mandate to another member of the jury.

28.9.4 Procedure

The program supervisor specifies the date by which the report must be submitted and sends a copy of the following documents to each jury member: 1) text of the doctoral thesis; 2) evaluation form; and 3) directives, rules and procedures relevant to the evaluation of a doctoral thesis. The program supervisor informs the author of the doctoral thesis of the composition of the jury.

Each member of the jury is required to submit his evaluation to the Teaching and Research Unit/School/Institute director concerned within two (2) months after receiving the text of the doctoral thesis.

The report of a jury member, to be considered valid, must meet the following conditions:

- a) Bear the jury member's signature;
- b) Be attached to the form provided for that purpose;
- c) Be consistent with the directives submitted to the jury members.

28.9.5 Evaluation report

The evaluation report of each jury member must include two (2) elements: 1) comments and remarks that justify his recommendation; and 2) one of the following three (3) recommendations:

28.9.5.1 Acceptance to proceed to the oral defense

Such acceptance must include an indication of the evaluation given to the thesis for information purposes only, since the jury will agree on the final evaluation after the student's oral defense; the acceptance may be granted unconditionally, with no modification, or acceptance subject to minor corrections made under the research director's responsibility.

Each jury member must specify if the necessary corrections must:

- a) Be made after the student's oral defense;
- b) Be made before the student's oral defense, without further notice;
- c) Be brought to his attention before rendering his final recommendation.

Corrections must be made within two (2) months; the student must submit the corrected version of his thesis once authorized in writing by his thesis director and, where relevant, his thesis co-director.

Where paragraph **c)** above applies, if the thesis evaluator is not satisfied with the corrections made by the student, he is entitled to replace his recommendation for acceptance by a final recommendation to return the thesis to the student for major corrections. Thereafter the provisions of the last paragraph of article 28.9.6 *Decision of jury prior to oral defense* do apply.

28.9.5.2 Doctoral thesis returned for major corrections

In this case, the student is given only one opportunity and a maximum of one (1) year to submit a new text after making the necessary corrections; the student must submit his new text after receiving the written authorization of his thesis director and, where relevant, his thesis co-director. The text is submitted again for evaluation by each jury member; in this case, the jury may only recommend to either **accept the thesis provided that no or minor corrections be made to the text**, with an indication of the rating provided for information purposes only, or **reject the thesis with no entitlement to resubmission**, with comments justifying this recommendation. Given the importance of making the corrections requested by jury members, the student must

register in each session concerned retroactively to the session following the date of submission of his work.

28.9.5.3 Rejection of thesis with not entitlement to resubmission

The program supervisor receives the individual report of the jury members and includes them in a summary report confirming that the student's doctoral thesis is rejected with not entitlement to resubmission. The program supervisor sends all the documents to the Vice-Principal (Academics and Research).

28.9.6 Decision of jury prior to student's oral defense

The recommendations of the jury members must be unanimous for any of the following three (3) possible decisions: **acceptance**, **return for corrections** or **rejection**. After summarizing their recommendations, the jury chairperson must communicate the decision to the Vice-Principal (Academics and Research). It is also his responsibility to send the portion of the comments relating to the necessary corrections to the student.

In case of contradictory recommendations from the jury members, the jury chairperson must ask the jury members to reach a unanimous decision. Should the initial jury fail to unanimously agree on a decision, the Vice-Principal (Academics and Research) must establish a second jury.

If the student's thesis is **rejected**, the Registrar, upon recommendation of the Program Committee, must pronounce the student's exclusion.

28.9.7 Setting up the oral defense

Oral defense chairmanship, organization and supervision fall under the responsibility of the Vice-Principal (Academics and Research). When a thesis is accepted and permission granted to proceed with its oral defense, the members of the examination jury or the research director agree on a defense date with the student, the members of the jury and the Vice-Principal (Academics and Research). The oral defense should take place no later than one (1) month after the jury's decision is communicated by the program supervisor to the Vice-Principal (Academics and Research). The Vice-Principal (Academics and Research) is responsible to convene the oral defense officially.

Oral defense is an integral part of the thesis evaluation process; it is mandatory. It consists in a public presentation, unless decided otherwise by the Vice-Principal (Academics and Research) or recommended otherwise by the examination jury or program supervisor. The oral defense must be performed before the examination jury and the Vice-Principal (Academics and Research) or his representative.

28.9.7.1 Objectives of the oral defense

The objectives of the oral defense process are as follows:

- a) Confirming the authenticity of the thesis by verifying the student's capacity to defend it;
- b) Giving a final judgement on the student's thesis.

28.9.7.2 Decision of the examination jury after the oral defense

After the oral defense, the jury members' decision must take into consideration the thesis content and the capacity demonstrated by the student to defend it. The decision of the initial jury to accept or reject a thesis must be taken unanimously, or else the Vice-Principal (Academics and Research) must establish a second jury.

Decisions regarding minor corrections to the text and the rating given to the thesis (**excellent**, **very good**, **good** or **fail**) must be taken by a majority of jury members. In case of a tie, the chair has the deciding vote.

28.9.7.3 Composition and appointment of the members of the second jury

The members of the second jury are appointed by the Vice-Principal (Academics and Research) upon recommendation of the program supervisor. The second jury must be composed of new members, with the exception of the thesis director, who must be part of the jury unless he decides otherwise. The thesis co-director, where relevant, is usually not a member of the second jury unless the thesis director steps aside; in such case, the thesis director should normally be part of the jury, unless he decides otherwise.

Besides the thesis director or the co-director, the second examination jury is composed of minimum three (3) and maximum four (4) members, including one (1) member acting as chairperson, and at least one (1) member from outside UQAT. With the exception of the thesis director or co-director, none of the members of the second jury must have been involved in the student's work.

28.9.7.4 Decision of the second jury

Any decision of the second jury must be made by a majority of members; it is final and without appeal. In case of a tie, the chair has the deciding vote and therefore counted twice. All decisions must be communicated by clearly specifying whether they were made unanimously or by a majority of votes.

Following examination of the text content of the thesis, the second jury must make one of the following decisions:

- a) **Acceptance of the thesis – with no correction or subject to minor corrections – Decision, taken unanimously or by a majority of votes, to proceed with the oral defense;**
- b) **Acceptance of the thesis – subject to major corrections – Decision, taken unanimously or by a majority of votes,** only if major corrections have not been made already to the thesis at the request of the initial jury or the second during the examination of the first thesis text, since the student is only entitled to submit a new text once major corrections are made;
- b) **Rejection of the thesis - Decision, taken unanimously or by a majority of votes.**

28.9.8 Oral defense before a second jury

When the oral defense takes place before a second jury, the decision made unanimously or by a majority of members concerns the **acceptance** or **rejection** of the student's thesis, necessary minor corrections, if any, and the grade given to the thesis expressed as follows: **excellent, very good, good** or **fail**.

28.9.9 Final submission and grading

The student, with the approval of his research director, sends four (4) – five (5) if he has a co-director –, unbound copies of the corrected version of his thesis to the program supervisor. The copies are distributed as follows:

- a) one copy to the student;
- b) one copy to his research director (and one to his co-director, where relevant);
- c) one copy filed at the library of UQAT, according to the rules pertaining to the electronic filing of dissertation and theses;
- d) one copy filed at the office of the Vice-Principal (Academics and Research).

The research director provides a certificate of final submission to the program supervisor confirming that the document is consistent with the recommendations of the examination jury and the examination result, which is expressed as follows: **excellent, very good, good** or **fail**.

The program supervisor sends a recommendation of completion of academic studies to the Registrar's Office.

29. COURSE EVALUATION AND GRADING

29.1 General provision

UQAT must confirm that the program objectives have been achieved and establishes the rules governing the evaluation of program activities.

29.2 Evaluation of academic activities

The level of a student's learning achievement in a given course is evaluated by the person(s) conducting the course.

29.3 Administrative nature and grading of academic activities

29.3.1 Grading reflecting the appreciation of academic activities

Letter grading provides an overall appreciation of the level of learning attained by a student in relation to activity objectives:

A+, A, A-

B+, B, B-

C+, C

E

S, for requirement satisfied

V, for a course taken and passed in a university outside Quebec, in a context of student mobility, and not included in the cumulative grade point average.

29.3.2 Grading corresponding to the nature of an activity

The letter scale used for grading the nature of an activity is as follows:

- H** refers to a non-program course; not included in the cumulative grade point average;
- I** The letter I must be converted to one of the following letters (**A+, A, A-, B+, B, B-, C+, C, S** or **E**) within twenty (20) working days after the session ends, and is automatically converted to **E** after that deadline;
- K** Refers to an exemption granted by means of recognition of prior learning;
- N** Refers to a non-credited activity;
- X** Refers to the withdrawal from a course, notified in writing by the student, before the end of the course withdrawal deadline, as specified on the university calendar and according to the rules in force at UQAT.
- L** Refers to an activity that was failed, then repeated and passed;
- R** Means that the activity was deferred;
- P** Refers to an upgrading course for which the result is not included in the cumulative grade point average;

Z Refers to an ongoing research, practicum or creation activity.

29.3.3 Grading corresponding to the nature of an academic activity

E grade

The mark of **E** for **FAIL** means that the student must repeat the activity if compulsory; in the case of an elective course, the latter may be replaced by another course upon authorization of the program supervisor concerned. The mark of **E** can also be given to an activity that a student has dropped after the withdrawal deadline, without the **Fail** grade being mentioning.

I grade

The letter **I** is given in exceptional cases only; it means that the student has not yet met the requirements of the activity and the professor's judgment on the student's performance cannot yet be rendered. This letter is only possible by prior agreement with the professor concerned.

The letter **I** is converted automatically to **E** beyond twenty (20) working days from the end of the session.

S grade

The letter **S** means that the student has passed the course; it is used on exceptional cases only, and must be approved by the Academic Commission under a given program or by means of a regulation.

X grade

The letter **X** means that the student has withdrawn from the course and has submitted a written notice to that effect prior to the course withdrawal deadline, as specified on the university calendar.

K grade

The letter **K »** means that the student was exempted from taking the course because prior learning was recognized.

L grade

The letter **L** indicates that the student has failed an activity, repeated it and finally passed it. Only the most recent mark or the highest mark given to the student for this course is included in the cumulative grade point average.

R grade

For the purposes of the student's transcript of grades, the letter **R** is used at each of the sessions during which a course is given; the letter **R** is replaced by the actual rating when the last of the session ends.

The letter **R** may be used only after prior authorization by the TRU/School/Institute director, who determines the period during which the letter **R** can be used and notifies the Registrar accordingly.

In exceptional cases, where required by specific constraints, a graduate or postgraduate activity or practicum may, at the request of the program supervisor and upon authorization of the TRU/School/Institute director, extend over two (2) sessions. The TRU/School/Institute director communicates his decision to the program supervisor and notifies the Registrar accordingly.

V grade

The letter **V** appears on the transcript of grades when a course is taken and completed successfully in a university outside Quebec in a context of student mobility. The mark is not included in the cumulative grade point average.

Z grade

The letter **Z** means that the research, creation, intervention or practicum activity is still in progress.

30. CUMULATIVE AVERAGE

30.1 Cumulative grade point average

The cumulative grade point average (CGPA) provides students an indication of their performance, capacity and ability to continue their study program; the CGPA appears on the transcript of grades.

The CGPA is calculated at the end of each session on the basis of all grades obtained in program courses; it attaches a numerical value to letter grades, and factors in the number of credits allocated to each course. When a course is repeated, all the results obtained for the course in question appear on the transcript of grades, but only the highest grade is included in the cumulative grade point average.

Only the following letter grades have a numerical value:

A+ = 4.3	B+ = 3.3	C+ = 2.3	E = 0
A = 4.0	B = 3.0	C = 2.0	
A- = 3.7	B- = 2.7		

These values are included in the cumulative grade point average. However, when they are preceded by the letter **H** or **P**, they are not included in the calculation of the grade average.

The cumulative average is calculated as follows:

$$\frac{\sum_i P_i C_i}{\sum_i C_i}$$

Legend:

Σ The sum of...

P_i : The numerical value given to the letter

C_i : The number of credits allotted to the course for which the letter is given a numerical value

I : The course in question

The cumulative average, which may vary between 0 and 4.3, is calculated to the third decimal place and appears on the transcript of grades after being rounded off to the second decimal place, to the nearest hundredth. Furthermore, the cumulative average obtained at the end of each session is kept on the student's academic records until graduation.

The evaluation of a practicum or research report, essay, dissertation or thesis is not included in the calculation of the cumulative average.

30.2 Advancement in program on the basis of course results and cumulative average

The advancement of a regular student in the program of his choice, unless imposed restrictions in the pursuit of his studies, depends on the results obtained in each one of his courses.

30.3 Particular evaluation processes

Course repeat

Should a student fail a course, there is no repeat exam as part of the overall activity evaluation, except for a doctoral test.

A student who fails a mandatory course must repeat it as soon as he enrolls in a session, provided that the course is available.

A student who fails a doctoral exam is entitled to repeat it, and must do so before the end of the second session after the unsuccessful attempt. The student who fails his doctoral exam a second time or does not repeat it within the prescribed time-frame is excluded from the program.

30.4 Restrictions imposed for continuation of studies

30.4.1 Restrictions resulting from a cumulative average below 3.0

Particular conditions for continuing a study program may be imposed on a regular student for the following reasons:

- a) The student has a cumulative average below 3.0 after completing the equivalent of nine (9) academic credits;
- b) Results obtained by the student on the evaluation of his research, creation, intervention or practicum activities;
- c) The student has no research director;
- d) The student does not meet the minimum language proficiency and skills required by the program.

30.4.2 Exclusion from program

A student may be excluded from his study program for any of the following reasons:

- a) The student has a cumulative average of less than 2.5 after completing at least nine (9) academic credits at the master's or PhD level or propedeutic studies;
- b) The student has failed more than one activity under his study program;
- c) The student has failed a repeated course;
- d) According to the Program Committee rules, the student has obtained poor results on the session examination of his research, creation, intervention or practicum activities;
- e) In the case of a program with a research component, the student has gathered information involving human subjects or used secondary data prior to obtaining a certificate of ethics approval;
- f) The student does not meet the minimum language proficiency and skills required by the program;
- g) The program activities and requirements have not been completed and met within the maximum length of the study program.

Students who do not fulfill the specific pedagogical conditions mentioned in their official file are excluded from their study program.

Rejection of the student's essay, dissertation or thesis also entails exclusion from the program.

In the cases mentioned above, the Registrar, upon the program supervisor's recommendation, pronounces the student's exclusion from his study program. The program exclusion applies for a period of three (3) sessions.

30.4.3 Exclusion from UQAT

Students, when excluded for a second time from their study program at UQAT, are excluded from UQAT for a period of five (5) consecutive years.

30.4.4 Right to appeal in case of restrictions and exclusion

Students who feel prejudiced by the restrictions imposed on them may appeal the decision, in writing, to the TRU/School/Institute director. If they decide to do so, they must serve notice of their intention to be heard before an appeal committee.

30.4.4.1 Procedure

The TRU/School/Institute director must set up an appeal committee, which he will chair, composed of one (1) professor and one (1) graduate student who are members of the Academic Commission as well. The committee must hear the student and the program supervisor.

If the TRU/School/Institute director has taken part in the decision concerning the student, he must refer the file to the Vice-Principal (Academics and Research), who must assume the responsibility to set up the appeal committee. In such case, the appeal committee is composed of a chairperson and a professor and a graduate student who are members of the Academic Commission as well. The committee must hear the student, the program supervisor and the TRU/School/Institute director.

The chair must notify the student of the date, time and place of the appeal committee hearing.

30.4.5 Communication of the irrevocable decision of the TRU/School/Institute director to the student

The TRU/School/Institute director communicates the appeal committee's decision to the student and informs the Registrar and program supervisor accordingly. This decision is final and without appeal.

30.4.6 Submission of results

30.4.6.1 Transmission of result forms

At each session, on a date mentioned on the university calendar, the students have access online to their cumulative transcript. Cumulative transcripts cover all the grades obtained since they started their program. Students can get a copy of their transcript upon request to the Registrar's Office and payment of a fee set by UQAT.

To get their transcript in any manner, students must comply with article 32.1 c) herein.

30.4.6.2 Procedure for submission of results by a professor

Results forms must be completed by the sessional lecturer, approved by the TRU/School/Institute director and forwarded to the Registrar within ten (10) working days of the end of the session.

30.5 Grade review

The grade review procedure does not apply to evaluation results attributed by a jury on a doctoral examination, essay, dissertation or thesis.

30.5.1 Regulatory deadlines

Any changes to results on grade transcripts must be completed within forty (40) working days after transcripts are issued.

A student may ask to have grades modified; his request must be submitted within ten (10) working days of the date on which a grade is communicated officially to them by the Registrar.

The professor or sessional lecturer may change evaluation results already submitted to the Registrar, but all changes must be made within forty (40) days after transcripts are issued.

The Vice-Principal (Academics and Research) may require that evaluation results for a given course be reviewed. Requests for review must be submitted within twenty (20) working days of the date on which the grades are communicated to the Registrar.

30.5.2 Procedure to have a grade changed

Students who wish to have a grade changed are required to complete a grade review request form; once the form is forwarded to the Registrar's Office, it is processed as follows.

The form is forwarded TRU/School/Institute director, who sends it to the professor or sessional lecturer concerned, who examines the request and provides an answer within the following seven (7) working days. The professor or instructor may maintain, lower or raise the grade in question.

If the TRU/School/Institute director is unable to get the opinion of the professor or sessional lecturer, the request must be referred to a review committee. The latter must examine the request and provide an answer within ten (10) working days following the receipt date of the request.

Students not satisfied with the grade change made by their professor or instructor are entitled to submit a request for grade review within five (5) working days following the date on which the Registrar communicates the changed grade. The TRU/School/Institute director is then required to set up a review committee to study the request for grade review and provide an answer within fifteen (15) working days after receiving the request.

The TRU/School/Institute director must immediately communicate, in writing, the result of grade changes or reviews to the Registrar.

The Registrar must in turn notify officially the students concerned of the result of their request for grade change or review and notify the program supervisor.

30.5.3 Principles governing grade review

The review committee is set up by the TRU/School/Institute director.

The review committee consists of two (2) members of the department board, who are designated by the TRU/School/Institute director, and one (1) person representing the Vice-Principal (Academics and Research).

The professor or sessional lecturer who gave the grade submitted for review is not entitled to sit on the review committee.

If the TRU/School/Institute director is the professor or sessional lecturer concerned, If the department director is the professor or sessional lecturer concerned, the responsibility conferred

upon him under this procedure falls to another member of the TRU/School/Institute selected by the department board thereof at the beginning of the academic year.

The review committee must hear both parties if they so request.

The review committee may maintain, lower or raise the grade under review; they may also give the student concerned a letter **S** grade.

In the case of appeals, all the decisions rendered by the review committee are final and without further appeal.

30.5.3.1 Procedure to be followed by professors to modify academic results

Within forty (40) days after transcripts of grades are issued, the professor or sessional lecturer concerned may modify academic results that have been submitted to the Registrar's Office. To modify a grade, he must complete the appropriate form and forward it to the TRU/School/Institute director.

After approving the modifications, the TRU/School/Institute director forwards them to the attention of the Registrar, who in turn must inform the student and the program supervisor accordingly.

The only exception to this rule is when students are given the grade **I**, which must be replaced with a final grade within twenty (20) working days after issuance of the transcript.

30.5.3.2 Procedure for grade review at the request of the Vice-Principal (Academics and Research)

Up to twenty (20) working days from the date of submission of grades to the Registrar, the Vice-Principal (Academics and Research) may request that all the grades given to the students in a specific course be reviewed. Such requests can be made when the grades of all the students in the group or course show characteristics justifying the need for at least clarification and adjustment, where applicable. These characteristics include the following:

- All the students in the course or group were given the same grade.
- The average of the grades attributed to all the students in the group or class is too distant to any probable or normal class average.
- Letter **I**, **R** or **S** grades were used systematically or without prior explanation.

This review procedure is conducted according to the following steps:

- After notice from the Registrar, the person designated for this purpose by the Vice-Principal (Academics and Research) must contact the TRU/School/Institute director and the professor or sessional lecturer concerned, and seek all the information on how grades were assigned to the students in the group or course, in particular the grading criteria and the reasons for giving the students those grades.

The person designated by the Vice-Principal (Academics and Research), if he deems it appropriate, must submit an application to review the grades attributed to the students in the group or course to a review committee; this review committee is chaired by the Vice-Principal (Academics and Research) and includes the TRU/School/Institute director and program supervisors concerned and the Registrar, who acts as the Secretary.

The review committee hears the person designated by the Vice-Principal (Academics and Research), a student representing the group or course in question, and the professor or sessional lecturer concerned, in that order.

The Registrar informs the interested parties of the review committee's decision. This decision is final and without appeal.

31. PLAGIARISM AND FRAUD

This article was removed. Please consult Regulation 12 – Academic Plagiarism or Fraud at Université du Québec en Abitibi-Témiscamingue

32. ISSUANCE OF DIPLOMAS

Diplomas are issued upon recommendation of the Academic Commission and based on certifications produced by the Registrar.

32.1 Conditions for obtaining a diploma

For obtaining a diploma, the student must:

- a) have satisfied Université du Québec and UQAT regulations;
- b) have met the requirements of the program leading to the diploma sought;
- c) have paid all fees and arrears due, if any;
- d) have maintained a cumulative average equivalent or superior to **2.5**;
- e) if he conducted research activities involving the participation of human beings or using secondary data, having obtained a certificate of ethical approval and ensured the validity thereof throughout the course of the research activities.

33. ORGANIZATION OF GRADUATE STUDIES

33.1 Administrative aspects

33.1.1 All academic programs are programs of Université du Québec, which specifically authorizes UQAT to deliver and administer its programs, and to produce the certification required for issuing diplomas and attestations.

33.1.2 The Academic Commission adopts new short programs, DESS programs, master programs by completion of multiple certificates, concentrations and profiles as well as program modifications upon recommendation of the Program Committee and department boards, for aspects arising from their respective areas of jurisdiction.

Once a decision is made, the Vice-Principal (Academics and Research) of UQAT notifies the Vice-President (Academics and Research) of Université du Québec. The changes made to the programs offered at UQAT will be the subject of a periodic report by the Vice-Principal (Academics and Research) for submission to the Academic Council for adoption and to the Board of Governors for ratification.

The Academic Council recommends to the Board of Governors to adopt the new Master's and PhD degree programs once the Academic Commission of UQAT has approved the project.

The Board of Directors makes decisions regarding program closure and admission suspension, upon recommendation of the Academic Commission. The Vice-Principal (Academics and Research) of UQAT informs the Vice-President (Academics and Research) of Université du Québec accordingly. A report on program closures and suspensions is submitted regularly before the Academic Council for adoption, then before the Board of Governors for ratification.

The Board of Governors ratifies the suppression of Master's and PhD level programs upon recommendation of the Board of Directors of UQAT and the Academic Council.

33.2 Program management

UQAT programs are offered according to the management practices described in the following paragraphs.

UQAT is responsible for academic and administrative aspects of the programs with which it was entrusted by Université du Québec.

33.2.1 Collaborative and network programs

Program management may be assigned to more than one university-level establishment. These establishments bear the responsibility of those programs in accordance with the terms of a memorandum of understanding (MOU).

Network programs are to be managed by the constituent establishments of Université du Québec only. These programs are characterized by a significant common core; at UQAT, they are also known as “collaborative programs”.

33.2.2 Extension program

UQAT may work in partnership with one or more university establishments in Québec to deliver programs under its responsibility. The terms of delivery of extension programs are defined in the MOU. The establishment concerned maintains responsibility of the program and submits recommendations as regards diploma issuance.

33.2.3 Delocalized program

UQAT may associate with one or many partners to offer programs under its responsibility outside Quebec. Program delocalization terms are defined in a MOU. The establishment concerned maintains responsibility of the program and submits recommendations as regards diploma issuance.

33.2.4 Memorandum of understanding (MOU)

The delivery of collaborative, extension or delocalized programs is established by means of a memorandum of understanding (MOU).

The MOU is adopted by the Board of Directors, upon recommendation of the Academic Commission. It is then submitted for authorization to the Board of Governors. If the MOU relates to short academic programs or diplomas of higher specialized studies (DESS), it is submitted to the Vice-President (Academics and Research) for information purposes. The Vice-President (Academics and Research) prepares a report on the MOU; the report is submitted for adoption to the Academic Council, then it is ratified by the Board of Governors.

The MOU provides details on the following elements:

- a. The sharing of responsibilities as regards program delivery management, program modification and assessment; composition, operation and responsibilities in terms of program structure coordination; procedures for ensuring quality of teaching in programs.
- b. Measures related to admission, registration, coaching, mobility and assessment of students; reporting procedures regarding student enrollment figures to authorities concerned.
- c. Establishment(s) entitled to produce necessary certifications and recommend diploma issuance.
- d. Procedures as regards pooling of human and material resources; procedures related to intellectual property and copyright, where applicable.

- e. MOU duration; MOU amendment, renewal and termination procedures; guarantees for protecting the acquired rights of enrolled and accepted students at the termination of the MOU.
- f. Delivery terms for delocalized collaborative programs.

University establishments are required to produce a statement confirming the financial viability of program delivery and attach it to the MOU.

All amendments to the MOU must be submitted to the Vice-President (Academics and Research) of Université du Québec for information or, as required, for opinion of the Academic Council if any modifications to the MOU require the Board of Governors' authorization.

33.3 Program amendments

Any changes made to program descriptions constitute an amendment. UQAT has developed a guide on how to modify study programs (*Guide pour effectuer une modification de programme à l'UQAT*). This guide describes various types of amendment and how they are handled. All program amendments must be made in accordance with this guide and be approved as defined below.

33.3.1 All program amendments must be approved by resolution of the Program Committee. New courses, modified courses and changes to prerequisites must be approved by the departmental board concerned. Proposed changes must be submitted to the Vice-Principal (Academics and Research) of UQAT for an opinion, who then presents the proposed changes to the Academic Commission.

33.3.2 Program update

Notwithstanding the provisions of paragraph 33.3, certain minor or technical program amendments, including those described below, may be approved by the Dean's Office after consultation with the Dean - Research, Creation and Graduate programs (research component) where research programs are concerned: mandatory courses and optional courses that are reversed without causing any changes to the program structure or desired goals; changes to prerequisites; course description updates that do not affect the fundamental course components; adjustments to the wording of general program objectives or admissions conditions; addition of a course that does not belong to a program.

Requests for program adjustments must be submitted in writing by the program supervisor to the Dean's Office along with the resolution adopted by the Program Committee and department if they involve changes to courses or prerequisites. Once approved, program amendments come into effect at the beginning of the following session.

Once a year, a summary report of minor and technical amendments must be submitted to the Academic Commission for information.

Minor and technical amendments that are denied approval by the Dean's Office may be referred to the Academic Commission.

33.4 Nomenclature

Nomenclature designates the list of academic program names offered by Université du Québec, the specializations and profiles that must be mentioned on the diploma, degree appellations and their corresponding abbreviations. The Vice-President (Academics and Research) updates the nomenclature and the general rules and procedures related to the format and wording of diplomas adopted periodically by the Board of Governors upon recommendation of the Academic Council.

33.5 Program management – Program supervisor

33.5.1 Program supervisor

The position of program supervisor is held by a designated professor to perform administrative duties relating to a graduate studies program.

33.5.2 Mandate

Supervisors of graduate study programs have the mandate of performing specific tasks with regard to students and study programs. They must see to the application of administrative standards and deadlines specific to their program. More specifically, their mandate reads as follows:

- a) Analyzing admission requests; arranging for student selection and admission and for their reception at the time of registration; and handling requests for prior learning recognition;
- b) Sending, to the Dean (Academic Management), for submission to the university authorities, the Program Committee's recommendations with regard to candidates who could be appointed as professors;
- c) Having the choice of research directors and tutors approved by the Program Committee;
- d) Have research subjects and practicum projects approved by the Program Committee;
- e) Ensuring the timely registration of students at each session, taking program requirements and training plans into account; exercising the responsibilities set out in this regulation with regard to grade review and plagiarism;
- f) Ensuring that tutors and research directors fulfill their responsibilities as regards student evaluation;
- g) Ensuring that the Program Committee defines and applies the rules and modalities of material essay, dissertation and thesis presentation;
- h) Ensuring that the Program Committee defines the framework conditions for practicum and research activities;
- i) Organizing the evaluation of practicum reports, essays, dissertations and theses; ensuring that follow-up actions are taken;
- j) Ensuring that every person is comprehensively assessed; and confirming that he has achieved the objectives of his study program;
- k) Ensuring that students complete an evaluation of learning in accordance with procedures laid down;
- l) Organizing the implementation and smooth conduct of the program training plan;
- m) Working in collaboration with the Program Promotion Office, to contribute to promoting their respective program;
- n) Verifying course plans submitted each session by professors;
- o) Liaising with the professional and social circle concerned about program objectives;
- p) In collaboration with the Vice-Principal (Academics and Research), setting up procedures for evaluating the program under their responsibility;
- q) Coordinating a committee in charge of preparing a draft program amendment, in collaboration with the Vice-Principal (Academics and Research).

33.5.3 Appointment of program supervisors

Graduate program supervisors are appointed according to the procedure adopted by the Board of Directors.

33.5.4 Vacant position

When a program supervisor position becomes vacant, the TRU/School/Institute director assumes this function until another program supervisor is appointed.

33.5.6 Mandate of the Program Committee

A program committee is formed for each graduate program, in compliance with Regulation 7 of UQAT. The definition, mandate and composition of program committees as well as appointment of members are defined in the procedure adopted for this purpose by the Board of Directors.

33.6 Program Management – Department

As regards graduate training, the department provides a support role to the programs and courses under its responsibility; it delivers the necessary teachings under the programs and ensures student supervision. The departments must constantly make sure that program training objectives are attained, for example, through an evaluation of the program by the students.

33.7 Program development

Any new program proposal must be developed in accordance with the *Guide d'élaboration d'un projet de programme*. The program proposal must be forwarded to the Vice-Principal (Academics and Research) along with the resolution of the department or Program Committee (where applicable) approving the program proposal, and the resolution of the department approving the courses and requirements as regards teaching skills (EQE). The Vice-Principal (Academics and Research) may seek an opinion or support from experts outside the establishment prior to submitting the program proposal to the Academic Commission for approval.

33.8 Program evaluation

Study program evaluation consists in analyzing the current status of the programs concerned with regard to their respective objectives, results obtained, methods used and resources allocated, in order to measure their relevance and quality, taking into consideration the educational needs they are intended to meet.

Graduate level programs are evaluated as stipulated in UQAT's policy on regular program evaluation (*Politique d'évaluation périodique des programmes*).

Program evaluation reports and summaries must be forwarded to the Vice-Principal (Academics and Research), in compliance with General Regulation 3 of Université du Québec.

33.9 Course syllabus

There must be a syllabus prepared for every credit teaching activity and used in accordance with the UQAT's procedure on course syllabus preparation (*Procédure relative aux plans de cours*). Every syllabus must identify the elements of a course description or activity; it must also describe the teaching methods and evaluation process to be used.