

FAMILY-STUDY BALANCE POLICY

ADOPTED 460-CA-5171 (18-04-2023)

Note: In order to limit the consequences of biases and prejudices that may be found in documents published by the University and to recognize the diversity of the members of the University Community, this policy incorporates the principles of epicene writing.

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1. PREAMBLE

The *Université du Québec en Abitibi-Témiscamingue* (UQAT) recognizes the responsibilities and demands associated with university and family life, and the important role played by individuals who must reconcile their studies with family realities. It also acknowledges that these demands frequently involve discrimination grounds that Section 10 of the *Charter of Human Rights and Freedoms* protects against: “every person has a right to full and equal recognition and exercise of his human rights and freedoms, without distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.” By implementing the present Policy, UQAT aims to improve the conditions and support that Parents depend on to persevere, succeed, and fully flourish in their studies; in line with equal opportunity and the universal right to education, as promoted by Quebec society and stated in the Report of the Royal Commission on Education in the Province of Quebec.

2. DEFINITIONS

Monitoring Committee

Follow-up Committee on Family-Study Balance established under this Policy.

University Community

Refers to all UQAT staff members, including faculty members; lecturers; research groups, teams, units, centres and chairs; members of module boards and graduate program committees; the Students. The University Community also includes staff and members of the Academic Committee and the Board of Directors.

Family-Study Balance (FSB)

A commitment to balance the demands and responsibilities of family life and the successful completion of a university-level diploma or qualification, while usually having to cope with the demands of the labour market.

Family and Parental Obligations Leave

Long-term Leave related to family and parental obligations, i.e., for birth, adoption, and family responsibilities due to serious illness or accident, as well as short-term leave for family responsibilities due to illness or accident, and termination of pregnancy. These Leaves are more fully described in Section 9 of this Policy.

Spouse

Refers to the person with whom the Student Parent forms a couple by being either married or in a civil union, or in a common-law relationship. To be considered common-law partners, people must have lived together for at least 12 months (any break of less than 90 days does not interrupt the 12-month period). A person is also recognized as a spouse or common-law partner when they are the biological or adoptive parent of at least one of the children of the Student Parent.

Student

For the purposes of this Policy, Students are individuals enrolled in a program of study at UQAT. It includes

trainees but excludes postdoctoral trainees.

Family Member

The following persons are considered family members of the Student:

- a) The Student's child, spouse, father, mother, brother, sister and grandparents.
- b) The child, father, mother, brother, sister and grandparents of the Student's spouse.
- c) The spouse of one of the persons identified in paragraphs a) and b).
- d) The child of one of the persons identified in paragraphs (a) and (b).
- e) The spouse of a person identified in paragraph (d).

The following persons are also considered part of the family of a Student:

- A person who has acted as a host family for the Student or his/her spouse.
- A person for whom the Student or his/her spouse has acted or is acting as a foster family.
- The person under guardianship where the Student or spouse acts as guardian.
- An incapacitated person who has appointed the Student or the Student 's spouse as their mandatary.
- Any other person to whom the Student provides assistance and care because of their state of health, for which the Student receives benefits under a law.

Parental Support Measure (see Section 8.1)

The Parental Support Measure aims to modify contextual elements that are likely to hinder the Student's success, without affecting the acquired knowledge and skills necessary to graduate from the program. More specifically, a Parental Support Measure refers to the adjustment of a general standard, practice or procedure that is granted to an individual in the form of preferential treatment to compensate for their inability to take full advantage of the education and services offered by the University because of their Status as a Student Parent.

Student Parent

For the purposes of this Policy, the Student Parent is the person who meets any of the following criteria:

- a) Has a dependent family member, which includes, but is not limited to, supporting financially a physically distant family member.
- b) Is at least 20 weeks pregnant.
- c) Lives continuously or occasionally with their minor child(ren) (under 18 years of age) or those of their Spouse.
- d) Lives continuously or occasionally with a person with a major functional impairment or a serious mental health disorder recognized under the same terms and conditions as those of the Student Financial Assistance of the *Ministère de l'Éducation* and the *Ministère de l'Enseignement supérieur du gouvernement du Québec*.
- e) Provides ongoing or occasional support to a family member who has a temporary or permanent disability and with whom they share an emotional bond. Support is provided on a non-professional basis and regardless of the age, living environment or nature of the family member's disability, whether physical, psychological, psychosocial, or otherwise. This support can take various forms, such as personal care

assistance, moral support, guardianship, protection mandate appointment, or coordination of care and services.

Dependent

Refers to a person who is financially, emotionally, legally and/or physically dependent on another person.

Student Parent Status (see Section 7)

Official administrative status granted by the Registrar's Office to Student Parents and who have applied for it. This status proves that a person is a Student Parent and gives access to Family and Parental Obligations Leaves, and various Parental Support Measures to better manage the demands of Family-Study Balance.

3. OBJECTIVES

- 1) Provide Parental Support Measures to Student Parents, when possible.
- 2) Grant Family and Parental Obligations Leaves
- 3) Take into account the needs of Student Parents throughout their stay at the University.
- 4) Support the success and persistence of Student Parents within a realistic timeline, using the available resources and considering the details of each academic path and programme of study.
- 5) Improve the well-being of Student Parents in their academic setting.
- 6) Make the University Community more aware of the realities and needs of Student Parents.

4. SCOPE

This Policy applies to Students, but its implementation is based on the coordination of all members of the University Community, with a vision of both individual and collective responsibility.

5. LEGAL FRAMEWORK

This Policy is primarily governed by the following legal framework:

- *Charter of Human Rights and Freedoms, Chapter C-12.*
- *Act to ensure the protection of trainees in the workplace, RLRQ c.2.*
- Regulation 3 – Undergraduate studies.
- Regulation 10 – Graduate Studies.
- Policy Framework on Global Health.
- UQAT's Policy on Civility.
- All other applicable UQAT regulations, policies, directives, and procedures.

This policy is also consistent with the right of every person to education, recognized by Québec through

its adhesion to the International Covenant on Economic, Social and Cultural Rights (ICESCR), as well as the right of everyone to benefit from an education system that promotes the full development of their personality, as recognized in the preamble to the « *Conseil supérieur de l'éducation* » Act (C-60).

6. RESPONSIBILITIES AND ACCOUNTABILITY

6.1 Office of the Vice-Rector for Education, Research and Creation (VRERC)

The VREC has the responsibility for this Policy; it shall:

- Ensure the application, compliance, and revision of the Policy.
- Promote the Policy and make the UQAT University Community aware of the realities experienced by Student Parents.
- Promote Parental Support Measures for Student Parents in accordance with Regulation 10 – Graduate Studies and Regulation 3 – Undergraduate Studies (hereinafter referred to as: “Academic Regulations”), while considering the specific realities of each individual.
- Support members of the University Community in the application of the Policy, particularly teachers.
- Ensure that the Academic Regulations are aligned with the obligations and responsibilities set out in this Policy.

6.2 Deanship for Studies

The Deanship for Studies has the following responsibilities:

- Ensure that this Policy is communicated to the heads of departments, modules, and graduate programs.
- Support and assist the directors of departments, modules, and graduate programs in the application of the Policy.
- Make specific arrangements with all parties involved when the Student Parent is enrolled in an extension or joint program.

6.3 Registrar’s Office

The Registrar’s Office has the following responsibilities:

- Update, when necessary, the procedure required to apply for a Student Parent Status.
- Grant Student Parent Status and provide proof of such status to Student Parents who request it in accordance with the procedure set out in Appendix 1 of this Policy.
- Preserve supporting documents provided by Student Parents who have been granted Student Parent Status.

6.4 Vice-Rectorate, Resources (VRR)

The VRR is responsible for supporting the VRERC in the application of Parental Support Measures that concern human, financial, computer and material resources, within the limits of the organization's availability.

6.5 Student Services

Student Services have the following responsibilities:

- Assist the VRERC in the application of the Policy.
- Answer questions from Student Parents regarding the Policy.
- Analyze and respond to requests for Parental Support Measures that have not been answered by the Teacher or whose answer is considered unsatisfactory by the Student Parent.
- Inform the Monitoring Committee of the conclusions of the requests for Parental Support Measures processed by Student Services twice a year at the time of committee meetings.
- Implement the Parental Support Measures related to this Policy that fall within its area of expertise.

6.6 Heads of Departments, Modules and Graduate Program of Studies; Management Personnel; Coordinators of Modules and Heads of Department

They have the following responsibilities:

- Encourage their staff to be open-minded and helpful towards Student Parents.
- Integrate organizational practices that promote Family-Study Balance.
- Implement Parental Support Measures and ensuring that they are aligned with the academic path of Student Parents.

Graduate Program Management and Module Management are also responsible for receiving and processing requests for Family and Parental Obligations Leaves in accordance with the procedures set out in Appendix 3 of this Policy.

6.7 Teacher

The Teachers have the following responsibilities:

- Receive requests for Parental Support Measures from Student Parents who wish to benefit from them.
- Participate in the search for solutions regarding applicable Parental Support Measures and be receptive to the solutions proposed by Student Parents.
- Assess the possibility of applying a Parental Support Measure when a Student Parent applies for Parental Support Measures in the proper manner.
- Decide, when relevant, the kind of Parental Support Measures that are possible based on the specific circumstances of each Student Parent and taking into account their progress, their educational background and the UQAT rules, policies and procedures already in place.
- Help with the implementation of accepted Parental Support Measures for Student Parents.

6.8 Student Parent

Student Parents have the following responsibilities:

- Inform the Registrar's Office of their situation and apply for Student Parent Status. Proof of Student Parent Status will be required to apply for Family and Parental Obligations Leaves or Parental Support Measures.
- Provide the supporting documents needed to obtain Student Parent Status within the required deadlines. These documents are described in Appendix 4 of this Policy.
- Submit, if necessary, a request for a Parental Support Measure to their teachers, in accordance with the applicable procedure described in Appendix 2 of this Policy.
- Suggest to their Teacher measures that meet their needs and that comply with UQAT's procedures, policies and regulations, including the Academic Regulations and the present Policy, when submitting an application for a Parental Support Measure.
- Understand that certain problems related to Family-Study Balance cannot be completely resolved by the Parental Support Measures offered by UQAT.
- Respect the fact that the Parental Support Measures offered by UQAT in a specific context are not necessarily fully transferable to another context.
- Submit a request for Family and Parental Obligations Leaves, if required, in accordance with the procedure described in Appendix 3 of this Policy.
- Provide the necessary supporting documentation when applying for Family and Parental Obligations Leaves, within the required time frame.
- Participate actively, and with an open mind, in the search for solutions to solve a problematic Family-Study Balance situation.

7. STUDENT PARENT STATUS

Student Parents must apply for Student Parent Status as soon as possible, upon registration if applicable, as proof of this Status is required to apply for Parental Support Measures or Family and Parental Obligations Leaves.

7.1 Obtaining Student Parent Status

Student Parents must obtain proof of this status by submitting a request in accordance with the procedure set out in Appendix 1 of this Policy.

8. PARENTAL SUPPORT MEASURES

8.1 Application for a Parental Support Measure by Student Parents

The eligibility for, and nature of, Parental Support Measures depends on a combination of factors, such as part-time or full-time studies, program and course of study. Parental Support Measures must therefore take into account the specific circumstances of each Student in relation to their academic path and context, the regulations, policies and procedures already in place, and the resources available. If the Student Parent is enrolled in a program by extension or in a joint program, a special agreement must be concluded with all parties involved.

It should also be noted that some Parental Support Measures may be incompatible with the specifics of a program (for example, a program that requires full-time attendance for the session in question).

Student Parents who wish to obtain a Parental Support Measure must apply for it in accordance with the procedure set out in Appendix 2 of this Policy and must ensure that they have previously obtained proof of their Student Parent Status. The possibility of obtaining a Parental Support Measure may be affected by the moment at which the application is received by the Teacher; for this reason, it is recommended that Student Parents apply as soon as possible.

8.1.1. Evaluation of the Application by the Teacher

The request for a Parental Support Measure is evaluated by the Teacher of the course for which the Student Parent considers that a Parental Support Measure is desirable. The Student Parent making the request and the Teacher concerned must work together to find solutions. Once the assessment of the request has been completed, the Teacher will determine whether Parental Support Measures are possible, based on the specifics of the program. The Teacher concerned will follow up with the Student Parent. Any questions regarding applications should be addressed to: [sae- CFE@uqat.ca](mailto:sae-CFE@uqat.ca).

The following Parental Support Measures are presented as examples:

- To offer various teaching conditions and modes of participation that take into account the realities of Student Parents, such as advancing or postponing the date of an exam or extending the deadlines for submitting an assignment.

8.1.2 Assessment of the Application by Student Services

If the Student Parent is dissatisfied with the outcome of the Teacher's handling of the request for Parental Support Measure, he or she may contact the Student Services at sae-CFE@uqat.ca to have them reassess the request.

The request will then be reassessed by the Student Services within seven (7) business days¹ after having received the email.

8.1.3 Mobilization of the Monitoring Committee

If they consider it necessary, Student Services may consult the Monitoring Committee to obtain its opinion on the processing of a request for a Parental Support Measure. Student Services will inform the Student Parent. The final decision will be at the discretion of the Student Services, who will remain responsible for following up with the Student Parent, as early as possible. In certain special and complex cases, the Student Services may delegate the entire review of the request to the Monitoring Committee. In such cases, the final decision rests with the Monitoring Committee, which will be responsible for any necessary follow-up with the Student Parent.

¹ **Business day:** A day of the week, Monday to Friday, excluding holidays laid down in the academic calendar. The calculation of the time limit begins on the working day following the event giving rise to it and ends on the last working day at midnight. Weekend and holiday days are not counted in this calculation.

8.2 Parental Support Measures at the Institutional Level

To achieve the objectives of this Policy and provide Student Parents with the necessary support, UQAT is committed to implementing an institutional deployment strategy that assigns responsibilities to the relevant authorities based on the resources at its disposal.

The following measures are examples of the type of action that can be taken at an institutional level to facilitate the educational progress and the situation of Student Parents:

- Raise awareness among the University Community of the realities of Student Parents and the Family-Study Balance measures in place, based on a broader definition of the family that takes into account all forms of family involvement (e.g., posting articles in the newsletter, awareness-raising posters, accompanying guidebook, organizing information days).
- Increase the guidance and support offered to Student Services (e.g., provide financial or administrative support) and the *Association Générale Étudiante de l'UQAT* (AGEUQAT) for projects aimed at strengthening a Family-Study Balance (e.g., offering a drop-in daycare service at institutional events).
- Extend the opening hours of some services (e.g., provide access to library, study rooms, laboratories).
- Collect and update relevant demographic data to determine where support is needed and how it should be delivered (e.g., add a question about parenting and/or family engagement to the registration forms, create a Family-Study Balance survey that asks for demographic information to cross-reference data).
- Increase access to financial support, in collaboration with the relevant services and departments (e.g., increase the number of scholarships for Student Parents, promote existing scholarships).
- Develop Housing Support Measures (e.g., reserving places in residences, helping to establish links with regional aid agencies).
- Promote peer support and networking, in collaboration with AGEUQAT (e.g., create a support network for Student Parents, especially for babysitting and meals, organize events for Student Parents).
- Strengthen access to student jobs for Student Parents.
- Make sure to identify, among the people who frequent the establishment, those who are responsible for children and encourage them to make their needs known in order to get the support they need (e.g., hand accompanying guidebook, offer support through Student Services).
- Monitor Parental Support Measures and the solutions offered to Student Parents in the higher education environment, in order to promote best practices (e.g., produce and disseminate a document listing good practices).
- Implement and update the procedure for requesting Family and Parental Obligations Leaves.
- Contribute to the development of certain facilities to meet the needs of Student Parents (e.g., provide a breastfeeding space and/or study room for people who are accompanied by their children).

9. FAMILY AND PARENTAL OBLIGATIONS LEAVE

UQAT recognizes certain long-term leaves related to family and parental obligations, namely leaves for childbirth, for adoption and family responsibilities due to serious illness or accident, as well as short-term leaves in case of family responsibilities due to illness or accident, and in the event of pregnancy termination.

Those who wish to take advantage of a Family and Parental Obligations Leave must first obtain proof of Student Parent Status by submitting their application in accordance with the procedure set out in Appendix 1 of this Policy. They must then submit the application for Family and Parental Obligations Leave in accordance with the procedure set out in Appendix 3 of this Policy, and the terms and conditions and procedures applicable to their cycle of study.

9.1 Long-Term Leaves

Authorized long-term leaves include leaves for childbirth, adoption, and family liability due to serious illness or accident.

9.1.1. Leave for Childbirth

It is permitted for the Student Parent to request a leave when the child is born.

9.1.2. Adoption Leave

A Student Parent is permitted to request a leave upon adoption of a child other than that of his or her Spouse.

9.1.3. Family Obligation Leave Due to Serious Illness or Accident

Students may apply for a leave of absence if they are required to be with their child, with a person in their care or in their role as caregivers, or due to a serious illness or accident. The unforeseen and sudden nature of the circumstances may require a quick decision and, therefore, the applicants must notify the management of their module or graduate studies program as soon as possible and try to give an indication of the duration of their absence. It is expected that the request for Student Parent Status be made as soon as possible.

9.2 Short-Term leaves

9.2.1. Family Obligation Leave Due to Illness or Accident

Students may apply for short-term leaves of absence if they are required to be with their child, with a person in their care or in their role as caregivers, or due to illness or accident. The unforeseen and sudden nature of the circumstances may require a quick decision and therefore, the applicant must notify the management of their module or graduate studies program as soon as possible and try to give an indication of the duration of their absence. It is expected that the request for Student Parent Status be made as soon as possible.

9.2.2. Leave for Termination of Pregnancy

All students, even if they do not have Student Parent Status, have the right to request a leave in the event of a termination of pregnancy, such as a miscarriage or abortion. For the procedure to follow, see Appendix 3, Section 3.1.2 (for 1st Cycle Students) and Section 3.2.2 (for Graduate Students).

10. MONITORING COMMITTEE FOR FAMILY-STUDY BALANCE

The FSB Monitoring Committee is formed to ensure the application and compliance with this Policy. They may also be called upon by Student Services to answer their questions or to take a position on certain requests for Parental Support Measures.

10.1 Mandate of the Monitoring Committee

The mandate of the Monitoring Committee is to:

- 1) Ensure that the objectives set out in this Policy are met.
- 2) Answer questions or provide advice to Student Services on the processing of a request for Parental Support Measures, when requested to do so by Student Services.
- 3) Process applications for Parental Support Measures at the request of Student Services in certain special and complex cases and to follow up with Student Parents as appropriate.
- 4) Receive the conclusions on Parental Support Measures applications processed by Student Services.
- 5) Identify actions or measures to improve conditions for Student Parents.
- 6) Report to the VRERC to present recommendations and general observations, as deemed necessary by the Monitoring Committee.
- 7) Report annually to the VRERC, at a meeting of the Monitoring Committee, on its recommendations following the examination of issues and requests related to the application of this Policy.
- 8) Adopt amendments to the Appendices to this Policy, as necessary.

10.2 Structure of the Monitoring Committee

The Monitoring Committee is made up of five people from the University Community, namely:

Executive members with a term of three (3) years with the possibility of renewal:

- 1) A representative designated by the Student Services management who chairs this Monitoring Committee.
- 2) A representative designated by VRERC.
- 3) An Equity, Diversity and Inclusion Officer designated by the Vice-Rector, Reconciliation, International Development and Partnership.

Members appointed by AGEUQAT management with a term of two (2) years with the possibility of renewal:

- 4) An 1st cycle student.
- 5) A 2nd or 3rd cycle student.

10.3 Functioning of the Monitoring Committee

Quorum – A quorum shall be constituted by the presence of a majority of the members. The decision-making meetings of the Monitoring Committee are valid when a majority of the members in office are present. Meetings of the Monitoring Committee for the purpose of discussion shall be valid even if there is no quorum.

Meetings – The Monitoring Committee meets at least twice a year, in addition to spontaneous meetings that take place as needed, particularly at the request of Student Services when they wish to obtain the opinion of the Monitoring Committee for reassessing an application for Parental Support Measures. It is expected that minutes will be taken at the end of each meeting.

Voting - Every member of the Monitoring Committee is a voting member and has one vote. All decisions of the Monitoring Committee shall be taken by a majority of votes. In the event of a tie, the Chairperson of the Monitoring Committee shall cast the deciding vote. When necessary, the Chairperson of the Monitoring Committee may ask the members to vote on an issue, outside of a meeting of the Monitoring Committee; this can include the use of technological means.

If necessary, the Monitoring Committee shall adopt complementary rules of internal management.

11. FINAL PROVISIONS

- This Policy will come into effect as of the first day of the Fall 2023 session.
- This Policy will be reviewed every five (5) years or as soon as any changes made may have an impact on it.
- Modifications made to the Appendices of this Policy may be adopted by the Monitoring Committee without having to obtain the authorization of the Board of Directors, provided that these changes do not modify the orientations or the nature of this Policy.
- The person occupying the position of Vice-Rector (Teaching, Research and Creative Activities) shall ensure the implementation of the provisions of this Policy and the directives and procedures resulting from it.

APPENDIX 1 - PROCEDURE FOR OBTAINING STUDENT PARENT STATUS

1. Students who wish to be granted a Student Parent Status must apply using the form available on UQAT's web page, under the Registrar's Office section, at the following address : <https://www.uqat.ca/services/etudiants/bureau-registraire/documents-officiels.asp>
2. The Student must submit his form via a secure **One Drive** link, available on the form "Secure deposit of documents and forms". The administrators of the Registrar's Office receive the forms in **One Drive**, to which they alone have access.
3. Depending on the application context, the Registrar's Office will request supporting documents from the Student (child's birth certificate, medical certificate, proof of address, etc.) in accordance with the *Decision on Admission* (GESTA).
4. Students will receive a notification asking them to check their secure *My Account* file. Documents of different types will be asked for.
5. The Registrar's Office will receive and review the documents. They can accept or reject the documents, and possibly add comments. The Student can resubmit the document if it is rejected.
6. The Registrar's Office will put a message in the Student's file once they get the requested documents; it will be visible to the staff of the Registrar's Office, as well as that of the modules and graduate programs. This message enables them to find the Student using advanced search criteria.
7. The Registrar's Office will provide proof of Student Parent Status to the Student and update their academic record accordingly.

APPENDIX 2 – APPLICATION PROCEDURE FOR PARENTAL SUPPORT MEASURES

1. Application for Parental Support submitted to the Teacher:

1.1 The Student Parent who wishes to obtain a Parental Support Measure must follow these steps:

- 1.1.1 Have previously obtained their Student Parent Status.
- 1.1.2 Write a brief and clear Parenting Support Measure application by completing the Parenting Support Measure Application Form under the Family-Study Balance Policy included in Appendix 2.
- 1.1.3 Send their Parental Support Measure Application Form and proof of Student Parent Status by email to the Teacher of the course concerned. A mechanism for the secure transmission of information by email is made available to students.
- 1.1.4 The teacher will assess the Parental Support Measure application, render a decision and follow up with the Student Parent by email, within a maximum of three (3) business days².

1.2 **In certain exceptional and particularly sensitive cases where Student Parents do not want to communicate their situation to their Teacher, the Student Parents may apply for a Parental Support Measure by following these steps:**

- 1.2.1. Have previously obtained their Student Parent Status.
- 1.2.2 Write a brief and clear request for a Parental Support Measure by completing the *Exceptional Cases for Parental Support Measures Request Form under the Family-Study Balance Policy* included in Appendix 2.
- 1.2.3. The Student Parents must then email their *Exceptional Cases for Parental Support Measures Request Form*, and their proof of Student Parent Status, to the Student Services at the following address: sae-CFE@uqat.ca, clearly specifying why their case is exceptional and particularly sensitive. A mechanism for the secure transmission of information by email is made available to students.
 - a) The Student Services receiving the application must complete the form by confirming that they have received the information necessary to understand the Student Parent's situation and needs and by adding the Parental Support Measure that is appropriate for the situation. A section of the form is reserved for this purpose.
 - b) The Student Services processing the application must sign the section reserved for them, then delete the content of Section 1 of the Form as well as any sensitive information about the situation of the Student Parent.
 - c) The form must then be emailed to the Teacher within a maximum of three (3) business days, and the Student Parent CC'd.
- 1.2.4. The Teacher will evaluate the Parenting Support Measure application, render a decision, and inform the Student Parent by email, within a maximum of three (3) business days.

² **Business day:** A day of the week, Monday to Friday, excluding holidays laid down in the academic calendar. The calculation of the time limit begins on the working day following the event giving rise to it and ends on the last working day at midnight. Weekend and holiday days are not counted in this calculation.

2. Re-evaluation Request to the Student Services

Student Parents who disagree with the Teacher's decision of their application for Parental Support Measure may ask the Student Services to review their case by following these steps:

- 2.1 Send the request for a Parental Support Measure with the Teacher's email stating their decision, and specify that they want the Student Services to reassess their application. Requests for re-evaluation must be submitted in writing to the following email address: sae-CFE@uqat.ca.
- 2.2 Applications will be processed within seven (7) business days of receipt of the email by the Student Services.
- 2.3 The Student Services may consult the Monitoring Committee, if necessary, to seek the Committee's opinion on the application.
- 2.4 Once the application has been processed, Student Services will follow up with the individual.

It is strongly recommended to keep records of the steps taken in connection with an application for a Parental Support Measure, in order to gather all the essential information.

This form must be forwarded in a secure fashion to the Teacher of the course concerned at his or her professional email address. The application must be accompanied by proof of Student Parent Status previously obtained from the Registrar's Office. The Teacher must answer the Student by sending a message to the Student's UQAT e-mail address within a maximum of three business days.

Complete one (1) form per course of interest.

Application Date:

IDENTIFICATION OF THE STUDENT PARENT	
First Name	Name
Telephone	Email Address
IDENTIFICATION OF THE TEACHER	
First Name	Name
Academic Session	Course Title
SECTION I: SUMMARY OF THE SITUATION (one sentence may be enough)	
SECTION II: APPLICATION FOR PARENTAL SUPPORT MEASURE BY A STUDENT PARENT	
COMMENTS FROM THE STUDENT PARENT (IF NEEDED)	

This form must be forwarded in a secure fashion to Student Services at sae-CFE@uqat.ca. The application must be accompanied by proof of Student Parent Status previously obtained from the Registrar's Office. Student Services must then forward the completed request to the Teacher of the course concerned to his or her professional e-mail address within a maximum of three business days. The Teacher must then reply to the Student by sending a message to the Student's UQAT e-mail address within three business days.

- Complete one (1) form per course of interest.

FORM RESERVED FOR EXCEPTIONAL CASES*

***For exceptional and particularly sensitive cases where the Student Parents do not want to disclose their situation to the Teacher.**

Application Date:

IDENTIFICATION OF THE STUDENT PARENT	
First Name	Name
Telephone	Email Address
IDENTIFICATION OF THE TEACHER	
First Name	Name
Academic Session	Course Title
SECTION I: SUMMARY OF THE SITUATION (one sentence may be enough) *	
*To be removed by the Student Services before the form is sent to the Teacher.	
SECTION II: APPLICATION FOR PARENTAL SUPPORT MEASURES SUBMITTED BY THE STUDENT PARENT	

COMMENTS FROM THE STUDENT PARENT (IF NEEDED)

SECTION III: CONFIRMATION OF RECEIPT OF ESSENTIAL INFORMATION AND PROPOSED SUPPORT MEASURE (SECTION RESERVED TO STUDENT SERVICES)

Student Services Resource Person Signature:

APPENDIX 3: TERMS AND CONDITIONS OF ABSENCE & PROCEDURE FOR REQUESTING FAMILY AND PARENTAL OBLIGATIONS LEAVE

1. GENERAL PROVISIONS

Depending on your program of study, you may need to follow different steps to apply for a Family and Parental Obligations Leave. The terms and conditions for granting these leaves, and the rules and procedures for taking advantage of them, are based on your individual situation, your academic progress and context, and the existing regulations. This procedure is in accordance with Regulation 3 - 1st cycle studies and Regulation 10 - graduate studies.

2. TERMS AND CONDITIONS OF ABSENCE

2.1 FIRST CYCLE

2.1.1 LONG-TERM LEAVE

According to *Section 2.7.2 of Regulation 3 – 1st cycle studies*, “students who have not registered in any course or educational activity in their program for six (6) consecutive sessions (including the summer session) must reapply for admission, pay the fees, and meet the deadlines specified in the University calendar.” However, students in a 1st cycle program who are eligible to take a Family and Parental Obligations Leave recognized by UQAT can avoid this penalty if they provide the Registrar’s Office with documentation justifying the request, along with proof of their Student Parent Status, and if their absence covers six (6) consecutive sessions (including the summer session).

2.1.2 SHORT-TERM LEAVE

Students can take a short leave from their studies during the session if they have a medical certificate. The leave can be longer if justified by a medical certificate that specifies how much more time is needed.

For short-term Family and Parental Obligations Leaves due to illness or accident, students do not need to report or provide a medical certificate for leaves shorter than two weeks, in accordance with the Absence Authorization procedures. Students must ask their teachers for Parental Support Measures and, if needed, contact the module management.

2.2 GRADUATE STUDIES

2.2.1 LONG-TERM LEAVES

To obtain a long-term leave, *Section 26.3 of Regulation 10 – Graduate Studies* provides that a student may temporarily avoid the obligation to register by submitting a request for a Family and Parental Obligations Leave, or for any other exceptional situation duly justified, to the program director and by submitting the application to the Registrar’s Office. This allows a Student enrolled in a graduate program to take a Family and Parental Obligations Leave recognized by UQAT without facing a penalty.

An authorized absence may not be granted for more than three (3) consecutive sessions per Family and Parental Obligations Leave, including the summer sessions. However, with the written approval from Program Management, Family and Parental Obligations Leaves may be combined with a maximum of three (3) consecutive sessions of authorized absences, for a maximum duration of six (6) consecutive sessions.

Sessions of authorized absence are not included in the calculation of the duration of studies or in the calculation of deadlines imposed in other specific areas. The maximum time allowed to complete the program will be extended by the number of sessions equivalent to the period of absence allowed.

2.2.2 SHORT-TERM LEAVES

If they have a medical certificate, Students can take a short-term leave from their studies during the semester. The absence may be extended if justified by a new medical certificate and the extra period of absence required is specified.

For short-term Family and Parental Obligations Leaves due to illness or accident, students do not need to report or provide a medical certificate for leaves shorter than two weeks, in accordance with the Absence Authorization procedures. Students must ask their teachers Parental Support Measures and, if needed, contact the module management.

3. LEAVE OF ABSENCE PROCEDURES

3.1 FIRST CYCLE STUDIES

3.1.1 LONG-TERM LEAVE

If the Student has not yet registered for one or more courses for the session.

In compliance with Regulation 3 – 1st cycle studies, Students who wish to take a long-term leave must comply with the following procedure:

- 1) They may not register for any courses or educational activities in their program. In order not to be penalized, the period of absence must not exceed five consecutive sessions. If the period is six (6) consecutive sessions (including the summer session), Students will have to complete a new application for admission, but will not have to pay the fees if they have previously obtained Parent

Student Status and have submitted a request to the Registrar's Office at the following address: registraire@uqat.ca. The application must be accompanied by the official supporting documents listed in Appendix 4.

- 2) Once the application has been processed, the Registrar's Office will follow up with the individuals concerned.

If the Student has registered for one or more courses for the session.

Students who, during the semester, withdraw from one or more courses to take a Family and Parental Obligations Leave, must follow the withdrawal procedure. It should be noted that stopping payments, or failing to attend a course, does not constitute a withdrawal. In addition to the deadlines set out in the University Calendar, and indicated in the withdrawal procedure, Student Parents who wish to do so may be granted additional time to qualify for an authorized withdrawal without reimbursement and without mention of failure, or a withdrawal with refund. To do this, Students must:

- 1) Have obtained Student Parent Status.
- 2) Send an email to the Registrar's Office requesting that their absence be recognized as a case of force majeure to the following address: registraire@uqat.ca;
- 3) Ensure that the application includes a complete and well-documented file with all the necessary explanations and supporting documents, a list of which can be found in Appendix 4.

3.1.2 SHORT-TERM LEAVE

First cycle Students who have to be absent from their studies during a semester **for a short period of two weeks or more** must comply with the following procedure:

- 1) Obtain a medical certificate specifying the period of absence required.
- 2) Email a request for authorization of absence as soon as possible to his module management. Students must specify that this is a request for a short-term leave and indicate the period specified on the medical certificate. They must attach the document certifying their Student Parent Status.
- 3) Once the request has been approved by the module, Students need to send it to the Registrar's Office, specifying that they are applying for a short-term leave and enclosing the medical certificate. This request should be sent to the following address: registraire@uqat.ca.

- 4) If necessary, the absence may be extended if a medical certificate justifies it and states the required duration of absence. In that case, Students must inform their module and send the new medical certificate to the Registrar's Office at the same address as in Point 3.
- 5) Students have to reach a written agreement with the relevant teaching resources about the conditions of return and the necessary and possible Parental Support Measures.

3.2 GRADUATE STUDIES

3.2.1 LONG-TERM LEAVE

If the Student has not yet registered for one or more courses for the session.

In accordance with *Regulation 10 – Graduate studies*, Students who wish to take a long-term leave must comply with the following procedure:

- 1) Have obtained Parent Student Status from the Registrar's Office.
- 2) Request an Absence Authorization from the Director of the Graduate Program as soon as possible, before the beginning of the session(s) related to the request, except for Family and Parental Obligations Leave requests due to serious illness or accident that may happen unexpectedly. Students must indicate the type of Family and Parental Obligations Leave they are applying for, among those listed in Section 2 in the definition for Family and Parental Obligations Leave, and the reasons that motivate their request of absence. Any student who fails to register for a given session and who does not get an Absence Authorization is excluded from the program.
- 3) Once the application has been approved by the Director of the Graduate Program, email it to the Registrar's Office, indicating the type of Family and Parental Obligations Leave applied for and attaching the required supporting documents, which are listed in Appendix 4. This request should be sent to the following address: registraire@uqat.ca.
- 4) Absence is authorized once it has been approved by the program director and filed with the Registrar's Office.
- 5) The Absence Authorization must be obtained and approved before the registration deadline for the session in which the absence will occur.

If the Student has registered for one or more courses for the session.

Students who withdraw from one or more courses during the semester because of a Family and Parental Obligations Leave must follow the steps described in *Section 26.7 of Regulation 10 – Graduate Studies* to withdraw from the course(s). It should be noted that failure to pay or to attend a course does not constitute a withdrawal. Beyond the deadlines set out in the University Calendar, Student Parents who wish to do so may still be able to get a withdrawal without reimbursement and without mention of failure, or a withdrawal with refund. For this, Students must follow the procedure below:

- 1) Have a Student Parent Status.

- 2) Send an email to the Registrar's Office requesting that their absence be recognized as a case of force majeure at the following address: registraire@uqat.ca;
- 3) Ensure that the application includes a complete and well-documented file with all the necessary explanations and supporting documents, a detailed list of which can be found in Appendix 4.

3.2.2. SHORT-TERM LEAVE

Graduate students who have to be absent from their studies during the semester **for a short period of two weeks or more** must comply with the following procedure:

- 1) Obtain a medical certificate specifying the period of absence required.
- 2) Email a request for and Absence Authorization as soon as possible to the Director of the Graduate Program. Students must specify that this is a request for a short-term leave and indicate the period specified on the medical certificate. They must attach the document certifying their Student Parent Status.
- 3) Once the request has been approved by the Director of the Graduate Program, Students need to send it to the Registrar's Office, specifying that they are applying for a short-term leave and enclosing the medical certificate. This request should be sent to the following address: registraire@uqat.ca;
- 4) If necessary, the absence may be extended if a medical certificate justifies it and states the required duration of absence. In which case, Students must inform the program director and send the new medical certificate to the Registrar's Office at the same address as in Point 3.
- 5) Students have to reach a written agreement with the relevant teaching resources about the conditions and terms of return and the necessary and possible Parental Support Measures.

APPENDIX 4 – SUPPORTING DOCUMENTS

All supporting documents must be sent within ten (10) business days of the submission of applications for Student Parent Status or Family and Parental Obligations Leave.

1. SUPPORTING DOCUMENTS REQUIRED TO OBTAIN STUDENT PARENT STATUS

Supporting documents allow the University to certify to the parental or family responsibilities of the Student Parent and facilitate accounting and settlement. The documents that are accepted as supporting documents are listed in Sections 4.2 and 4.3.

1.1. Person who has been pregnant for at least 20 weeks

- Medical certificate signed by a doctor, or any person authorized to do so, and attesting to pregnancy (at least 20 weeks of pregnancy are required to obtain the Student Parent Status)

1.2 Student living permanently or occasionally with one or more minor children

- Proof of parentage of the Student's child (child under 18 years of age on September 30) (for example: birth certificate or adoption certificate); OR
- Proof of parentage of the student's spouse's child AND proof of a Spouse (see Section 1.7); AND
- Proof of residence of Student; AND
- Proof that the child resides at the same address as the Student Person.

1.3 Student living with a person with a major functional impairment or a serious mental health disorder

- Proof of parentage (for example: birth certificate or adoption certificate), AND
- Proof of residence of the Student, AND
- Proof that the person resides at the same address as the parent, AND
- Medical certificate attesting to the major functional impairment or mental health disorder.

1.4 Caregiver

- Certificate of caregiver issued by a health and social services professional and governed by the Professional Code in force, OR
- Judgment approving the mandate in the event of incapacity; OR
- Judgment of Guardianship.

1.5 Student with dependants

- Proof of receiving tax credit for qualifying dependents OR
- Solemn Declaration that the Student has a dependent³.

1.6 Spouse of a Student Parent

- Marriage or civil union certificate; OR

³ A solemn declaration is a written statement that a person swears to be true by signing it in front of someone who is legally authorized to witness an oath or declaration. This could be a commissioner for oaths, a lawyer, or a notary.

- Proof of parentage of the common child (e.g.: birth certificate or adoption certificate); AND
- Proof of residence of the Student and his or her Spouse showing that they have been living at the same address for at least twelve (12) months (two different documents may be provided to prove the residence of the Student and his or her Spouse).

2. SUPPORTING DOCUMENTS REQUIRED TO OBTAIN A LONG-TERM LEAVE

2.1 Leave for childbirth.

- Proof of parentage with the date of birth (e.g.: birth certificate).

2.2 Leave for adoption.

- Proof of parentage (e.g.: adoption certificate).

2.3 Family and Parental Obligations Leave due to serious illness or serious accident

- Medical Certificate attesting to the serious illness or serious accident.

3. SUPPORTING DOCUMENTS FOR OBTAINING SHORT-TERM LEAVE

3.1 Leave of two weeks or more for Family and Parental Obligations Leave due to illness or accident

- Medical certificate attesting to the illness or accident if the planned absence is for two weeks or more.

3.2 Termination of pregnancy

- Medical certificate, signed by a doctor or a person authorized to do so, stating that the pregnancy has been terminated and the length of absence required.

4. DOCUMENTS ACCEPTED

Student Parents do not need to provide proof of parentage for each of their children or the Spouse's children, one document is sufficient. After analysing the file, a statutory declaration may be required in support of the application.

In the event of uncertainty or in special situations, the University reserves the right to require a combination of documents to prove residence. The University also reserves the right to request documents other than those mentioned above in certain complex situations.

4.1 Preferred documents

- Birth certificate or adoption certificate.

4.2 Documents accepted if issued within the last year.

- Any official document issued by the federal or provincial government.
- Tax benefit statement.
- School report card, document issued by a school board, invoice from a daycare service, daycare centre or nursery showing the names of the parents and the child.

4.3 Other documents accepted.

- Any official document issued by the federal or provincial government.
- Any official document issued by the main body responsible for the application of the laws concerned (e.g.: *Commission des normes, de l'équité, de la santé et de la sécurité du travail*, or CNESST).
- Any document signed and sworn to by a notary who is a member of the *Chambre des notaires du Québec*, a commissioner of oaths or a lawyer (particularly in the case of a solemn declaration).