

**REGULATION 10 – GRADUATE AND POSTGRADUATE STUDIES**

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**NOTE: The French version is the official version. In case of discrepancy, the French version shall prevail.**

The French version of "Règlement 10 – Les études de cycles supérieurs" adopted on November 29, 2011 (311-S-CA-3241), including any subsequent amendments duly adopted by the UQAT's Board of Directors, is the official version. In case of any discrepancy between the French and English versions, the French version shall prevail.

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## 1. GRADUATE AND POSTGRADUATE PROGRAMS

### 1.1 Scope

Regulation 10—Graduate and Postgraduate Studies determines the admission, registration, evaluation and graduation standards for graduate- and postgraduate-level studies at the Université du Québec en Abitibi-Témiscamingue (hereinafter referred to as “UQAT”).

Regulation 10 applies to individuals who wish to be admitted to a graduate or postgraduate 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 as replacements for, the requirements set out below; the terms in the Memorandum of Understanding reached by the applicable institutions do prevail.

Regulation 10 is known as the *Règlement des études de cycles supérieurs de l’UQAT* [regulation governing graduate- and postgraduate-level studies at UQAT]; in abbreviated form it may be referred to as UQAT’s *Regulation 10*.

### 1.2 Interpretation, Adoption, Update, or Amendments

The interpretation, adoption, and update of this regulation, and any amendments thereto, are subject to Sections 11 and 12 of UQAT’s *Règlement 1 - Régie interne de l’UQAT* [Regulation 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

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

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

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

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

**Calendar (university):** For every term, the university calendar sets the deadline for admission and change in program, registration and re-registration periods, deadline for course changes (change in group, course withdrawal with refund, and course additions), deadline for course withdrawal with no mention of failure indicated in the student record, course start dates, course end dates, vacation dates, term reading break, and dates for submission of final grades.

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

**Concentration:** 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 concentration may be mentioned on the diploma.

**Course:** Activities leading to achievement of specific objectives and contributing to the composition of one or more programs. The learning activities may take a variety of forms, including lectures, practical exercises, workshops, seminars, case-based learning, simulation of real-life situations, reading, tutorials, synthesis assignments, etc.

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

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

**Credit:** A unit used for assigning a value to the workload a student must complete to achieve the specific objectives of an activity or placement. One credit corresponds to forty-five (45) hours of academic instruction or learning, including evaluation and individual student work, planned and supervised, in accordance with various teaching methods tailored to activity and placement requirements.

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

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

**Department director:** In this Regulation, the term "department director" means a professor appointed to lead a department of a Teaching and Research Unit, a School or an Institute created pursuant to UQAT's Règlement 7- *Organisation et dispositions générales en matière d'enseignement et de recherche* [Regulation 7 pertaining to the general organization and provisions of teaching and research activities].

**Diploma:** A document attesting to a degree earned or to the successful completion of a specialized graduate diploma (DESS).

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

**Dissertation:** Written presentation resulting from an original research, creation, or intervention project which makes a significant contribution to advancement of knowledge by which a student demonstrates acquisition of the necessary competency and attributes to obtain a PhD degree.

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

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

**Enrolment status:** The method by which a student advances in the completion of activities in their program of study: full-time or part-time.

**Essay:** A written report of the results of research, creation, or intervention efforts constituting one aspect of certain graduate or postgraduate programs. The essay may take the form of a research report, an intervention report, a synthesis activity report, or directed studies.

**Field of study:** A coherent and structured body of knowledge drawn from a number of disciplines and consolidated in a specific subject.

**Graduate-level studies:** Graduate (master's) and postgraduate (PhD) studies.

**Graduate programs:** A set of structured activities related to one or more disciplines, or one or more fields of study, defined and sequenced according to learning objectives.

**Home institution:** institution where a student is admitted and registered to complete a program.

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

**Intensive scheduled course:** The schedule of a course is considered to be intensive when spread over a number of weeks fewer than the length of a standard university term or a number of hours greater than six (6) hours per week.

**Intervention activity:** the application of knowledge and skills in a specific circumstance or situation in order to modify or influence it. Intervention activities lead to the writing of an essay, thesis, or dissertation.

**Length of program of study:** The period — measured by the number of terms — at the end of which a student meets the requirements of their program.

**Placement:** A period of practical training completed in a work or research environment.

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

**Preparatory studies:** A set of activities a candidate for a graduate or postgraduate program is required to complete prior to their admission to the program.

**Pre-requisite:** Activities whose contents need to be assimilated prior to addressing elements of another activity. Pre-requisites are part of programs.

**Prior learning:** Academic knowledge and skills targeted by a program but acquired outside said program, and recognized according to the rules specified by the institution.

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

**Profile:** A sequence of activities, determined on the basis of the educational path set by a given program, focussing mainly on the development of competences and skills in relation to the practice, intervention, or creation setting. A profile may be mentioned on the diploma.

**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.

**Program Director:** a professor designated to accomplish the tasks necessary to administer a graduate or postgraduate program of studies.

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

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

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

**Residency:** A period during which a student, whatever their enrolment status, must be available for completing activities included in their program under the conditions laid down by the institution.

**Synthesis activity:** Work or assignment performed by a student to demonstrate their ability to synthesize and master the knowledge acquired in the course of their academic training.

**Term:** A period during which UQAT carries out training, research, creation, intervention, or placement activities. An academic year is divided into three (3) terms: Summer, Fall, and Winter.

**Thesis:** A written presentation resulting from academic work, carried out as part of research, creation, or intervention activities, by which a student demonstrates acquisition of the necessary competency and attributes to obtain a master's degree.

**Tutor:** A professor who helps a student determine their program of study and assists them in dealing with difficulties experienced over the course of their program.

**UQAT:** Université du Québec en Abitibi-Témiscamingue, established by letters patent on October 19<sup>th</sup>, 1983.

**Work:** An art or literary project performed individually by a student as part of a creation activity; the result of the work of a single student. Generally accompanied by an essay, thesis, doctoral essay, or dissertation.

**Working day:** A weekday (Monday to Friday) other than the vacation dates and holidays set in the academic calendar of the University. A deadline begins on the working day following an event that qualifies and ends on the last working day at midnight. Weekends, vacations dates and holidays are not included in this calculation.

### 3. GENERAL RULES RELATING TO GRADUATE AND POSTGRADUATE STUDIES

#### 3.1 Program Objectives

Program objectives are defined according to the outcomes of graduate and postgraduate studies or the competencies targeted in graduate and postgraduate training, and build upon the outcomes and the objectives of academic programs completed previously by the student, for admission purposes. The outcomes of graduate and postgraduate studies are formulated in the *Politique des études de cycles supérieurs et de la recherche de l'Université du Québec* [Université du Québec policy on graduate studies and research] whereas competencies targeted in graduate and postgraduate training can be found in the framework document for competencies targeted in graduate and postgraduate training adopted by the Association des doyennes et doyens des études supérieures du Québec (ADÉSAQ)<sup>1</sup>.

#### 3.2 Program Description

A program description contains the following information: identification, objectives and admission requirements; list of program activities, complete with their respective descriptions and sequence; specific academic evaluation methods; concentrations, profiles, and indication of program status; obligation of residency (where applicable); program credits; and specific academic regulations. Where applicable, the description also identifies the degree to which a program leads and the concentrations and profiles that may be mentioned on the diploma.

#### 3.3 General Program Structure

Each program sets out the sequence in which courses, activities (training, research, creation, or intervention) and, where relevant, placements or doctoral examinations are scheduled, by means of specific academic regulations or typical program paths, and by determination of prerequisite courses.

### 4. PROGRAM CONTENT

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

A prerequisite is an activity with content that must be acquired before the content of another activity can be addressed; prerequisites are part of the program. At UQAT, the credit value of prerequisite courses for one course may not exceed six (6).

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

- a) Required activities, if they are activities that must be passed, for the purposes of the program.
- b) Optional activities, if offered as electives, in accordance with the rules of the program in question.
- c) Out-of-program [elective] activities, if the credits associated with those activities are not accounted for as part of the program in question.
- d) Upgrading activities, if required for conditional admission to help students acquire knowledge needed to undertake or continue a program.

### 5. GRADUATE PROGRAMS

#### 5.1 Types of Program

At the graduate level, there are three (3) types of programs; each one of them has different objectives and structure:

- a) Short program;
- b) Diplôme d'études supérieures spécialisées (DESS) [Specialized Graduate Diploma];
- c) Master's program.

<sup>1</sup> Association des doyennes et des doyens des études supérieures au Québec (2018). *Les compétences visées dans les formations aux cycles supérieurs*.

## 5.2 General Structure–Short Programs

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

## 5.3 Structure–Diplôme d'études supérieures spécialisées (DESS) [Specialized Graduate Diploma]

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

### 5.3.1 Customized Diplôme d'études supérieures spécialisées (DESS) [Specialized Graduate Diploma]

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

The customized DESS includes activities structured in accordance with Section 5.3 of this Regulation; it necessarily requires the student to produce an essay representing no less than forty percent (40%) but no more than sixty percent (60%) of the total number of the program credits.

The approval procedure, specific admission requirements (where applicable) and supervision procedures are defined by the Office of the Vice-Rector (Academics, Research, and Creation) and outlined in *Rules relating to Regulation No. 10–Graduate studies at UQAT* document.

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

## 5.4 General Structure–Master's Degree

The master's program includes activities totalling forty-five (45) credits. The Université du Québec Academic Council, exceptionally and upon justification, may recommend the adoption of a master's program that has a higher number of credits.

Credits in a master's program that includes a thesis are distributed according to the following rule:

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

Where the master's program does not include a thesis, credits are distributed according to the following rule:

- Courses for a minimum number of credits, as specified in the program;
- One more of the following activities, worth at least six (6) credits: an essay and activities (research, creation, or intervention) explicitly associated with the essay; a placement followed by the production of a placement report; a supervised or synthesis activity.

The master's program may include concentrations or profiles. A concentration is worth at least nine (9) credits. The profile or concentration may be mentioned on the diploma.

### 5.4.1 Combined Master's Degree

The combined master's degree is:

- A Diplôme d'études supérieures spécialisées (DESS) [Specialized Graduate Diploma] 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 more of the following activities worth at least six (6) credits: an essay and activities (research, creation, or intervention) explicitly associated with the essay; a placement followed by the production of a placement report; a supervised or synthesis activity. This type of master's degree may not require the student to write a thesis.

The combination of these components must be consistent with the outcomes or competencies targeted in the graduate program and total forty-five (45) distinct credits related to different content. The Academic Council defines the rules that apply to the combination of DESS diplomas, educational programs and activities, and the degree to which the master's leads.

#### **5.4.2 Customized Master's Program**

The customized master's is a forty-five (45) credit program. It meets specific, non-recurring educational needs by allowing a student or a group of students to complete an original and comprehensive educational curriculum. This master's program involves the completion of structured activities in compliance with Section 5.4 (part 1) of this Regulation; this section applies strictly to research-type educational paths.

The customized master's focusses on initial educational specialization and progress towards intellectual autonomy by reinforcement of critical thinking as well as skills related to analysis, synthesis, and communication; it assures acquisition of knowledge and skills related to a given discipline or field of study, in specific and exceptional cases where none of the programs offered at UQAT address the educational needs, but for which UQAT has the required resources and enrolment capacity.

Depending on the discipline or field of study, the customized master's is certified by the granting of a *Master of Science* (MSc) degree or a *Master of Arts* (MA) degree.

The approval procedure, specific admission requirements (where applicable) and supervision procedures are defined by the Office of the Vice-Rector (Academics, Research, and Creation) and outlined in *Regulation No. 10–Graduate and Postgraduate Studies at UQAT* document.

The 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 to a maximum of 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**

At the postgraduate level, there are four (4) types of programs; each one of them has different objectives and structure:

- a) Short postgraduate program;
- b) Ninety (90) credit PhD program;
- c) One hundred and twenty (120) credit PhD through an integrated program;
- d) Customized PhD.

## 6.2 General Structure–Short Programs

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

## 6.3 General Structure–PhD of Ninety (90) Credits

The postgraduate program leading to a *philosophiae doctor* (PhD) degree consists of activities worth ninety (90) credits, broken down as follows:

- a) Courses and doctoral examination, for a minimum of nine (9) credits;
- b) Research, creation, or intervention activities: thesis and activities explicitly associated with the thesis, count for at least sixty (60) credits;
- c) Where applicable, a placement and placement report, with the placement and the activities explicitly associated with the placement worth at least six (6) credits.

### 6.3.1 PhD Degree

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

- a) Courses and doctoral examination, for a minimum of thirty-three (33) credits;
- b) Research, creation, or intervention activities: essay and activities explicitly associated with the essay, worth at least thirty (30) credits; thesis and activities explicitly associated with the thesis, worth at least forty-five (45) credits;
- c) Our PhD program can provide specialization or profile options. Profiles or specializations may be mentioned on the diploma.

## 6.4 General Structure–Integrated Master’s/PhD Program

The integrated master’s/PhD program includes activities totalling one hundred and twenty (120) credits, broken down as follows:

- a) Courses and a doctoral examination, for a minimum of eighteen (18) credits;
- b) Activities (research, creation or intervention): essay and explicitly related activities, worth at least thirty (30) credits; thesis and explicitly related activities, worth at least sixty (60) credits;
- c) Where applicable, a placement leading to the production of a placement report: the placement and activities explicitly related to the placement, worth at least six (6) credits.

The integrated master’s/PhD program may include specializations or profiles. The profile or specialization may be shown on the diploma.

The Université du Québec Academic Council, in exceptional cases and provided with justification, may recommend the adoption of a master’s program that has a higher number of credits.

## 6.5 General structure–Customized PhD

The customized PhD is a ninety (90) credit program. It meets specific, non-recurring educational needs by allowing a student or a group of students to complete an original and comprehensive educational curriculum. The customized PhD involves the completion of structured activities in compliance with Section 6.3 of this Regulation.

The customized PhD focusses on 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 study, in specific and exceptional cases where none of the programs offered at UQAT address the educational needs, but for which UQAT has the required resources and enrolment capacity.

Depending on the discipline or field of study, the customized PhD is certified by the granting of a *philosophiae doctor* (PhD) or a degree of Doctor in a specific field of study.

The approval procedure, specific admission requirements (where applicable) and supervision procedures are defined by the Office of the Vice-Rector (Academics, Research, and Creation) and outlined in *Rules relating to Regulation No. 10–Graduate and Postgraduate Studies at UQAT* document.

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

## 6.6 Particulars

### 6.6.1 Graduate-Level Courses

The postgraduate program may include postgraduate courses. Credits for these courses cannot be counted towards the minimum number of course credits required for the program.

### 6.6.2 Undergraduate Courses

The integrated master's/PhD program may include undergraduate courses for a maximum of six (6) credits; credits for these courses cannot be counted towards the minimum number of course credits required for the program.

## 7. SUPERVISION OF STUDENTS

### 7.1 Purpose

Methods of student supervision are implemented to allow students achieve their program's educational objectives, including research, creation, intervention, and placement activities.

### 7.2 Designation of Tutors

Tutorship consists of guiding a student in their choice of activities and assisting them in the formulation and completion of activities (research, creation, intervention and placement). 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 into the program, the program director acts as their tutor; once the student has chosen their research director, it is the latter's responsibility, upon their appointment by the program director, to assume their tutorship role. In the meantime, the program director may designate a member of the faculty 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 director.

### 7.3 Course Supervision

It is the responsibility of the individuals teaching courses to:

- a) design a course syllabus and present it to their students;
- b) teach the course;
- c) provide assistance to students for course-related learning activities;
- d) evaluate the students enrolled in their course.

### 7.4 Research, Creation, Intervention, and Placement Activities

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

## 8. SUPERVISION OF PLACEMENT ACTIVITIES

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

## 9. SUPERVISION OF RESEARCH ACTIVITIES

### 9.1 Supervision Requirements – Research Work

Supervision requirements 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 sent to the program director. It is the Program Committee's responsibility to define supervision requirements for research work leading to the production of a DESS or master's degree essay.

### 9.2 Supervision Methods

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

### 9.3 Responsibilities of the Research Director

A student's research director has the following responsibilities:

- a) Acting as the student's tutor;
- b) Helping the student define their research project;
- c) Guiding the student throughout the completion of his research project;
- d) Deciding upon, together with the student, supervision requirements prior to the start of, and throughout, their research project;
- e) Conducting a written evaluation of the student during each term;
- f) Authorizing the final submission of the student's research work;
- g) Supervising the student with regard to correcting the research work;
- h) Ensuring that the student complies with the *Politique d'éthique de la recherche avec des êtres humains ou avec les animaux* [policy on ethics in research activities conducted on human beings and animals] prior to and during completion of their research activities.

### 9.4 Authorization to Supervise a Thesis, Doctoral Essay, or Dissertation

Thesis, doctoral essay or dissertation supervision must be assumed by individuals authorized to do so under UQAT's *Politique institutionnelle pour l'habilitation à la direction et à la codirection des études de cycles supérieurs* [institutional authorization policy for graduate and postgraduate studies supervision or co-supervision].

## 10. SUPERVISION PROCEDURES

### 10.1 Selecting a Research Director at the Graduate Level

A student is deemed to be conditionally admitted until their choice of research director is approved.

A regular student registered in a full-time DESS or Master's program that includes research activity must have their choice of research director approved no later than prior to their second term of registration if registered in a DESS program, or prior to their third term of registration, if registered in a Master's program.

A regular student registered in a part-time DESS or Master's program that includes research activity must have their choice of research director approved no later than prior to their third term of registration if registered in a DESS program, or prior to their fifth term of registration, if registered in a master's program.

### 10.2 Selecting a Research Director for a Dissertation or Postgraduate Essay

A student is deemed to be conditionally admitted until their choice of research director is approved.

A regular student admitted to a doctoral program must have their choice of research director and, where applicable, research co-director approved; furthermore, the student must obtain the consent of this/these individual(s) by the end of their first term of registration in their ninety (90) credit or one hundred and twenty (120) credit doctoral program.

The student and the Admission Committee must agree on the choice of the student's research director and, as needed, research co-director after the latter have accepted their roles. The Program Committee officially appoints the research director and co-director, and the program director must inform the Registrar accordingly.

A student who fails to choose the person(s) who will act as their research director and, as needed, their research co-director within the prescribed time limit, may be subject to specific requirements with regard to advancement in their studies, which may lead to expulsion from the program.

### **10.3 Procedure for Selecting a Research Director**

The student must check the list of professors authorized to act as research director and, once having come to agreement with the professor of their choice, the student must send the appropriate form, duly completed, to the program director.

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

### **10.4 Amending the Choice of Research Director**

Any amendment to the selection of research director is subject to the procedure set out in Section 10.3, and does not, in any way, alter the maximum time allocated to the student to complete their program.

## **11. APPROVAL OF THESIS, POSTGRADUATE ESSAY, OR DISSERTATION SUBJECTS**

### **11.1 Registering the Research Subject at the Graduate Level**

A regular student enrolled in a full-time master's program that includes a research activity must have their research subject approved no later than prior to their third term of registration.

A regular student enrolled in a part-time master's program that includes a research activity must have their research subject approved no later than prior to their fifth term of registration.

Exceptionally, the Program Committee may authorize a longer deadline; in no way does this authorization alter the maximum time allocated to the student to complete their program of study.

### **11.2 Registering the Research Subject at the Postgraduate Level**

A student enrolled in a doctoral program must have the subject of their thesis approved prior to the end of the first term of registration, for a ninety (90) credit doctoral program, and no later than at the time of their registration in the third term, for a one hundred and twenty (120) credit doctoral program.

Exceptionally, the Program Committee may authorize a longer deadline; in no way does this authorization alter the maximum time allocated to the student to complete their program of study.

### **11.3 Procedure for Approval of a Research Subject**

To have the subject of their doctoral research approved, the student must complete the appropriate form and have it signed by their research director prior to submission to the program director, who then submits it to the Program Committee, where appropriate.

Declaration of the research subject is official upon acceptance by the program director or, where appropriate, the Program Committee.

The exclusivity of a research subject belongs to the student as long as they remain enrolled in the program.

A student who does not submit their research subject within the prescribed time period will not be entitled to register in their program and will be expelled from that program unless a special exception is granted by the Program Committee, which must notify the Registrar accordingly.

#### 11.4 Criteria for Approval of the Research Subject

Program Committees remain responsible for determining the criteria to use for approval of the choice of a research subject.

In all cases, the research subject 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 Amendment of Research Subject

A student may, at any time, request an amendment of their research subject.

Any amendment of the research subject is subject to the procedure set out in the foregoing sections of this Regulation. Amendment of the research subject must be requested on the form provided for that purpose, and submitted to the program director.

Official acceptance of an amendment to the research subject has no effect whatsoever on the deadlines set in the section related to the pace at which graduate and postgraduate programs must be completed.

Such requests may be authorized no more than two (2) times per student.

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

#### 12.1 Conditions for Initial Submission

To submit a thesis, doctoral essay, or dissertation, the student must have met the following conditions:

- a) have completed all the courses required under the program;
- b) have achieved a cumulative grade point average equivalent to or higher than 2.5;
- c) have obtained written authorization from their thesis or dissertation director, to submit their thesis or dissertation.

#### 12.2 Procedure for Initial Submission

The student must submit, in electronic or paper format, copies of their thesis, doctoral essay, or dissertation for each member of the jury, together with the appropriate, duly-completed form to their research director; the research co-director, where applicable, must receive 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 director for evaluation.

### 13. RIGHT OF RECOURSE

#### 13.1 Complaint from Student

Any student who feels aggrieved during their academic career as regards research supervision, or is denied authorization to proceed with the initial or final submission of their research project by their research director is entitled to file a complaint in writing and submit it to the program director. If they deem it appropriate to do so, the program director may bring the matter before the Program Committee. The Office of the Vice-Rector (Academics, Research, and Creation) must be informed that a complaint has been filed.

The program director must attempt to encourage agreement between the parties (the student and their research director). If an agreement is not reached, they may, with the approval of the Office of the Vice-Rector (Academics, Research, and Creation), authorize the initial or final submission of the student's research work for evaluation, or confirm that the corrections asked for by the jury have been made. At the program director's or student's request, the Office of the Vice-Rector (Academics, Research, and Creation) may intervene to encourage agreement between the parties in cases of complaints related to research supervision.

## 14. RESEARCH AND CREATION WORK—PARTICULARS

### 14.1 Language of Publication

The placement reports, essays, theses, and dissertations must be written and defended in French, and use the French terminology of the field of study. If the circumstances warrant it, the program director may authorize, upon recommendation of the supervising professor, that a placement report, an essay, a thesis, or a dissertation be written and defended in a language other than French. In such cases, the summary outlining key ideas and conclusions of the research or creation work 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 placement report, essay, thesis, or dissertation may be written in two languages (French and another language).

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

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

If a language other than French is used, UQAT expects the linguistic quality to be as satisfactory as if the work were written in French.

### 14.2 Physical Presentation of an Essay, Thesis or Dissertation

It is the responsibility of the Program Committees or program directors 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 department director.

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

### 14.3 Presentation in a Traditional Format or as a Series of Articles

A thesis or dissertation may be presented in a traditional format or as 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, in consultation with their research director, makes a specific request.

### 14.4 Confidentiality and Integrity

The person who, in the course of their research or placement activities, has access to confidential information belonging to a company or to a public or quasi-public organization must undertake to not use or disclose such information in their placement report, essay, thesis, or dissertation unless they have previously obtained the written consent from the company or organization in question.

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

### 14.5 Certificate of Ethics 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 ethics approval prior to commencing the project and maintain that certificate's validity throughout the course of the research project.

## 15. ENROLMENT STATUS—PRINCIPLES

### 15.1 Choice of Status and Obligation of Residency

The choice of status is made at the time of admission. This is when the student determines which status they will commit to. By choosing full-time status, the student agrees to devote most of their time to their study

program; in choosing part-time status, the student commits to dividing their time between their program of study and other activities.

Some graduate programs are offered on a full-time **and** a part-time basis, whereas others 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. These requirements do not apply to 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 director.

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

If the program director'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 to date, in the program.

## **15.3 Program of Study–Length**

The length of a program of study is measured in terms, from the first term after the student's admission into their program, to the term in which the student satisfies all the requirements of their program of study.

## **15.4 Program of Study–Maximum Length**

The maximum length of the program of study for a student who changes enrolment status in the course of their educational path is calculated using the following equivalence: one (1) term completed on a full-time basis is equivalent to one and a half (1½) terms 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 Expulsion from Program upon Expiry of Maximum Period Permitted**

The length of studies in a graduate-level program corresponds to the number of terms in which the student is registered, from the first registration following their most recent admission to the program, until recommendation for certification from the institution (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 may be extended for a period not exceeding one (1) year, in exceptional cases and subsequent to an agreement with the program director.

Students who do not satisfy all the requirements of their program of study by the end of the maximum length of studies permitted are expelled from their program. The program director notifies the Registrar for the expulsion to be imposed. The student expelled in this way who wishes to continue in their program must submit a new application for admission. The program director sets the timeframe within which this student is required to complete the program and notifies the Office of the Registrar, which will impose the maximum program duration on the student.

## **15.6 Maximum Length of Graduate-Level Microprograms**

The maximum length of graduate-level microprograms of six (6) to eighteen (18) credits is eight (8) consecutive terms, including summer terms.

## **15.7 Maximum Length of DESS Programs**

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

### 15.8 Maximum Length of Master's Programs

The maximum length of master's programs of forty-five (45) credits is nine (9) consecutive terms, including summer terms, if completed on a full-time basis and fifteen (15) consecutive terms, including summer terms, if completed on a part-time basis.

The maximum length of master's programs of sixty (60) credits is twelve (12) consecutive terms, including summer terms, if completed on a full-time basis and twenty (20) consecutive terms, including summer terms, if completed on a part-time basis.

The maximum length of combined master's degrees is ten (10) years as of the registration in the first course of the first program.

In exceptional cases, if students have not completed their combined master's degree within the specified maximum length, the program director may authorize them, after reviewing the case, to complete their degree if the department director agrees. Students must then demonstrate that they have kept their knowledge current, and additional conditions might be imposed on them to adjust their training to the current course of study requirements. These conditions must be documented, communicated to them, and noted in their student's record.

### 15.9 Maximum Length of Doctoral Programs

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

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

## 16. ADMISSION TO GRADUATE AND POSTGRADUATE PROGRAMS—GENERALITIES

### 16.1 Admission as a Regular Student

Any applicant is deemed eligible as a regular postgraduate student if they satisfy the requirements for admission to a given program.

### 16.2 Implied Commitment

Any applicant seeking admission to a UQAT program agrees to respect the regulations, standards, policies, and procedures applied at UQAT.

### 16.3 Limitation of Admissions

UQAT reserves the right, during each term, to limit certain types of admission. Admission of regular students is given priority over the admission 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) during some terms, 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 for admission.

### 16.4 Approval of Limited-Enrolment Programs and Student Selection Rules

By mid-April of each year, program directors submit, as required, a proposal for each program under their purview: limited-enrolment program rules (i.e., the maximum number of students that can simultaneously be admitted into the program at a given UQAT centre or campus), and selection method(s) to be applied. Once approved, the rules come into effect from the start of the academic year beginning in June of the following year.

The terms are set out in a Program Committee resolution and subsequently forwarded to the Office of the Vice-Rector (Academics, Research, and Creation).

The Office of the Vice-Rector (Academics, Research and Creation) reviews the proposals for limited-enrolment program rules and candidate selection method(s). Its recommendations are forwarded to the Academic Commission for the opinion of the Board of Directors, which approves the limited-enrolment program rules.

## **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 placement. The student maintains this status when the program does not require registration in a given term.

### **17.2 Non-Program Student Status**

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

- a) enrolled in one or several courses without being admitted to a program;
- b) they satisfy the particular conditions and requirements of those courses;
- c) they are subject to evaluation as students, in courses they take.

This person receives an attestation for successfully-completed courses, credits earned, and grades obtained. The rules relating to the recognition of prior learning apply to credits obtained as a non-program student.

### **17.3 Auditor Status**

A person has the status of auditor when:

- a) enrolled in one or several courses after admission as an auditor;
- b) they satisfy the particular requirements of those courses;
- c) they are not subject to evaluation as students in courses they take.

## **18. GENERAL CONDITIONS FOR ADMISSION**

### **18.1 Conditions for Admission–Graduate Program**

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

- a) must hold an undergraduate-level degree, or the equivalent, and have the cumulative average required by the program;
- b) must satisfy the language requirements of the program;
- c) must satisfy the specific conditions of the program;
- d) must accept the type of program supervision.

An applicant who has not completed university-level studies but holds a Diploma of College Studies (DCS) may be admitted to a graduate level program if they have the number of years of relevant and significant work experience required by the program, taking into account the discipline or field of study to which they seek admission. Their 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 accumulated university credits, the number of years of experience will vary according to the number of credits obtained and their academic results. Their request for admission may be referred to the Program Committee for approval by a two-thirds majority of members present.

The applicant must demonstrate their motivation and the relevance and significance of their experience in a letter of at least three hundred (300) words in length; the candidate may be called for an interview, and may be required to take upgrading courses or preparatory studies.

Notwithstanding the above, an application deemed exceptional by the Program Committee may be considered for admission.

### 18.1.1 Grade Point Average Below Program Requirements

The applicant to a graduate-level program who has completed a bachelor degree or the equivalent and whose cumulative grade point average is below that required by the program may be admitted, as an exceptional case, after the Program Committee reviews their application. The rationale for accepting the candidate's admission and the conditions placed on the candidate's admission must be documented in the student's record. Where a candidate is accepted for admission with an average cumulative grade below **3.0**, the decision must be approved by the Program Committee.

## 18.2 Admission Requirements—Postgraduate Programs of Ninety (90) Credits

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

- a) must hold a Master's degree, or the equivalent, obtained in keeping with the cumulative grade point average required under that program; or hold an undergraduate-level degree complemented by the necessary knowledge and appropriate training and, where applicable, having completed their preparatory studies;
- b) must meet the program's language requirements, with the exception of programs offered in foreign countries in a language other than French; any applicant to a postgraduate level program who has not completed prior education in French for at least one (1) year in an institution where the official language of instruction is French must pass a test to demonstrate their functional knowledge of French prior to admission to UQAT.<sup>2</sup> Functional knowledge means the ability to communicate effectively in a given language, to follow along with, and participate in academic activities, and to write academic work required for the purposes of the program;
- c) satisfy the particular requirements of the program, if any;
- d) in the case of a no-thesis doctoral degree (e.g. a doctoral degree with essay), must accept the type of supervision required;
- e) in the case of a doctoral degree with thesis, having one's choice of research director and thesis 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 require that their knowledge and skills be verified.

### 18.2.2 Grade Point Average Below Program Requirements

The applicant to a ninety (90) credit doctoral program who has completed a Master's degree or the equivalent and whose cumulative grade point average is below that required by the program may be admitted, as an exceptional case, after the Program Committee reviews their application. The rationale for accepting the candidate's admission and the conditions placed on the candidate's admission must be documented in the student's record. Where a student is accepted for admission with an average cumulative grade below **3.0**, the decision must be approved by the Program Committee.

## 18.3 Admission Requirements—Postgraduate Program of One Hundred and Twenty (120) Credits

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

- a) must hold a bachelor degree, or the equivalent, and have the cumulative grade point average required under that program;
- b) must meet the program's language requirements, with the exception of programs offered in foreign countries in a language other than French; any applicant to a postgraduate level program who has not completed prior education in French for at least one (1) year in an institution where the official language of instruction is French must pass a test to demonstrate their functional knowledge of French

<sup>2</sup> These conditions also apply to postgraduate-level short programs.

prior to admission to UQAT.<sup>3</sup> Functional knowledge means the ability to communicate effectively in a given language, to follow along with, and participate in academic activities, and to write academic work required for the purposes of the program;

- c) satisfy the particular requirements of the program;
- d) must accept the type of supervision required by the program;
- e) in the case of a doctoral degree with thesis, having one's choice of research director and thesis subject approved according to the rules set out in this Regulation.

### 18.3.1 Average Grade Below Program Requirements

The applicant to a one hundred and twenty (120) credit doctoral program who has completed a Master's degree or the equivalent and whose cumulative grade point average is below that required by the program may be admitted, as an exceptional case, after the Program Committee reviews their application. The rationale for accepting the candidate's admission and the conditions placed on the candidate's admission must be documented in the student's record. Where a student is accepted for admission with an average cumulative grade below 3.0, the decision must be approved by the Program Committee.

## 19. PROCEDURE FOR ADMISSION TO UQAT

### 19.1 Submission of the Application for Admission

Applications for admission must be submitted using the appropriate form, along with all necessary supporting documents, and forwarded to the Office of the Registrar prior to the application deadline date.

UQAT may require that any documents written in a language other than French or English and related to the application for admission 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 finding that a false document was submitted with the application for admission entails the immediate cancellation of admission to or registration in the program of study.

At all times, all applications for admission documents remain the property of UQAT.

### 19.2 Application Review

All applications for admission are first reviewed by the Registrar or their authorized representative; they are then referred to the program director together with a checklist and, where required, a comment from the Registrar. It falls to the program director or the Admission Committee to review applications for admission. Applications that do not satisfy admission requirements are rejected and the Registrar notifies the candidates as soon as possible.

### 19.3 Validity of Admissions Decisions

Admission granted for a given term is valid only:

- a) if followed by registration in the same term and on the condition that it is not cancelled during the period for registration changes specified in the academic calendar;
- b) for the activity or program for which the admission was granted.

Only the Registrar may approve admissions decisions.

## 20. DECISIONS REGARDING APPLICATIONS FOR ADMISSION

### 20.1 Communication of Admissions Decisions

The Registrar is responsible for contacting the applicant and informing them of the decision made regarding their application for admission.

<sup>3</sup> These conditions also apply to postgraduate-level short programs.

## 20.2 Types of Decision

Applicants who submit an application for admission can expect to receive a reply containing one of the following decisions:

- a) definitive admission;
- b) placed on admission waitlist;
- c) Conditional admission;
- d) admission to preparatory studies;
- e) Admission denied, with reasons for the decision provided.

The above decisions are only valid for the course or program and the term for which they have been granted.

### 20.2.1 Definitive Admission

The applicant is admitted definitively to UQAT, to the program for which they applied when, having satisfied all requirements and complied with all admissions procedures, they register for courses.

### 20.2.2 Limited Enrolment Program

An applicant is placed on a waitlist when the Admission Committee's decision is affirmative, but there are not enough available admission places to allow for that applicant's admission during the term requested on their application form.

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

### 20.2.3 Conditional Admission

Applicants may be conditionally admitted when:

- a) they have almost completed the program leading to the degree required to support their application for admission; in such cases, the applicant must not have more than six (6) academic credits to complete as of their first term of registration, and must have completed their degree by their third term of registration;
- b) they are not adequately prepared to complete the program to which they applied for admission; in such cases, they must complete upgrading courses to a maximum of nine (9) credits at the graduate and postgraduate levels within the three (3) terms following their first term of registration. These for-credit and out-of-program courses must be completed by the fourth term of registration;
- c) they failed to have their choice of research director and thesis subject approved as specified in the rules of the program to which they applied at UQAT;
- d) they have not submitted all supporting documents required for admission.

#### 20.2.3.1 Condition to be Satisfied, Under Penalty of Expulsion from Program

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

#### 20.2.3.2 Upgrading Courses

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

Upgrading courses must not total more than nine (9) credits at the graduate and postgraduate levels. These courses must be completed within the three (3) terms following the beginning of the first term, and have been passed with grades corresponding to the cumulative average required by the program.

Upgrading courses are treated as out-of-program courses on the transcript of grades. An obligation to complete one (1) or more upgrading courses extends the maximum length of studies by one (1) term.

Students who fail an upgrading course are expelled from their program.

#### 20.2.4 Admission to Preparatory Studies

Applicants to graduate and postgraduate studies are admitted to preparatory studies when they:

- a) do not have the degree needed to support their application;
- b) are not adequately prepared to complete the graduate or postgraduate program of study to which they applied;
- c) do not meet the specific requirements of the program to which they have applied.

Preparatory studies are a personalized set of academic upgrading activities required of an applicant upon admission to a program, and which must be passed prior to their definitive admission to that program.

Upon authorization of the Admission Committee or the program director, the applicant may be authorized to register in activities for the program to which they have applied, to a maximum of no more than six (6) credits.

##### 20.2.4.1 Duration and Value of Preparatory Studies - Graduate Level

Preparatory programs at the graduate level have a maximum duration of three (3) terms; they consist of at least nine (9) credits, and no more than thirty (30) credits.

##### 20.2.4.2 Length and Value of Preparatory Studies - Postgraduate Level

Preparatory programs at the postgraduate level have a maximum duration of three (3) terms; they consist of at least nine (9) credits, and no more than eighteen (18) credits.

##### 20.2.4.3 Definitive or Conditional Admission After Successful Completion of Preparatory Studies

Applicants who complete their preparatory program within prescribed conditions and time limits and maintain the cumulative average required for the program are automatically granted definitive admission in the program to which they have applied.

Applicants who have less than ten (10) credits left to complete in their preparatory studies may be conditionally admitted in the program the preparatory studies are intended for, provided that those same credits are earned as upgrading courses.

##### 20.2.4.4 Right to Repeat Preparatory Studies Activities

Applicants may not repeat a required preparatory activity unless special authorization is granted, on an exceptional basis and upon recommendation of the program director, by the Program Committee.

#### 20.2.5 Rejection of Applications

Any individual 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 requirements not satisfied:** The application does not meet all the admission requirements.
- b) **Low undergraduate grades:** Undergraduate marks are not high enough for the applicant to undertake the activity or program to which they have applied.
- c) **Limited enrolment capacity:** Either of the Admission or Program Committees deems that the applicant could have been admitted, but the number of available spaces is insufficient.
- d) **Prerequisites not successfully completed:** Either of the Admission or Program Committees notes that the applicant has not successfully completed the prerequisite courses (upgrading or preparatory courses) for admission to the activity or program to which they have applied.
- e) **Focus inconsistent with program objectives:** After reviewing the student's application and following an admission exam, test, or interview, either of the Admission or Program Committees

finds that the focus of the applicant's study project is not aligned with the objectives of the activity in the program to which they applied.

- 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:** Either of the Admission or Program Committees, based on the admission exam or interview, believes that the applicant is unable to successfully complete the program of study program that they wish to pursue.
- h) **Incomplete application:** The applicant did not submit all the necessary documents in support of their application for admission.

## 21. RIGHT TO APPEAL AND REVIEW PROCEDURE

An applicant whose application for admission is rejected may appeal the decision by sending their request, in writing, to the Registrar within fifteen (15) working days of the date following communication of the decision regarding their admission. The applicant's request must specify the reasons for the appeal, and indicate whether they wish to be heard before the Appeal Committee.

In the fifteen (15) working days following receipt of the applicant's request, the Registrar, acting as Secretary, convenes the Appeal Committee which includes the Vice-Rector (Academics, Research, and Creation) or their representative, who acts as the chairperson, and two (2) directors of graduate or postgraduate programs, excluding the program involved in the request (at least one of which must work in a department other than the one involved). Students appealing a decision may be heard at the meeting of the Appeal Committee if they have expressed the wish to do so. Where necessary, they will be informed of the date on which the committee meets, by the committee's secretary. The Appeal Committee may also summon the program supervisor in question to appear.

As soon as possible, the Registrar conveys the decision of the Appeal Committee in writing to the student in question. This decision is final and without recourse to appeal.

The Appeal Committee sits in camera. All information discussed in camera remains confidential.

## 22. SPECIFIC ADMISSION REQUIREMENTS

### 22.1 Dual Admission

Generally, students are admitted to one (1) graduate program only. However, they may be admitted to two (2) academic programs simultaneously if they can demonstrate, to the satisfaction of the department director, that dual admission is necessary for the achievement of their academic objectives.

A student already registered in a limited-enrolment program who wishes to be admitted simultaneously into a second limited-enrolment program may be admitted into the second program once other eligible candidates have been admitted.

Dual admission becomes official once it is confirmed by the Registrar.

### 22.2 Direct Admission to PhD Studies

A candidate for a master's degree with thesis may, upon authorization of the department director, and upon recommendation of the applicable PhD program committee, provided that their application demonstrates exceptional academic performance, be admitted to the PhD program in a similar or related field of study without having to complete their thesis, and without having received a master's diploma.

In such cases, the student must satisfy the following requirements:

- a) have completed a Master's-level education in a program offered at UQAT with a cumulative grade point average of at least 3.7/4.3;
- b) submit an application for admission to doctoral studies;
- c) have received a favourable recommendation from the research director and the Master's program director, certifying that the research project has the necessary scope and originality to constitute a doctoral project;

- d) submit, both in writing and orally, a summary of their research project, demonstrating their aptitude for and progress of their research efforts, to the satisfaction of the program's Admission Committee, in accordance with program requirements.

The recommendation for admission must be endorsed by the director of the program in which the applicant completed their master's education.

Following their admission to the PhD program, the student may obtain an official attestation (transcript) for the activities completed at the master's level. The education completed while registered in a graduate-level program does not exempt the student from completing their PhD schooling.

The master's degree may be awarded to students who have completed forty-five (45) graduate-level credits identified by the rules specific to each graduate program and approved by the Academic Commission. The master's degree with thesis, however, cannot be conferred on a student who has fast-tracked to a doctoral program.

### **22.3 Withdrawal from Postgraduate Studies and Return to Graduate-Level Studies**

A student who wishes to withdraw from their postgraduate program and resume graduate-level studies must submit a new application for admission to the applicable master's program. A return to the master's program is considered a new application for admission, which may be subject to specific requirements. Depending on the rules specific to the applicable master's program, approved by the Academic Commission, credits for educational activities completed under the postdoctoral program may be applied toward a master's degree.

### **22.4 New Application for Admission Following an Expulsion**

Any student expelled from their program of study who wishes to re-enter their program of study may submit a new application for admission. A recognition of prior learning examination may be required.

### **22.5 Requirements for a New Application for Admission to the Same Program of Study Following an Expulsion**

A student's new admission to a program from which they were expelled may be conditional, subject to particular supervision requirements for the purpose of improving their chances of success, and subject to requirements relating to the length of their program of studies (the Office of the Registrar must be informed of the deadline granted, where applicable). These requirements are set by the Program Committee. Students who fail to comply with the requirements imposed at the time of their new admission are once again expelled from the program.

## **23. CHANGE IN PROGRAM OF STUDY**

### **23.1 Submission of Application for Admission**

A student registered in courses who wishes a change in program or focus is required to submit a request to change program or focus by the deadlines indicated in the academic calendar. The request is handled as an application for admission, and the provisions for admission stated in this Regulation apply in the same manner.

### **23.2 Review of Request for Program Change**

If the student's Application for Admission is accepted, the program director must determine the list of successfully-completed courses to appear on the student's record. In this process, the program director must ensure that the student maintains the cumulative grade point average required by the new program. To that end, the program director may choose to designate any courses completed by the student as out-of-program courses, regardless of the grades obtained in those courses. Courses not selected through this process will not subsequently be allowed to be included in the student's new program of study. 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 focus more than two (2) times once admitted to UQAT, unless authorized in writing from the department director.

## 24. CHANGE OF INSTITUTION

### 24.1 Change of Institution within the Université du Québec network

In order to permanently change universities, the student must submit a new application for admission in accordance with the procedures in effect at the institution the student wishes to attend.

A student registered in a collaborative or extension program may change institutions without penalty if the applicable institution's enrolment capacity permits it. In this case, the student is not required to submit a new application for admission or pay admission fees. However, the student does have to fill out the application for a change of institution form provided for that purpose. Subsequently, upon agreement of the host institution's program director, the student is accepted.

Courses taken, and grades earned in the parent institution, as well as the name of the institution appear on the transcript of grades at the host institution, and are used in calculating the grade point average.

### 24.2 Change of Institution for Purposes of a Collaborative or Extension Program Outside the Université du Québec network

A student registered in a collaborative or extension program may change institutions without submitting a new application for admission. The institution they wish to attend may grant the request for transfer as permitted by its admission capacity.

The transcript lists the courses completed by the student and the marks they have obtained in their home institution, and the home institution's name. These grades are used to calculate the student's cumulative grade point average.

## 25. RECOGNITION OF PRIOR LEARNING – GENERAL PROVISIONS

### 25.1 Principles

Through recognition of prior learning, UQAT acknowledges the value of the education, knowledge, and skills acquired by an individual, and which correspond to either one or more program objectives, or to one or more courses in that program of study.

This education, knowledge, and skill may have been acquired in a recognized university-level or college-level institution, or another recognized institution, or a non-school environment.

An application for recognition of prior learning must be submitted as soon as possible after the admission to the program and the registration in at least one course, preferably prior to the end of the first term of registration and no later than the last term of registration. This application will be processed in accordance with the rules defined in this Regulation, and it could lead to a prior learning assessment.

### 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

Consists of exempting applicants from the requirement of successfully completing a given course in a program; on the transcript of grades, the credits granted in connection with the exempted course appear with the letter K indicated.

This recognition is established pursuant to a review of the content and objectives of each activity; the content 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 education level, knowledge or acquired aptitude on the basis of the activities submitted for recognition;

- b) Assessing work experience on the basis of the program objectives and theoretical framework required to structure the education, knowledge, and acquired competency.

The student must submit the required supporting documents to the Office of the Registrar (a comprehensive and detailed description of their work experience, a certification of employer, etc.).

### 25.2.2 Substitution

Consists of entering, on the student's transcript of grades, the credits and marks obtained by a student in a course different from one normally included in their program of study.

### 25.2.3 Transfer

For a given program, consists of entering, on the transcript of grades, marks obtained for an already-passed course as part of a completed program at the university institution. The grade obtained in that course is used to calculate the cumulative grade point average.

### 25.2.4 Integration

Consists of recognizing that knowledge and skills acquired through the completion of various activities have allowed a given student to achieve program objectives. UQAT integrates the prior learning corresponding to these objectives into the student's record. Integration helps identify the courses that must be successfully completed in order for the student to finish the program. The credits obtained by integration, because of their association with the objectives of the program in question, are not automatically transposed from one program to another.

### 25.2.5 Insertion

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

- a) Specialized Graduate Diploma (DESS) requiring the recognition, in whole or in part, of the credits earned for the purpose of a graduate-level micro-program or short program;
- b) Master's degree requiring the recognition, in whole or in part, of the credits earned for the purpose of a graduate-level micro-program or short program or a DESS;
- c) PhD degree requiring the recognition of academic credits for the purpose of a Master's degree, a graduate level micro-program or short program, or a DESS.

## 25.3 Limitations to Recognition of Prior Learning

An application for recognition of prior learning may be turned down if it is supported by grades deemed to be too low.

Due to advancement of knowledge in a given discipline, knowledge acquired in an outdated course may not be recognized if it is not backed up by practice or recent work experience in the field. A demonstration backed by the relevance and knowledge acquired by this practice will be required.

Some programs may have more demanding requirements for recognition of prior learning. These requirements can in no way concern the administrative process. They must be targeted in the following list, and must be incorporated into the program's academic regulations:

- exclude some courses from recognition of prior learning;
- define the specific conditions for recognition of prior learning; for example, a minimum grade earned, for recognition of a course;
- limit the number of credits that may be used for recognition of prior learning;
- require that a course be taken within a specified timeframe, except the limits established to obtain a bachelor degree by completion of multiple programs.

Courses taken in another university institution subsequent to program admission shall not be recognized, unless an inter-university transfer authorization is obtained, in accordance with the provisions of this Regulation.

Research, creation, intervention, or placement activities can lead to the recognition of prior learning:

- if they are included in the program;
- as part of a new application for admission to the same program;
- in accordance with the conditions specified in this Regulation, where applicable.

A dissertation or thesis required in a program cannot result in the recognition of prior learning. An essay required in a program can be recognized if its insertion is provided for, or as part of a new application for admission to the same program.

### **25.3.1 Limitations Regarding the Recognition of Prior Learning for Short Programs**

In the case of graduate-level short programs, through recognition of prior learning, a student may obtain a maximum number of credits:

- a) Short program of six (6) to eight (8) credits: no credits recognized;
- b) Short program of nine (9) to eleven (11) credits: a maximum of six (6) credits recognized;
- c) Short program of twelve (12) to eighteen (18) credits: a maximum of nine (9) credits recognized.

### **25.3.2 Limitations for DESS [Specialized Graduate Diploma] Programs**

Persons admitted to a DESS program cannot have their prior learning recognized for more than half (50%) of the academic credits of that program, except in the case of academic activities in a graduate- or postgraduate-level short program that are to be inserted in the DESS program in question.

### **25.3.3 Limitations for Master's Degree Programs**

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

### **25.3.4 Limitations for 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 in the case of academic activities in a master's program that provides access to a PhD program of one hundred and twenty (120) credits, or for courses in a postgraduate-level short program that are to be inserted in the PhD program in question.

### **25.3.5 Prior Learning Recognition for Foreign Diplomas**

Holders of foreign diplomas are subject to the same rules for recognition of prior learning. Moreover, the authorities must take into consideration the number of years required to earn foreign diplomas.

### **25.3.6 Procedure for Recognition of Prior Learning**

#### **25.3.6.1 Application and Granting Procedure**

Applications for recognition of prior learning must be completed in writing on the appropriate application form and submitted to the Office of the Registrar along with official required supporting documents listed in section 25.3.6.2.

Official recognition of prior learning, and the exemption of one or more courses will follow admission to and registration in at least one course of the program.

Once the application is duly completed by the Office of the Registrar and accompanied by the supporting documents, the program director reviews the application within thirty (30) days. As needed, the director may consult any individual likely to assist in that review. When the program director has finished reviewing the application, they make their decision and forward it to the Office of the Registrar for final approval. In cases where an application is turned down, the program director must indicate the reasons for the decision.

Recognition and integration of prior learning are only considered official once confirmed by the Office of the Registrar, which conveys the decision to the student in question.

When applications for recognition of prior learning are turned down, the Office of the Registrar conveys the decision to the student, and explains the reasons for the decision.

### 25.3.6.2 Supporting Documentation to be Included with the Application for recognition of Prior Learning

The following supporting documents must be enclosed with the application for recognition of prior learning:

- a) an official transcript of grades if the application is based on prior learning acquired in an institution recognized by UQAT. An official description of the courses and course syllabuses) must also be attached;
- b) letter of certification of employer if the application is based 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 letter of certification must be written on company letterhead, and bear the signature of the employer, as well as the seal or stamp of the company issuing it;
- 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 assessment of the applicant's relevant experience, demonstrating the correlation between the course in their 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.

### 25.3.6.3 Disputes and Right to Appeal

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

- ask the program supervisor to apply UQAT's *Procédure relative à la validation des acquis au moyen d'un examen de reconnaissance des acquis* [procedure for the recognition of prior learning by means of a prior learning assessment];

OR

- fill in the appeal form, which details the reasons for the appeal, and send it to the Registrar.

Following receipt of a request for appeal, and if the request is deemed valid, the Registrar must convene the Appeal Committee, which consists of the following individuals: the Academic Dean or a person designated by them, who acts as the chairperson, and two (2) program directors, excluding the program involved with the request, one (1) student designated by the UQAT General Student Association, and the Registrar, who also acts as the Appeal Committee's Secretary.

Students appealing a decision may be heard at the meeting of the Appeal Committee if they have expressed the wish to do so. As needed, the Appeal Committee may also summon the program supervisor in question to appear.

As soon as possible, the Registrar conveys the decision of the Appeal Committee in writing to the student in question. This decision is final and without recourse to appeal.

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

### 26.1 Continuous Enrolment – Regular Student

Each term, regular students are required to enroll in at least one (1) study or research activity every term, until they have completed their program, except in the case of an authorized absence from the program, or the program does not make provision for required registration, or in cases where the training plan provides for an interruption of studies. If the program does not provide for required registration in a term, or if the training plan provides for an interruption of studies, the program committee must adopt a resolution to that effect in order to notify the Office of the Registrar.

To fulfill their obligation of continuous enrolment, the regular student must:

- a) comply with the training plan for their program
- b) fulfill all necessary prerequisites for enrolment in a given activity
- c) obtain authorization from their program director

Additionally, if the evaluation jury decides that an essay, thesis, or dissertation cannot be accepted unless major changes are made to it, the student must remain enrolled throughout the entire period they are granted to make said changes.

## 26.2 Number of Credits

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

- a) the number of academic credits the student intends to earn by the end of the term; and
- b) part of the credits earned through research, creation, or intervention activity or through placement; the student may, at their own discretion, allocate these credits over a given number of terms.

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

The total number of registered credits per term may not exceed sixteen (16).

## 26.3 Exemption from Registration

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

- a) when granted an authorized absence
- b) when the program does not require registration in a term

### 26.3.1 Reasons for Authorized Absence

Authorized absence is granted for extended leave outside the region; illness, with medical certificate, specific job-related requirements, or any exceptional situation duly justified by the student. Its maximum duration is three (3) consecutive terms.

### 26.3.2 Family and Parental Obligations Leave

The following are considered family and parental obligations leaves in accordance with the UQAT's Family-Study Balance Policy:

- a) **Leave for childbirth:** A student is entitled to leave for childbirth for a period not exceeding three (3) consecutive terms per childbirth.
- b) **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) consecutive terms per adoption.
- c) **Family obligation leave due to serious illness or accident:** Students who are required to be with their child, with a person in their care or in their role as caregivers due to a serious illness or accident are entitled to a leave for a duration not exceeding three (3) consecutive terms.

### 26.3.3 Rules and Procedures for Authorization of Leaves of Absence

A student who wishes to be temporarily exempted from the obligation to register in a program is required to submit a request in writing, in accordance with the rules and procedures below:

- a) A student who wishes to be granted a leave of absence other than sick leave or family obligation leave due to serious illness or accident must submit a request prior to the beginning of the term for which they want the leave. The student must explain the reasons for their request.
- b) A leave of absence is authorized once approved by the program director and referred to the Office of the Registrar.

- c) Subject to the written approval from the program director, family and parental obligations leaves may be combined with the three (3) consecutive terms of authorized absences described in section 26.3.1, for a maximum duration of six (6) consecutive terms.
- d) No leave of absence is granted for a period exceeding three (3) consecutive terms, nor for more than three (3) terms over the duration of the entire program of study, except for the situations described in sections 26.3.2 a) and b), and in section 26.3.3 c).
- e) The terms of authorized absences are not taken into account when calculating the length of the program.

#### 26.3.4 Privileges Granted to Regular Students During a Leave of Absence

While on a leave of absence, the student in question can retain privileges granted to all students, such as: the student card and paid position for a student attending UQAT. However, they are not entitled to sit on any of UQAT's administrative bodies in their capacity as student representative, nor to benefit from UQAT scholarships during that time.

#### 26.4 Expulsion from Program for Non-Registration

Students not complying with the obligation to register in a given term, and who have not been granted a leave of absence are expelled from the program. The student expelled in this way who wishes to continue in their program must submit a new application for admission.

#### 26.5 Inter-University Transfer Authorization

Inter-university transfer authorization allows students, with their institution's approval, to complete part of their program of study in another university. The following provisions govern inter-university transfers:

**Host University:** Institution at which a student registers for courses with the intention to transfer the course credits to their home university.

**Home University:** Institution at which a student is admitted and registered with the intention to complete a degree or a certificate.

Inter-university transfer authorization requires the approval of the program director, and of the Registrar.

All courses taken pursuant to inter-university transfer authorization must be equivalent to courses in the program to which the student is admitted; in the case of courses not identified as part of the program, they must be compatible with the academic program objectives.

Students who wish to avail themselves of inter-university transfer authorization, either within or outside the Université du Québec network, must submit an application to their program director. If the program director deems the application valid, they authorize it as the person designated to do so by the home university.

Students registered in a graduate or postgraduate program who have had their application for inter-university transfer authorization approved may register for full-time studies, if circumstances require it, in a host university.

If the application is submitted by students who have had restrictions imposed on the continuation of studies, the program director may impose specific conditions and include them in the permission document. The program director may also turn down the application.

As a host university, UQAT, acting through the program director, has the right to accept or reject the registration of students from another institution in one of the courses it delivers.

#### 26.6 Other Enrolment Statuses

##### 26.6.1 Non-Program Students

As a non-program student, an individual may, with the Registrar's authorization and upon the program director's approval, enrol in one or more courses (15 credits maximum). Registration in more than fifteen (15) credits requires that the student commit definitively to one of the programs of study that UQAT offers.

### 26.6.2 Auditors

As an auditor, an individual may register in one or more courses with the Registrar's authorization, and upon the program director's approval.

### 26.6.3 Denial of Enrolment – Non-Program Student or Auditor

An applicant who is denied admission to a program, or a student who was expelled from a program following imposition of restrictions on the continuation of their studies may not apply to enrol with non-program student or auditor status in any courses of that same program.

## 26.7 Registration Procedures

### 26.7.1 Student Responsibility

Registration is a procedure that applies to a given term. Regular students must register in accordance with specified procedures, on the dates and within the timelines noted in the university calendar. It is the responsibility of every student to ensure that their educational path satisfies the requirements of their program, and UQAT's regulations.

### 26.7.2 Program Director Responsibility

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

### 26.7.3 Selection of Activities

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

The student's selection of courses and activities must meet the following criteria:

- a) educational status as indicated in the student's official record (proper admission to program, restrictions on the continuation of studies, prerequisites, training plan, etc.);
- b) availability of space in the selected courses;
- c) course offerings available;
- d) payment of tuition fees.

Registration must include one of the following:

- a) course selection: codes and titles corresponding to the courses or activities must comply with those listed on the course schedule for the term;
- b) a note made by the Registrar specifying the student's circumstances within their program.

### 26.7.4 Dual Registration

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

### 26.7.5 Confirmation of Registration

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

### 26.7.6 Changes to Registration

Students may ask that the list of activities in which they are registered for a given term be changed. Any changes must be consistent with the student's program training plan and a normal pace of studies. In certain specific cases, the program director may authorize a regular student to take a course that is not part of the program.

### 26.7.6.1 Procedure

A student who wishes to make changes to their registration must complete the necessary procedures. The student must notify the program director in writing of any change to registration, and do so within the period allotted in the university calendar for that purpose.

## 26.8 Course Withdrawals and Associated Grades

The grade given for a dropped course will vary depending on when the student notifies UQAT of the withdrawal.

- a) Course withdrawal **with refund**: The student confirms in writing that they have withdrawn from the course within the period allotted in the university calendar. The course in question does not appear on the student's transcript;
- b) Course withdrawal **without refund or mention of Failure on the student's record**: The student confirms withdrawal from the course in writing, prior to the withdrawal deadline noted in the university calendar. The withdrawal is indicated on the transcript;
- c) For all other course withdrawals, the word *Échec [Fail]* will appear on the student's academic record.

## 26.9 Changes to Registration – Intensive Schedules

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

## 26.10 Changes to Registration – Deadlines Expired

Changes to registration made after the deadlines set out in the university calendar have expired are regarded as an exceptional measure. The student who wishes to avail themselves of this option must make a request to their program director who must, if they deem it valid, refer the request to the Registrar. Where appropriate, the Registrar authorizes the request for late registration. Should a dispute arise in the course of this procedure or the student in question wish to appeal the decision made, the request is referred to the department director, whose decision is final and without recourse to appeal.

## 26.11 Withdrawal from Program

A student who wishes to withdraw from their program must indicate this in writing to the program director, who must then notify the Office of the Registrar.

## 27. EVALUATION OF PLACEMENT AND RESEARCH WORK – GENERAL PROVISIONS

### 27.1 Transmission of Report and Exam Performance Evaluation

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

## 28. EVALUATION OF GRADUATE-LEVEL PLACEMENT ACTIVITIES

### 28.1 Trimester Evaluation

Each trimester, the placement supervisor must evaluate the student's progress in accomplishing their placement activities.

### 28.2 Criteria for Evaluation of Graduate-Level Placement Reports

Placement reports at the graduate level must demonstrate the student's ability to integrate and use knowledge acquired in their academic activities.

### 28.3 Criteria for Evaluation of Postgraduate-Level Placement Reports

Placement reports at the postgraduate level must demonstrate the student's ability to contribute to the advancement of a field of intervention.

## 28.4 Evaluation Jury for Graduate-Level Placement Reports

Graduate and postgraduate placement reports are evaluated by a jury composed of two (2) individuals: the individual responsible for the student's placement and one (1) other individual designated by the Program Committee or the program director. The program director is responsible for informing the student of the composition of the jury.

## 28.5 Procedure for the Evaluation of Graduate-Level Placement Reports

Placement reports are evaluated in accordance with the terms and procedures set out by the Program Committee. These terms and procedures must be communicated to the Program Coordinator at the Office of the Academic Dean.

Placement reports are evaluated using the following marking system: **Excellent, Very good, Good** or **Fail**.

## 28.6 Evaluation of Essays – Graduate-Level Programs

### 28.6.1 Criteria for the Evaluation of Essays – Graduate-Level Programs

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

### 28.6.2 Jury and Rules for the Evaluation of Graduate-Level Essays

Graduate-level essays are evaluated by a jury composed of two (2) individuals: the student's research director and an individual designated by the Program Committee; one (1) of these two (2) individuals must be a UQAT faculty member.

When the student has a research co-director, the latter may not be a member of the essay evaluation jury unless the research director relinquishes their seat on the jury.

The evaluation is carried out according to the rules applicable to theses, taking appropriate adjustments into consideration.

## 28.7 Evaluation of Master's Theses

### 28.7.1 Criteria for the Evaluation of Master's Theses

A master's thesis is the result of research work; it must demonstrate the student's ability to think critically, and their ability 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 director upon the research director's suggestion.

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

### 28.7.3 Procedure for Evaluation of a Master's Thesis

The following documents must be sent to the members of the jury: 1) one copy of the thesis; 2) the rules pertaining to thesis evaluation, and 3) the evaluation form.

The chair of the jury ensures that evaluation is properly carried out, and is responsible for drafting a written summary from jury members' individual evaluations of the student's thesis. Should jury members disagree on recommendations or scores, the chair must consult the other three (3) jury members in order to achieve unanimity. If jury members fail to achieve unanimous agreement, the recommendation and score of the majority of jury members prevails. In the event of a tie vote, the chair of the jury casts the deciding vote. The chair must communicate the jury's decision to the program director, clearly explaining the grounds that support the decision made and, if applicable, any corrections to be made to the thesis.

The program director receives the jury's decision accompanied by the following documents: 1) each jury member's evaluation; 2) the chair's written summary of the evaluations made by jury members, and 3) the score awarded by the jury.

#### 28.7.4 Deadline

Jury members are allotted six (6) weeks to produce their evaluation report and send it to the program director. If a jury member does not submit their evaluation report within that time frame, the program director may extend the evaluation deadline OR appoint a new jury member, who will have three (3) weeks to submit their 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 changes** – In this case, the thesis is awarded a score as follows: **Excellent**, **Very good** or **Good**;
- b) **Acceptance subject to minor corrections** – In this case, the thesis is awarded a score as follows: **Excellent**, **Very good** or **Good**;
- c) **Acceptance subject to major corrections** to be made under the research director's supervision – In this case, the thesis is awarded a score as follows: **Good**;
- d) **Rejection of thesis** – In this case, the thesis is awarded a score as follows: **Fail**.

The final decision rendered on the thesis and the final score awarded 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 submission of their thesis to the program director.

The program director may subsequently communicate the recommendation to issue the diploma to the Office of the Registrar, if the student satisfies all the requirements set out in this Regulation in Section 32.1 *Conditions for obtaining a diploma*. This recommendation must appear on the student's final comprehensive transcript, upon which the score awarded the thesis must also appear.

##### 28.7.5.2 Acceptance Subject to Minor Corrections

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

##### 28.7.5.3 Acceptance Subject to Major Corrections

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

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

#### 28.7.5.4 Final Submission and Grading of the Thesis

Once approved by the research director, student submits, in electronic or paper format, three (3) copies (or four [4] if the student has a co-director) of the corrected document to the program director. 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 is sent, by email, to [depositum@uqat.ca](mailto:depositum@uqat.ca) with the Formulaire de dépôt dans Depositum [Depositum submission form] completed by the student, and signed by the research director.

The research director submits confirmation of final submission to the program director stating that the document is consistent with the evaluation jury's recommendations, and with the evaluation score, expressed as one of the following grades: **Excellent, Very good, Good** or **Fail**.

The program director sends a recommendation of completion of studies to the Office of the Registrar.

#### 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 expelled from the program following the recommendation of the program director, who must notify the Office of the Vice-Rector (Academics, Research, and Creation) and the Office of the Registrar.

### 28.8 Evaluation of a Doctoral Essay

#### 28.8.1 Criteria for the Evaluation of a Doctoral Essay

A doctoral essay should demonstrate the student's capacity to contribute to the advancement of their field of study.

#### 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 more than two (2), from outside UQAT;
- b) at least two (2) UQAT faculty members empowered to supervise or co-supervise a thesis in accordance with UQAT policy;
- c) The research director is normally part of the jury, unless they decide 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 applicable socioeconomic environment is encouraged when the essay falls within a program that has a professional focus.

Jury members are appointed by the program director, who sends them a copy (in electronic or paper format) of the essay to be evaluated.

The evaluation is carried out according to the rules applicable to dissertations, taking necessary adjustments into consideration.

There is no oral defense for essays at the postgraduate level.

### 28.9 Evaluation of a Dissertation and Dissertation Defense

#### 28.9.1 Criteria for the Evaluation of a Dissertation

A dissertation 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 ability to conduct research work independently.

A dissertation results from the work of a single individual, who is subsequently responsible for its oral defense. Where a thesis consists of a number of articles written by several authors, the evaluation will

focus on the student's contribution to the collective work.

### 28.9.2 Composition of the First Thesis Evaluation Jury

The evaluation jury for a dissertation includes at least four (4) members: the dissertation director or co-director, and three (3) other individuals:

- a) one member from within UQAT, other than the dissertation director or codirector (if any), who will act as chair of the jury;
- b) one member from within or outside UQAT;
- c) one member from outside UQAT. If there is a codirector, this member is affiliated to an institution other than the institution of the codirector; in the case of a joint program, this member is elected outside of the institutions offering this program.

#### 28.9.2.1 Selection Criteria and Nomination

All the jury members, other than the dissertation director or codirector, must be able to provide an impartial evaluation of the dissertation, and must:

- a) hold a doctoral degree and have recognized expertise in a relevant field;
- b) not have been part of the student's coaching committee;
- c) not have been directly involved in the research that led to the dissertation under evaluation, and must not have co-signed an article included in the latter;
- d) not be in any real or potential conflict of interest that might compromise the objectivity of the evaluation. The external member of the jury must not have collaborated to research or published research with the dissertation director or codirector, or with the student, over the last six (6) years.

The members of the evaluation jury for a dissertation are appointed by the program director. When making their recommendation, the program director is not bound by any suggestions from the thesis director(s). However, the program director must ensure that each member of the jury has the qualifications required to evaluate the thesis. The program director must then submit their recommendation for the composition of the jury to the Office of the Vice-Rector (Academics, Research, and Creation) indicating the professional affiliation or position of each member, as well as the statement on the absence of conflicts of interest, signed by the dissertation director. A short resume must also be sent to UQAT for each external member.

Should the thesis director wish to suggest candidates for the thesis evaluation jury, they must submit a list of names to the program director no later than the week following their authorization to submit the thesis.

### 28.9.3 The Jury Chair

The mandate of the chair of the thesis evaluation jury is as follows:

- a) coordinate the work of the jury;
- b) lead the question period during the student's oral defense;
- c) immediately after the thesis defense, preside over the deliberations of the jury, in a closed session, and advocate for a unanimous decision;
- d) at the final submission of the thesis, confirm to the program director that the student has properly taken into account jury members' evaluation reports and recommendations made during the student's oral defense. The chair may, for valid reasons, delegate this portion of their mandate to another member of the jury.

### 28.9.4 Procedure

The program director specifies the date by which the report must be submitted and sends the following documents, in electronic or paper format, to each jury member: 1) text of the dissertation; 2) evaluation form; and 3) instructions, all regulations, rules, and procedures applicable to the evaluation of a

dissertation. The program director must inform the author of the dissertation of the composition of the jury.

Each member of the jury is required to submit their evaluation to the program director in the two (2) months following receipt of the text of the dissertation.

To be considered valid, a jury member's report must:

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

### 28.9.5 Evaluation Report

Each jury member's evaluation report must include two (2) things: 1) comments explaining their recommendation; and 2) one of the following three (3) recommendations:

- a) thesis accepted for oral defense;
- b) thesis returned to student for major corrections;
- c) rejection of thesis with no entitlement to resubmit.

#### 28.9.5.1 Dissertation Accepted for Dissertation Defense

Such acceptance must include, for information purposes only, an indication of the mark given to the thesis, since the final grade will be decided on by the jury subsequent to the student's oral defense; acceptance may be granted unconditionally, with no corrections required, or acceptance subject to minor corrections made under the research director's responsibility, as necessary.

Each jury member must specify whether the corrections they require:

- a) may be made following the student's oral defense;
- b) must be made prior to the student's oral defense, but not brought to their attention;
- c) must be brought to their attention prior to sending their final recommendation.

Corrections must be made within two (2) months and the corrected version of the student's thesis must be submitted, with the written authorization of their thesis director and, where applicable, their thesis co-director.

Where paragraph c) above applies, if the thesis evaluator is not satisfied with the corrections made by the student, they are entitled to replace their 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 Section 28.9.6 *Decision of jury prior to oral defense* apply.

#### 28.9.5.2 Dissertation Returned to Student for Major Corrections

In this case, the student has only one opportunity and a maximum of one (1) year to submit a new text after making the necessary corrections; the student must submit their new text after receiving written authorization from their thesis director and, where applicable, their thesis co-director. The text is again submitted for evaluation by each jury member; in this case, the jury may only recommend **acceptance subject to minor corrections or no changes**, with a mark provided for information purposes only, or **rejection with no entitlement to resubmit**, with comments explaining this recommendation. Given the importance of making the corrections requested by jury members, the student must register in each of the applicable terms, retroactive to the term following the submission of their work.

#### 28.9.5.3 Rejection of Thesis with No Entitlement to Resubmit

The program director receives jury members' individual reports and includes them in a summary report of jury members' recommendations confirming that the student's dissertation has been rejected, with no entitlement to resubmit. The program director sends all documents to the Office of the Vice-Rector (Academics, Research, and Creation).

### 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 chair must communicate the decision to the program director. The chair is also responsible for sending, to the student, the portion of the comments relating to the required corrections.

In case of contradictory jury member recommendations, the jury chair must ask the jury members to reach a unanimous decision. Should the first jury fail to unanimously agree on a decision, the Office of the Vice-Rector (Academics, Research, and Creation) must convene a second jury.

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

### 28.9.7 The Dissertation Defense

The preparation and supervision of the oral defense are the responsibility of the Office of the Vice-Rector (Academics, Research, and Creation). When a thesis is accepted for oral defense, the members of the evaluation jury or the research director agree, with the student, the members of the jury and the Office of the Vice-Rector (Academics, Research, and Creation) on a date for the defense. The oral defense should take place no later than one (1) month after the jury's decision is communicated by the program director to the Office of the Vice-Rector (Academics, Research, and Creation). The Office of the Vice-Rector (Academics, Research, and Creation) is responsible for officially convening the oral defense.

Oral defense is mandatory and must take place at the Rouyn-Noranda campus, or at the UQAT campus or centre to which the research director is affiliated. It is an integral part of the thesis evaluation process. It consists of a public presentation, unless the Office of the Vice-Rector (Academics, Research, and Creation) decides otherwise, upon recommendation of the evaluation jury or program director. The oral defense must be performed before the evaluation jury and the Vice-Rector (Academics, Research, and Creation), or their representative. The student, the research director or co-director, as well as the chair of the jury must attend the oral defense in person. The physical presence of the other members of the jury is also desirable. If this is not possible, these members will have the opportunity to attend the oral defense virtually. The student, the research director or co-director, or the chair of the jury will have the opportunity to attend the oral defense virtually only in exceptional cases approved by the Vice-Rector (Academics, Research, and Creation).

As a general rule, all the members of the jury attend the oral defense. It can, however, take place in the absence of a member of the jury, but not in the absence of the research director and the external member. When a member of the jury cannot attend the oral defense, he or she must justify his or her absence to the Vice-Rector (Academics, Research, and Creation), and then send to the latter, in writing, his or her questions for the student. If more than one member of the jury cannot attend the oral defense, it will be postponed by the Vice-Rector (Academics, Research, and Creation), or by his or her representative.

#### 28.9.7.1 Objectives of the Oral Defense

The objectives of the oral defense process are as follows:

- a) to enable confirmation of thesis authenticity, by verifying the student's ability to defend it;
- b) to make a final judgement on the student's thesis.

#### 28.9.7.2 Decision of the Evaluation Jury Subsequent to Oral Defense

After the oral defense, the jury members' decisions must take the thesis content and the abilities demonstrated by the student to defend it into consideration. The decision of the first jury, to accept or reject a thesis, must be a unanimous one. Otherwise, the Office of the Vice-Rector (Academics, Research, and Creation) must convene 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 made by a majority of jury members. In case of a tie, the chair casts 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 Office of the Vice-Rector (Academics, Research, and Creation) upon recommendation of the program director. The second jury must be composed of new members, with the exception of the thesis director, who must be part of the jury unless they decide otherwise. The thesis co-director, where applicable, is usually not a member of the second jury unless the thesis director steps aside; in which case, the thesis co-director should normally be part of the jury, unless they decide otherwise.

Besides the thesis director or co-director, the second evaluation jury is composed of at least three (3) and at most four (4) members, including one (1) member who acts as chair, 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 recourse to appeal. In case of a tie, the chair has an additional, deciding vote. All decisions are communicated to the Office of the Vice-Rector (Academics, Research, and Creation), specifying whether they were made unanimously, or by a majority of votes.

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

- a) **majority or unanimous vote to accept thesis for oral defense, without corrections or subject to minor corrections;**
- b) **majority or unanimous vote to accept thesis subject to major corrections**, only if major corrections have not already been made to the thesis at the request of either the first or second juries upon review of the first thesis text, since the student is only entitled to submit a new text once after major corrections are made;
- c) **majority or unanimous vote to reject the thesis.**

### 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 rating given to the thesis expressed as follows: **Excellent, Very good, Good, or Fail**.

### 28.9.9 Final Submission and Grading

Once approved by the research director, student submits, in electronic or paper format, three (3) copies (or four [4] if the student has a co-director) of the corrected thesis to the program director. 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 is sent, by email, to [depositum@uqat.ca](mailto:depositum@uqat.ca) with the *Formulaire de dépôt* dans Depositum [Depositum submission form] completed by the student, and signed by the research director.

The research director provides confirmation of final submission to the program supervisor to the effect that the document is consistent with the recommendations of the evaluation jury and the evaluation result, expressed by the following rating: **Excellent, Very good, Good or Fail**.

The program director sends a completion of studies recommendation to the Office of the Registrar.

## 29. COURSE EVALUATION AND GRADING

### 29.1 General Provision

UQAT must confirm that 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) teaching the course.

## 29.3 Type and Grading of Academic Activities

### 29.3.1 Grading Related to Evaluation of Academic Activities

Letter grading used to provide comprehensive evaluation of the level of learning achieved by a student in relation to activity objectives is as follows:

**A+, A, A-**

**B+, B, B-**

**C+, C**

**E**

**S:** requirement satisfied

**V:** course taken and passed in a university outside Quebec, under the student mobility. The result is not included in the cumulative grade point average.

### 29.3.2 Grading Related to the Type of Activity

Letter grading used to refer to activity type is as follows:

**H:** refers to a out-of-program course; not included in the cumulative grade point average;

**I:** incomplete;

**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, subsequent to written notice provided by the student, prior to the end of the course withdrawal deadline, as specified in the university calendar, and according to the rules in effect at UQAT;

**L:** refers to an activity that was failed, subsequently repeated, then passed;

**R:** means that the activity was deferred;

**P:** refers to an upgrading course, the result of which is not included in the cumulative grade point average;

**Z:** refers to an ongoing research, placement, or creation activity.

### 29.3.3 Grading Related to the Type of Academic Activity

#### E grade

The grade **E** means failure and it means that the student must repeat the activity if it is a required activity; in the case of an elective course, the latter may be replaced by another course upon authorization of the director of the applicable program. A grade of **E** can also be assigned for a course that a student has dropped after the deadline for withdrawal with no mention of failure.

#### I grade

The letter **I** means that the individual teaching a course considers the situation in which a student finds themselves does not enable them to satisfy the requirements for assessment of learning within the time usually allocated, in a given course. In such cases, the individual teaching a course indicates to the student in question, in writing, the additional time (deadline) granted to satisfy the course requirements. The additional time must not exceed twenty (20) working days following the date of the end of the term in which the course is taken.

Once the additional time allocated to the student expires, and within the twenty (20) working days that follow, the individual teaching a course must change the **I** letter grade to either an **A+**, **A**, **A-**, a **B+**, **B**, **B-**, **C+**, **C**, **C-**, **D+**, **D** or an **E**. The **I** is automatically converted to an **E** grade after forty (40) working days. Once the letter has been automatically converted to an **E**, it cannot be changed.

**S grade**

The letter **S** means that the student has passed the course in question; it is used in exceptional cases only, and must be approved by the Academic Commission as part of 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 in the university calendar. The letter "X" does not apply to research activities.

**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 subsequently passed it. In these cases, 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 every term during which a course is taken, the letter **R** is used as a grade on the transcript of grades. Once the final term of the course is over, the letter **R** is replaced by the actual grade, following evaluation.

The **R** grade may be used only after prior authorization by the department director, who determines the period during which the **R** grade may be used and notifies the Registrar accordingly.

In exceptional cases where required by specific constraints, a graduate or postgraduate activity or placement may, at the request of the program director and upon authorization of the department director, extend over two (2) terms. The department director communicates their decision to the program director and notifies the Registrar.

**V grade**

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

**Z grade**

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

**30. CUMULATIVE GRADE POINT AVERAGE****30.1 Calculating the Cumulative Grade Point Average**

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

The CPGA is calculated at the end of each term using 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 results obtained for the course in question appear on the transcript of grades, but only the most recent grade, or the highest grade, is used to calculate the cumulative grade point average.

Only the following letter grades have a numerical value:

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

and are included in calculation of 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 point average.

The cumulative average is calculated using the following formula:

$$\frac{\sum P_i C_i}{\sum C_i}$$

**Legend:**

$\Sigma$  : 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 has numerical value

$i$  : a given course

The cumulative average, which varies 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 grade point average obtained at the end of each trimester is noted in the student's academic record until graduation.

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

### 30.2 Program Advancement by Course Grades and Cumulative Grade Point Average

A regular student advances in the program of their choice with the grades they earn in each of their program courses, unless they are subject to restrictions on the continuation of studies.

### 30.3 Specific Evaluation Processes

#### Repeating a Course in Case of Failure

Should a student fail a course, there is no repeat exam set, as part of the overall evaluation process, with the exception of the doctoral examination at the postgraduate level.

A student who fails a required course must repeat it when registering for a given term, provided that the course is being delivered in that term.

A student who fails a doctoral examination is entitled to a repeat examination. The right to repeat the examination must be exercised no later than the second term following the unsuccessful attempt. A student who fails their doctoral examination a second time or does not exercise their right to repeat the examination within the prescribed time-frame is expelled from the program.

### 30.4 Restrictions Imposed on the Continuation of Studies

#### 30.4.1 Restrictions Resulting from a Cumulative Average Below 3.0

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

- a) a cumulative grade point average below 3.0 after completion of nine (9) academic credits;
- b) results obtained by the student following the evaluation of their research, creation, intervention, or placement 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 Expulsion from Program

A student may be expelled from their program of study for any of the following reasons:

- a) a cumulative grade point average of less than 2.5 after completion of a minimum of nine (9) academic credits at the graduate or postgraduate level, or in preparatory studies;
- b) The student has failed more than one academic activity in their program;
- c) The student fails a given repeated activity for the second time;

- d) if, according to the Program Committee rules, the student has obtained poor grades on the trimester evaluation of their research, creation, intervention, or placement 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 have not been completed, nor its requirements satisfied within the anticipated maximum length for the program of study.

Students who do not fulfill the specific academic requirements noted in their official record within the specified timelines are expelled from their program of study.

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

In the cases mentioned above, the Registrar, upon recommendation of the program director, expels the student from their program of study. Expulsion from the program applies for a period of three (3) terms.

### **30.4.3 Expulsion from UQAT**

In the event that a second expulsion is imposed within ten (10) years of the first expulsion, in any program offered by UQAT, students will be expelled from the University for five (5) consecutive years. Admission as a non-program student is not allowed during this period.

### **30.4.4 Right to Appeal in Case of Restrictions and Expulsion**

Students who feel aggrieved by the restrictions imposed on them may appeal the decision, in writing, to the department director. They must also indicate their intention to be heard before the appeal committee.

#### **30.4.4.1 Procedure**

The department director must set up an appeal committee, which they subsequently chair, composed of one (1) faculty member, and one (1) student at the graduate or postgraduate level. These two individuals must be members of the Academic Commission. The committee must hear the student and the program director.

If the department director was previously involved in making the decision concerning the student, the former must refer the file to the Office of the Vice-Rector (Academics, Research, and Creation), which assumes responsibility for setting up a new committee. In such cases, the appeal committee is composed of one (1) chair, named by the Office of the Vice-Rector (Academics, Research, and Creation), one (1) faculty member, and one (1) student at the graduate or postgraduate level. These two (2) individuals must be members of the Academic Commission. The committee must hear the student, the program director and the department director.

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

The Appeal Committee sits in camera. All information discussed in camera remains confidential.

### **30.4.5 Communication of the Irrevocable Decision to the Student**

The chair of the appeal committee communicates the appeal committee's decision to the student, and informs the Registrar and program director accordingly. They also inform the department director of the decision in cases where the department director is not chair of the committee. This decision is final and without recourse to appeal.

### **30.4.6 Submission of Grades**

#### **30.4.6.1 Access to Academic Grades**

During each term, on the date noted in the university calendar, the students have access, online via their student record, to their cumulative transcript of grades. Cumulative transcripts include all grades obtained since the student began their program. Students may obtain a copy of their transcript upon request to the Office of the Registrar and upon payment of a fee set by UQAT.

To obtain a transcript in any form, students must comply with article 31.1, paragraph c) of this Regulation.

#### **30.4.6.2 Procedure for Grade Submission by Individuals Teaching Courses**

Grade submission forms are to be completed by the individuals teaching the course, approved by the department director and forwarded to the Office of the Registrar within ten (10) working days of the end of the term in question.

### **30.5 Grade Review**

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

A student who has been expelled from a program for one or more of the reasons listed in section 30.4.2 of this Regulation may not initiate a grade review procedure at any time.

#### **30.5.1 Régulatoire Deadlines**

Grades indicated on the transcript may only be amended within forty (40) working days following the date the grade was entered at the Office of the Registrar.

A student may ask to have grades changed; they must submit their request within ten (10) working days of the date on which a grade is officially communicated to them by the Registrar.

The individual teaching the course may change grades already submitted to the Registrar, but all changes must be made within forty (40) days following the date the transcript was issued.

The Office of the Vice-Rector (Academics, Research, and Creation) may require that grades for a given course be reviewed. Such 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 for Grade Change Requested by a Student**

Students who wish to have a grade changed are required to complete a grade review request form; the form must be sent to the Office of the Registrar, and is processed as noted below.

The form is forwarded to the director of the applicable department, who sends it to the individual teaching the course, who reviews the request and sends a reply to the department director within the following seven (7) working days. The individual teaching the course may maintain, lower, or raise the student's grade.

If the department director is unable to obtain the opinion of the applicable individual teaching the course, the request must be referred to a review committee. The latter must review the request and send a written reply to the department director within ten (10) working days following the date the request was received.

Students not satisfied with the grade change made by the individual teaching the course are entitled to submit a request for grade review within five (5) working days of the date on which the Registrar communicates the changed grade. The director of the department in question is then required to set up a review committee. This committee must review the request for grade review and provide a written response to the department director within fifteen (15) working days of receiving the request.

The department director then sends written notice of the result of grade changes or reviews to the Registrar.

The Registrar must officially notify the students in question of the result of their request for grade change or review, and notify the program director.

#### **30.5.3 Principles Governing Grade Review**

The review committee is set up and coordinated by the department director.

The review committee consists of two (2) members of the departmental council, who are designated by the department director, and one (1) person representing the Office of the Vice-Rector (Academics,

Research, and Creation).

The individual teaching the course who gave the grade submitted for review is not entitled to sit on the review committee.

If the department director is the individual in question, the responsibility of designating two (2) members of the departmental council falls to another member of the department, selected by the departmental council 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 in question a letter grade of **S**.

The Appeal Committee sits in camera. All information discussed in camera remains confidential.

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

### **30.5.3.1 Grade Change Procedure to be Followed by Individuals Teaching Courses**

Within forty (40) days following the issuance of transcripts, the individual teaching a course may modify academic results that have already been submitted to the Office of the Registrar. To change a grade, the individual teaching the course in question must complete the appropriate form and forward it to the department director for approval.

After approving the changes, the department director forwards them to the Office of the Registrar who, in turn, informs the student and the program director of any grade changes.

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

Any request by an individual teaching a course to change the grade of a student whose file has been closed due to expulsion from a program must be justified in writing to the Registrar, who has the right to accept or deny the request. In the event of a refusal by the Registrar, he or she must provide written justification to the Vice-Rector (Academics, Research, and Creation).

### **30.5.3.2 Procedure for Grade Review Requested by the Office of the Vice-Rector (Academics, Research, and Creation)**

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

- All the students in the course or group were given the same grade;
- The average of the grades given to all the students in the group or course is too far from any probable or normal class average;
- Letter **I**, **R** or **S** grades were given in a systematic way or without prior explanation.

This review procedure is conducted according to the following steps:

- Following notice from the Registrar, the person designated for this purpose by the Office of the Vice-Rector (Academics, Research, and Creation) must contact the department director and the individual teaching the course in question, and seek all the information related to how grades were assigned to the students in the group or course, in particular the grading criteria and the reasons that supported the grades given;
- If they deem it appropriate, the person designated by the Office of the Vice-Rector (Academics, Research, and Creation) submits an application for review of the grades assigned to the students in the group or course to a review committee; this review committee is chaired by the Vice-Rector (Academics and Research) and includes the department director responsible for the programs in question, and the Registrar, who acts as the Secretary;

- The review committee must hear 1) the person designated by the Office of the Vice-Rector (Academics, Research, and Creation), 2) a student representing the group-course in question, and 3) the individual teaching the course in question, in the order indicated.

The Registrar communicates the review committee's decision to the interested parties. This decision is final and without recourse to appeal.

## 31. ISSUANCE OF DIPLOMAS

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

### 31.1 Conditions for Obtaining a Diploma

Conditions for obtaining a diploma are as follows:

- a) The student must have satisfied Université du Québec and UQAT regulations;
- b) The student must have satisfied the requirements of the program leading to the diploma sought;
- c) The student must have paid all fees and arrears due, if any;
- d) have maintained a cumulative grade point average equivalent to or above **2.5**;
- e) in cases where research activities involving the participation of human beings or using secondary data were carried out, have obtained a certificate of ethics approval and maintained its validity throughout the course of the research activities.

## 32. ORGANIZATION OF GRADUATE AND POSTGRADUATE STUDIES

### 32.1 Administrative Aspects

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

**32.1.2** The Academic Commission adopts new short programs, DESS programs, master's programs by completion of multiple certificates, concentrations and profiles, as well as program amendments upon recommendation of the Program Committee and departmental councils, for aspects arising from their respective areas of jurisdiction. Once a decision is made, UQAT's Office of the Vice-Rector (Academics, Research, and Creation) notifies the Université du Québec network's Vice-President (Academics and Research). The changes made to the programs offered at UQAT are included in a periodic report drafted by the Vice-President (Academics and Research), which must be submitted to the Academic Council for adoption, and to the Board of Governors for ratification.

The Academic Council recommends the adoption of the new master's and PhD degree programs to the Board of Governors once UQAT's Academic Commission has approved the draft.

The Board of Directors makes decisions regarding program closure and suspension of admission upon the Academic Commission's recommendation. UQAT's Office of the Vice-Rector (Academics, Research, and Creation) informs the Université du Québec network's Vice-President (Academics and Research) accordingly. A report on program closures and suspensions is periodically submitted to the Academic Council for adoption, and for subsequent ratification by the Board of Governors.

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

### 32.2 Program Management

UQAT programs are managed as described in the following sections.

UQAT is responsible for academic and administrative matters relating to the programs entrusted to it by the Université du Québec.

#### 32.2.1 Network and Joint Programs

Program management may be assigned to more than one university-level institution. These institutions bear the responsibility for those programs in accordance with terms defined in a Memorandum of Understanding.

Network programs are to be managed only by the Université du Québec's constituent universities. These programs include a significant common core.

### **32.2.2 Extension Programs**

UQAT may work in partnership with one or more university institutions in Québec to deliver programs for which it is responsible. Terms of delivery for extension programs are defined in a Memorandum of Understanding. The institution in question retains responsibility for the program and submits recommendations as regards the issuance of diplomas.

### **32.2.3 Affiliate or Collaborative Programs**

The management of affiliate or collaborative programs varies, depending on the Memorandum of Understanding. In particular, the Memorandum of Understanding provides for affiliate program arrangements related to academic administrative management as well as terms related to the use of resources. In some cases, academic management of the program is assumed by a single institution, while in other cases, such management falls to the Program Committee. Depending on the Memorandum of Understanding, administrative management of the program may be shared between the partner institutions, or assumed by a single institution. Admission and registration are carried out in either of the partner institutions, and students are included in the cohort of the institution in which they were admitted. Each institution recommends issuance of diplomas for its registered students. This type of program is situated, to some extent, between jointly-offered programs, and programs offered by extension.

### **32.2.4 Delocalized Programs**

UQAT may combine with one or more partners to deliver programs for which it is responsible, outside Quebec. Terms of program delocalization are defined in a Memorandum of Understanding. The institution in question retains responsibility for the program and submits recommendations as regards the issuance of diplomas.

### **32.2.5 Memorandum of Understanding**

The delivery of collaborative, extension or delocalized programs must be established by means of a Memorandum of Understanding.

The Memorandum of Understanding 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 Memorandum of Understanding relates to short academic programs or to specialized graduate diplomas (DESS), it is forwarded to the Vice-President (Academics and Research) for information purposes. The Vice-President (Academics and Research) prepares a report on these Memorandum of Understanding, which is periodically submitted to the Academic Council for adoption, and subsequently ratified by the Board of Governors.

The Memorandum of Understanding must include details about the following:

- a) The sharing of responsibilities as regards program delivery management, program amendment 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, supervision, student mobility and evaluation, as well as reporting procedures regarding student enrollment figures to the various bodies involved;
- c) Institution(s) empowered to produce necessary certifications and recommend the issuance of diplomas;
- d) Procedures as regards pooling of human and material resources; procedures related to intellectual property and copyright, where applicable;
- e) Memorandum of Understanding duration, amendment, renewal and termination procedures, and guarantees for protecting the acquired rights of admitted and registered students upon termination of the Memorandum of Understanding;

f) Terms of delivery for delocalized collaborative programs.

The institutions are required to produce a statement confirming the financial viability of program delivery and attach it to the Memorandum of Understanding.

Amendments to the Memorandum of Understanding must be submitted to the Université du Québec network's Vice-President (Academics and Research) for information or, where applicable, submitted to the Board of Governors if required by any amendments to the Memorandum of Understanding.

### 32.3 Program Amendments

Any changes made to program descriptions constitute an amendment. UQAT's *Guide de référence pour la modification d'un programme d'études* [Reference guide for the amendment of UQAT programs of study] describes various types of amendment and how they are handled. All program amendments must comply with this guide, in accordance with the terms and conditions defined below.

**32.3.1** All program amendments must be approved by resolution of the Program Committee. New courses, amended courses and amendments to prerequisites must be approved by the applicable departmental council. Proposed changes must be submitted to UQAT's Office of the Vice-Rector (Academics, Research, and Creation) for an opinion, which then submits the proposed changes to the Academic Commission.

#### 32.3.2 Program Update

Notwithstanding the provisions of paragraph 32.3, certain minor or technical program amendments, including those described below, may be approved by the Office of the Academic Dean after consultation with the Office of the Dean - Research and Creation, where research programs are concerned:

- required courses and optional courses that are swapped without causing any changes to the program structure or objectives included in the program;
- a minor reorganization of required or optional courses or activities with justification related to program objectives;
- a minor amendment of general program objectives or of the admission requirements;
- a minor amendment to specific academic regulations particular to the program;
- updates to course descriptions that do not affect fundamental course components;
- amendment of a prerequisite;
- creation of a course not affiliated with any particular program;
- a translation of a course and program without major amendments to the original.

This list is not exhaustive. It is the Office of the Academic Dean's responsibility to determine what constitutes a major and a minor program amendment and, consequently, the file's progress through UQAT's administrative bodies, and those of the Université du Québec. A minor amendment which the Office of the Academic Dean declines to approve may be referred to the Academic Commission.

Any requests for program adjustments must be submitted by the program director, in writing, to the Office of the Academic Dean 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 term.

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

### 32.4 Nomenclature

Nomenclature designates the list of names of academic programs offered by the Université du Québec, and the concentrations and profiles they include when these must appear on the diploma, the degree designations, 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.

## 32.5 Program Management – Program Director

### 32.5.1 Program Director

The program director is a professor appointed to perform administrative duties related to the administration of a graduate or postgraduate program.

### 32.5.2 Mandate of the Program Director

Program directors for graduate- and postgraduate-level programs of study are mandated to perform specific tasks with regard to students and the program of study. They must see to the application of administrative standards and deadlines in relation to the program. More specifically, their mandate is to:

- a) analyze applications for admission; arrange for student selection and admission and for their reception at the time of registration; and handle requests for recognition of prior learning;
- b) send the Program Committee's recommendations (with regard to faculty members who might be appointed as professors) to the Office of the Academic Dean, for submission to university authorities;
- c) have research director, co-director, and tutor selection approved by the Program Committee;
- d) have research subjects and placement projects approved by the Program Committee;
- e) ensure that students register in each term, taking program requirements and training plans into account; exercise the responsibilities set out in this Regulation with regard to grade review, and in Regulation 12, with regard to plagiarism;
- f) ensure that tutors, research directors and co-directors fulfill their responsibilities as regards student evaluation;
- g) ensure that the Program Committee defines and applies the rules and material requirements for essay, dissertation, and thesis presentation;
- h) ensure that the Program Committee defines the supervision framework for placement and research activities;
- i) organize the evaluation of placement reports, essays, dissertations, and theses; ensure that follow-up actions are taken;
- j) ensure that every individual registered in the program undergoes comprehensive evaluation, confirming that they have achieved the objectives of their program of study;
- k) ensure that students complete a course evaluation in accordance with procedures in place;
- l) arrange the implementation and proper progression of program training plan;
- m) work together with the program promotion service, to help promote their program;
- n) oversee verification of course syllabuses submitted each term by professors;
- o) liaise with the professional and social communities affected by program objectives;
- p) together with the Office of the Vice-Rector (Academics, Research, and Creation), implement procedures for evaluating the program under their responsibility;
- q) where needed, and together with the Office of the Vice-Rector (Academics, Research, and Creation), coordinate a committee in charge of preparing a draft program amendment.

### 32.5.3 Appointment of Program Directors

Graduate and postgraduate program directors are appointed according to the procedure adopted by the Board of Directors.

### 32.5.4 Program Director Vacancies

When a program director position becomes vacant, the department director assumes that role until another program director is appointed.

### 32.5.5 Mandate of the Program Committee

A program committee is formed for each graduate and postgraduate program, in compliance with UQAT's Regulation 7. The definition, mandate, and composition of program committees, as well as the appointment of its members are defined in the *Procédure de formation des comités de programmes d'études de cycles supérieurs et de nomination des responsables de programmes de cycles supérieurs*, adopted for this purpose by the Board of Directors.

### 32.6 Program Management – Department

As regards graduate and postgraduate education, the department supports the programs and courses under its responsibility; it delivers the teaching required for these programs and ensures that students are supervised. The departments must, on an ongoing basis, make sure that program objectives are being achieved, in particular, through student evaluation.

### 32.7 Program Development

All requests for program development are initiated by submission to the Office of the Vice-Rector (Academics, Research, and Creation) of a proposal for a new program together with a favourable opinion from the departmental assembly.

Once approval is granted by the Office of the Vice-Rector (Academics, Research, and Creation), all new programs are developed in accordance with the provisions of the UQAT's *Guide de référence pour le développement d'un programme : création, extension, délocalisation ou autonomisation* [UQAT Program Development Reference Guide: Creation, Extension, Delocalization or Autonomization]. The program proposal must be forwarded to the Office of the Vice-Rector (Academics, Research, and Creation), along with the resolution of the department or Program Committee (where applicable) adopting the proposed program, and the resolution of the department approving the proposed program, well as the courses and the requirements with respect to instructor certification requirements (EQE). The Office of the Vice-Rector (Academics, Research, and Creation) may seek an opinion or support from experts outside the institution prior to forwarding the proposed program to the Academic Commission for approval.

### 32.8 Program Evaluation

Evaluation of programs of study consists of analyzing their current status in terms of their intended objectives, results obtained, methods used, and resources allocated, to measure their relevance and quality with respect to the educational needs they are intended to meet.

Graduate and postgraduate-level programs are evaluated as stipulated in UQAT's *Politique d'évaluation périodique des programmes* [policy on periodic program evaluation].

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

### 32.9 Course Syllabus

For every credited teaching activity, a course syllabus must be prepared and used in accordance with UQAT's *Procédure relative aux plans de cours* [procedure for course syllabuses]. Every syllabus must include a course or activity description; it must also summarize the teaching methods and evaluation processes to be used.