



Graduate Student Guide

2021-2022



AEGSEG

ASSOCIATION DES ÉTUDIANTS GRADUÉS EN SCIENCES ET GÉNIE



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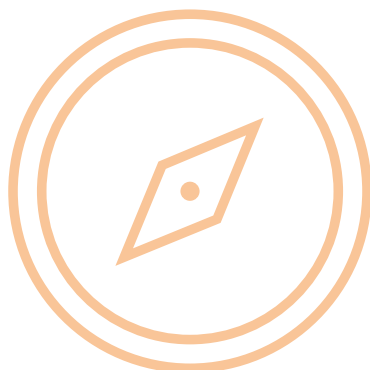
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Foreword

Welcome to the Faculty of Science and Engineering (FSG) **Graduate Student Guide!**

This guide was prepared by the AEGSEG, your faculty students' association. It's meant to be your one-stop-shop for all you'll need to successfully navigate through the graduate program. How do you access scientific publications? What's a collaboration plan? What resources are available to you in the event of a conflict with a teacher? How do you take advantage of available scholarships opportunities? You'll find answers to all of these questions and more in this guide!

Since this handbook is prepared and kept up to date by student volunteers, it's possible we've made a few mistakes, and some of the information may no longer be up to date. So, to make sure you always get the most out of this guide, we systematically reference the web pages of official organizations where the information is reliable and regularly updated. Always refer to the information obtained directly from the organization concerned in case of any discrepancies. The AEGSEG is always happy to answer your questions or help you find the resources you need to ensure your studies proceed as smoothly as possible.





Chapter 1

Getting Started

- Collaboration Plan
- Student ID Card
- Access to Scientific Journals
- IT/Software Licences
- Exploring the Campus



Becoming a student

Collaboration plan

At the start of your program, the department's Student Affairs Coordinator (Technicien.ne des études) will invite you to fill out a collaboration plan with your research supervisor. This document will help you and your supervisor clarify your objectives and expectations, and outline all aspects of the project. This includes the following:



- A proposed timeline for completion
- The terms of supervision
- A list of expected milestones
- An assessment of the required financial, material, and human resources
- Intellectual property and ethical conduct
- Confidentiality or partnership agreements

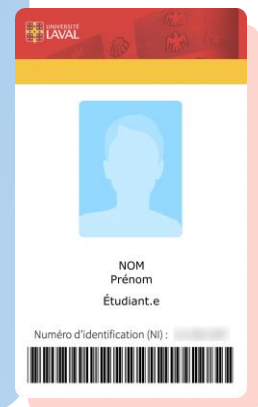
This document should be submitted as early as possible to ensure you progress smoothly through your master's or doctoral program. Contact the Graduate Program Coordinator or Secretary if you have not yet received the required form.

Student ID card

All **student ID cards** issued by Université Laval are now in digital form. To obtain your digital Student ID, you must provide a photo that meets current photo requirements.

Once you have successfully submitted your photo, your card will be available in the monPortail platform. You'll find it in the link entitled "Documents officiels" (official documents) under the menu. Access your card anytime from a computer at <https://monportail.ulaval.ca> or in the monPortail app available from Apple and Android.

If you don't have a mobile device, contact the Registrar's Office at reg@reg.ulaval.ca to obtain a physical card.





Access to Journals and Software

Access to scientific journals

The university grants you access to many scientific publications: to access them, save this link to your favourites and use it to activate your access to an article via the university library once on the page of the article in question:

[javascript:void\(location.href="https://acces.bibl.ulaval.ca/login?url="+location.href\);](https://acces.bibl.ulaval.ca/login?url=)



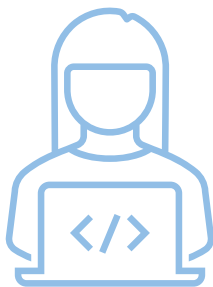
You can also use [Sofia](#), the research engine of the University's library, to find articles to which you have access.

IT / Software licenses

[LiberT \(French only\)](#) is an IT service that provides all students registered at the Faculty of Science and Engineering (FSG), as well as undergraduate students in Geomatics Engineering, Applied Geomatics, and Food Engineering, with the following:

- Program-specific software for their laptops.
- The opportunity to purchase a laptop computer adapted to the needs of their program of study

You can also refer to the web page <https://www.ulaval.ca/etudiants-actuels/services-informatiques> (French only) for questions related to:



- monPortail
- Your IDUL username and password
- Wireless network (eduroam)
- IT support
- IT services

Contact the DTI service centre (Direction des technologies de l'information) if you have any IT questions or concerns. You'll find the (FSG) Faculty of Science and Engineering point of service at the address below.

Adrien-Pouliot building
1065, avenue de la Médecine, office 3709

418 656-2131, ext. 413316
aide@fsg.ulaval.ca



Exploring the campus

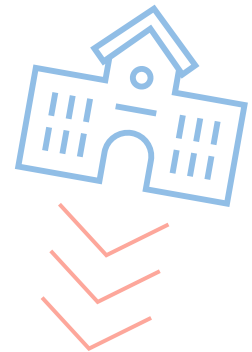
Below is a list of some of the key administrative and educational buildings around campus. Check out the campus map on the following page or the interactive version on the ULaval website.

Most **administrative services** are provided in the Alphonse-Desjardins (ADJ, #31) and the Maurice-Pollack (POL, #32) buildings (pavillons). It's where you'll also find the university's central information kiosk, the Coop Zone (where course materials and required textbooks can be purchased), Chez Alphonse (a convenience store), the Pub Universitaire, the Fou AÉLIÉS Café, the Uni-Coupe hair salon, as well as a wide range of student associations.

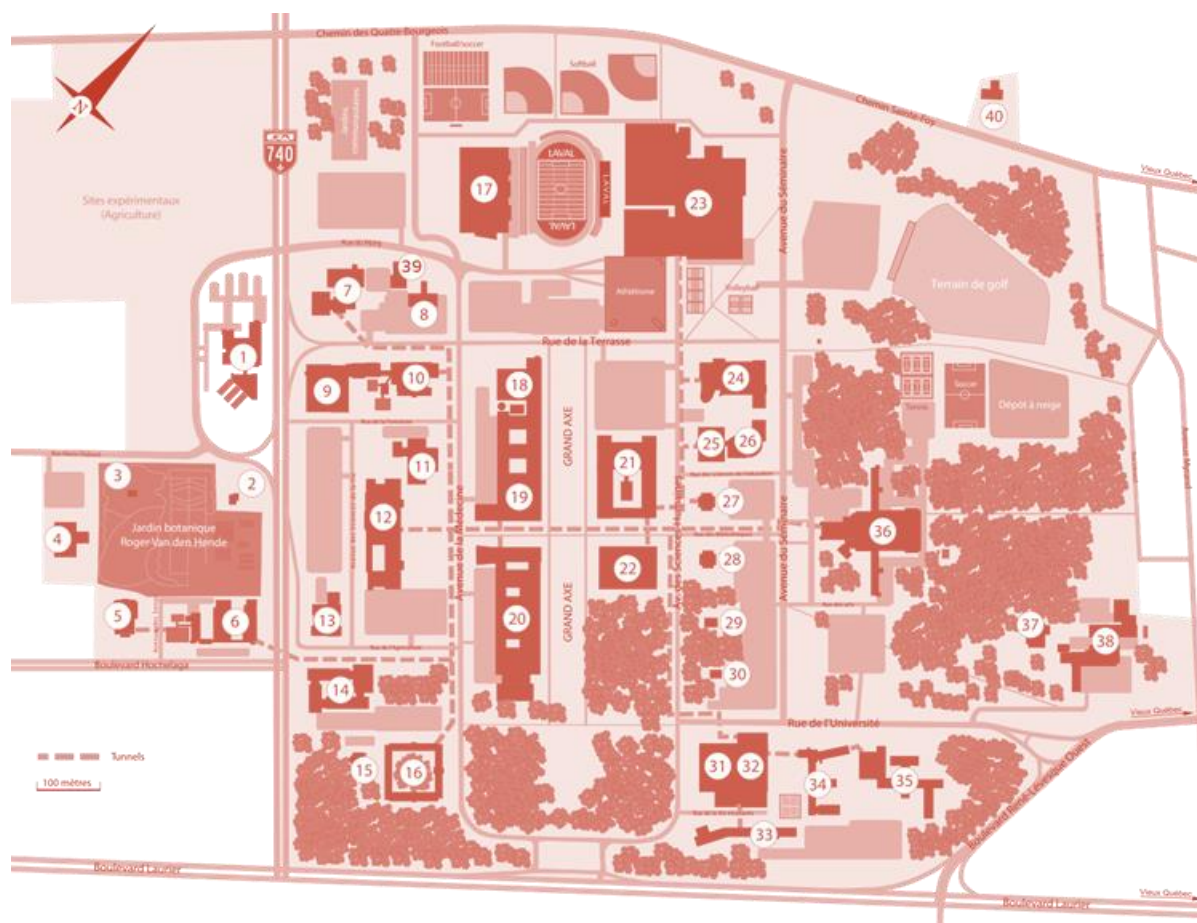
Faculty of Science and Engineering classes are generally given in the Alexandre-Vachon (VCH, #19) and Adrien-Pouliot (PLT, #20) buildings. You'll find the scientific library on the ground floor (level 0) of the VCH. It's full of resources that will be useful for your research.

- The **main library** in the Jean-Charles-Bonenfant (BNF, #22) building houses a more general, but still vast and rich collection. You will also find the **registrar's office** in the BNF.
- The **PEPS Sports Complex** (23) gives students access to a wide range of sports activities, such as indoor fitness training, soccer, and swimming.
- **Student residences** are situated in the Agathe-Lacerte (16), Ernest-Lemieux (33), H.-Biermans-L.-Moraud (34), and Alphonse-Marie-Parent (35) buildings. For more information on residence rooms and rates, visit the housing services website at: <https://www.residences.ulaval.ca/en/prospective-residents/rooms-and-rates/>

All of these buildings and many others are connected to each other via a network of underground tunnels, which is useful in winter if you want to avoid the cold!



Campus Map



- | | | |
|---|--|--|
| 1. Centre de foresterie des Laurentides | 15. La Charmille | 28. Pavillon Félix-Antoine-Savard |
| 2. Maison Omer-Gingras | 16. Pavillon Agathe-Lacerte | 29. Maison Eugène-Roberge |
| 3. Maison Couillard | 17. Stade TELUS-Université Laval (intérieur) | 30. Maison Marie-Sirois |
| 4. Serres hautes performances | 18. Pavillon d'optique-photonique | 31. Pavillon Alphonse-Desjardins |
| 5. Pavillon Environtron | 19. Pavillon Alexandre-Vachon | 32. Pavillon Maurice-Pollack |
| 6. Pavillon des services | 20. Pavillon Adrien-Pouliot | 33. Pavillon Ernest-Lemieux |
| 7. Pavillon de médecine dentaire | 21. Pavillon Charles-De Koninck | 34. Pavillon H.-Biermans-L.-Moraud |
| 8. Centrale d'eau refroidie | 22. Pavillon Jean-Charles-Bonenfant | 35. Pavillon Alphonse-Marie-Parent |
| 9. Pavillon Gene-H.-Kruger | 23. PEPS | 36. Pavillon Louis-Jacques-Casault |
| 10. Pavillon Abitibi-Price | 24. Pavillon Palasis-Prince | 37. Centre de gestion des matières dangereuses |
| 11. Pavillon Charles-Eugène-Marchand | 25. Pavillon J.-A.-DeSève | 38. Pavillon Gérard-Bisaillon |
| 12. Pavillon Ferdinand Vandry | 26. Pavillon La Laurentienne | 39. Centre de données massives |
| 13. Héma-Québec | 27. Pavillon des sciences de l'éducation | 40. Pavillon de l'Est |
| 14. Pavillon Paul-Comtois | | |



Chapter 2

About the Faculty of Science and Engineering

- Faculty of Science and Engineering
- Organizational Structure and Departments

Faculty of Science and Engineering

The Faculty of Science and Engineering is home to students from both undergraduate and graduate programs, 12 departments, and one School. The FSG boasts 22 research centres, institutes, and partnerships. As you can see, scientific advancement is at the heart of what we do! As a graduate student, you will regularly receive messages from the Faculty, but you will have little need to contact the staff there directly. If you have a problem, your department head is usually the first person to go to. There are also several services offered by both the faculty and the university to help you out. Visit the website of the Bureau des bourses et de l'aide financière (BBAF) to stay up to date on available scholarship and financial aid opportunities.

For more information, consult the faculty website at <https://www.fsg.ulaval.ca/en/>.



The FSG celebrates your achievements!

Have you organized an upcoming event and you'd like everyone to know? Maybe you've received a prestigious scholarship, won an important competition, or published an article in a renowned journal? Email us at nouvelles@fsg.ulaval.ca to let us know. We'll spread the good news!



Organizations and Departments

Organization	Student association	Website	Level
Université Laval	ÆLIÉS	https://www.ulaval.ca/en	University
Faculty of Science and Engineering	AEGSEG	https://www.fsg.ulaval.ca/en/	Faculty
Actuarial Science		https://www.act.ulaval.ca/accueil	Department
Biochemistry, Microbiology and Computational Biology	ACEBMUL	https://www.bcm.ulaval.ca/accueil/	Department
Biology	ACCÉBUL	https://www.bio.ulaval.ca/accueil/	Department
Chemistry	AECCSUL	https://www.chm.ulaval.ca/accueil/	Department
Chemical Engineering	UCGCB	https://www.gch.ulaval.ca/accueil/	Department
Civil and Water Engineering	AEGGCE	https://www.gci.ulaval.ca/accueil/	Department
Mineral, Metallurgical, and Materials Engineering	AEEGMMUL	https://www.gmn.ulaval.ca/accueil/	Department
Electrical and Computer Engineering	AEGGE	https://www.gelgif.ulaval.ca/accueil/	Department
Mechanical Engineering	AEDEGM and AEGIL	https://www.gmc.ulaval.ca/accueil/	Department
Geology and Geological Engineering	AESTIES	https://www.ggl.ulaval.ca/accueil/	Department
Computer Science and Software Engineering	AGIL	https://www.ift.ulaval.ca/accueil/	Department
Mathematics and Statistics	AESMUL	https://www.mat.ulaval.ca/accueil/	Department
Physics, Physical Engineering, and Optics	ADEPUL	https://www.phy.ulaval.ca/accueil/	Department



Chapter 3

Your Student Associations

- ÆLIÉS (Association des étudiantes et des étudiants de Laval inscrits aux études supérieures)
- AEGSEG (Association des étudiant.e.s gradué.e.s en sciences et génie)
- BVE (Bureau de la vie étudiante)
- Getting Involved
- FSG Associations



Your Student Associations

Your student associations are here for you! They serve a number of functions, including organizing events on campus, defending your academic rights, and ensuring your social and political representation.

AELIÉS



The AELIÉS represents all Université Laval graduate students. Among the many activities they offer, there are writing retreats, conferences given by the Chair publique, and the Néo scientific popularization contest. They also run the student café called Café Fou Æliés located in the Alphonse-Desjardins building. Most importantly, ÆLIÉS employs a student rights agent to accompany you when you need help with academic conflicts (droits@aelies.ulaval.ca).

AEGSEG



The AEGSEG represents graduate students enrolled in the Faculty of Science and Engineering. They organize a *Journée de la recherche en sciences et génie*, a one-day conference for graduate students to present and discuss their research with other members. AEGSEG also offers grants to help students in the faculty participate in external conferences and other events related to their research, in addition to sponsorships for various student projects.

Most departments or programs also has their own association that represents the students in that department and organizes events. Their activities may vary depending on the association, so don't hesitate to contact them to learn more.

BVE

The Bureau de la Vie Étudiante (BVE) offers a number of services to the student community, including recreational and extra-curricular projects, arts and culture, religious resources, and student involvement in general. The BVE is one of the most useful organizations at UL for international students—see Chapter 6 of the guide for more information.



Student Associations

Acronym	Name of association	Email
ACCÉBUL	Association des chercheuses et chercheurs étudiant(e)s en biologie à l'Université Laval	accebul@asso.ulaval.ca
ACEBMUL	Association des chercheurs-étudiants en biochimie et microbiologie de l'Université Laval	acebmul@asso.ulaval.ca
ÆLIÉS	Association des Étudiantes et des Étudiants de Laval Inscrits aux Études Supérieures	aelies@aelies.ulaval.ca
AEDEGM	Association des étudiantes et étudiants diplômés en génie mécanique	aedegm@asso.ulaval.ca
AESMUL	Association des étudiantes et étudiants en statistique et mathématiques de l'Université Laval	aesmul@asso.ulaval.ca
AEEGMMUL	Association des étudiantes et étudiants gradués de mines et matériaux de l'Université Laval	aeegmmul@asso.ulaval.ca
AEGGE	Association des étudiantes et étudiants gradués en génie électrique	aegge@gel.ulaval.ca
AECCSUL	Association des étudiants en chimie aux cycles supérieurs de l'Université Laval	aeccsul@asso.ulaval.ca
AESTIES	Association des étudiants en sciences de la terre inscrits aux études supérieures	aesties@asso.ulaval.ca
AEGIL	Association des étudiantes et étudiants en génie industriel	aegil@asso.ulaval.ca
AEGGCE	Association des étudiants gradués en génie civil et en génie des eaux	aeggce@asso.ulaval.ca
AGIL	Association des étudiants gradués en informatique de l'Université Laval	agil@asso.ulaval.ca
AEGSEG	Association des étudiants gradués en sciences et génie	aegseg@asso.ulaval.ca
UCGCB	Union des chercheurs en génie chimique et biochimique	ucgcb@asso.ulaval.ca



Chapter 4

Teaching and Research Assistants' Handbook

- Contracts and Job Opportunities
- Workload
- The STEP
- Collective Agreement
- FAQ



Contracts and Job Opportunities

Contracts postings

If you are looking for a graduate assistantship (teaching, research or administrative), most contracts on offer will be posted on Université Laval's Service de Placement (SPLA) website. You'll also find information on available internships, potential employers outside of the University, and how to start looking for a job.

<https://www.sdp.ulaval.ca/>

Each posting includes the following information: the title(s) and course number(s), a description of the duties and required qualifications, the number of hours allotted for the contract, and working conditions such as the schedule (if known). It also breaks down the distribution of hours within the contract, such as attendance in class, office hours, and the leading of tutorials or lab sessions.



How are contracts awarded ?

The individual responsible for the job offer will select the candidate who best meets the teaching qualification requirements, as defined in article 7.02 of the collective agreement. You'll find the collective agreement in the section entitled "graduate assistants collective agreement".

When a graduate assistant has previously been awarded two similar contracts (for teaching assistants, the same course; for research assistants, the same project; for administrative assistants, the same duties in the same unit), priority may be given to that assistant, subject to certain conditions. However, the candidate must submit an application for the contract in order to receive priority.

When these conditions are met, if more than one person applies for a contract, that contract must be awarded to the teaching assistant with established priority before a new employee is considered.

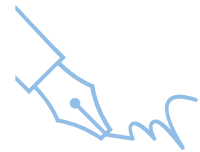


Contracts and Job Opportunities

After you sign

After signing your contract, you may begin working and register with STEP. Please note that without a contract, you are not considered an employee of Université Laval. You will have no protection under the Québec Labour Code, and you will not receive payment. The contract does not need to be signed in order to be valid, but it must be issued by the department or unit that employs you and must be accepted by the Human Resources Department.

If you need help negotiating your contract, contact a member of STEP—that's what we're here for!



Workload

➤ Total number of hours provided in the contract

The number of hours allocated for the required duties is indicated in the contract. The work schedule, if known, will also be indicated. Assistants are responsible for keeping track of their work hours.

For assistants required to log their hours of work, any extra contract hours worked specifically at the request of the Employer shall not be less than three (3) in number.

➤ Additional contract hours

If you believe that the number of hours in your contract will be insufficient to carry out the duties outlined in the contract, inform your employer as soon as possible. An extension may be granted so as to properly fulfil the requirements of the contract, and compensated in accordance with the remuneration to which you are entitled. You **MUST** be paid for EACH hour worked. It is therefore advisable to keep a record of the hours you have worked.



The STEP

If you currently hold, or have held in the past 12 months, the position of :

- Research assistant
- Teaching assistant
- Administrative assistant
- Employed member of the Service d'ordre étudiant (SOE)
- Post-Doctoral Fellow whose funding is provided by Laval Université
- Student employee of the Centre d'Aide aux Étudiants (CAE).

You are a member of the [STEP \(Syndicat des travailleuses et travailleurs étudiants et postdoctoraux de l'Université Laval\)](#).



A union is an organization of employees formed to protect their rights and promote their interests as workers. It is a democratic body dedicated to improving working conditions.

Like most unions in Québec, STEP is affiliated with parent organizations. They are a union branch affiliated with PSAC (Public Service Alliance of Canada) and a member of the FTQ (Fédération des travailleurs et travailleuses du Québec).

STEP's mission and priorities are *"the study, promotion, protection, and development of your social, economic, professional, and educational interests."* The team works hard to improve your working conditions and ensure the respect of your individual and collective rights as set out in the current collective agreement.

If you need help resolving a work-related problem,
STEP is here for you!



Becoming a STEP Member

As a student, you become a STEP member the moment you sign your work contract with the university. Your membership is valid for the duration of your contract and for the entire year following the end of your final contract. If you have replied to the membership email you received with your initial contract, or have returned a completed paper or electronic membership form, you are therefore a member.

Members may receive a membership card from the Public Service Alliance of Canada. Don't worry, STEP is a union branch affiliated with PSAC (Public Service Alliance of Canada). As a STEP member, you are automatically a member of PSAC.



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

Did you know?

As a member:

- You are eligible to work as a teaching assistant even if you are only enrolled part-time (6 credits).
- Priority is given to teaching assistants who have previously taught the same course 2 times.
- Members maintain their membership status for 12 months following the end of their contract.
- STEP members may become union delegates of their department.
- The Act Respecting Labour Standards states that you must be paid within 30 days of your start date (s. 43).



Collective Agreement

The collective agreement contains all the rules and provisions governing assistantships. It dictates the working conditions, salaries, and other provisions affecting all Université Laval assistants. The collective agreement is in effect until June 9, 2025.

The agreement was negotiated in part by STEP (Syndicat des Travailleurs.es Étudiant.es et Postdoctoraux). You can find the agreement on their website, along with other useful tools:

[Graduate student assistants—STEP \(French only\)](#)



? FAQ

Q1) *Can my supervisor ask me to work additional hours?*

Yes, your supervisor can ask you to work more hours than were initially indicated in your contract. However, you have the right to refuse without providing justification. Both parties concerned must agree to any changes made to the contract. It is therefore important to agree with your supervisor on the number of additional hours so that the contract is amended accordingly by the department and that you are paid for the extra time.

Q2) *Can my supervisor modify the number of hours in my contract while it is in progress?*

Only with your consent. Remember that your employment is governed by a contract and that a contract can only be changed if both parties agree. Furthermore, although your research or course supervisor is responsible for administrating your contract, your contractual relationship is with Université Laval. You have every right to refuse changes to your contract, and you do not have to justify your decision.



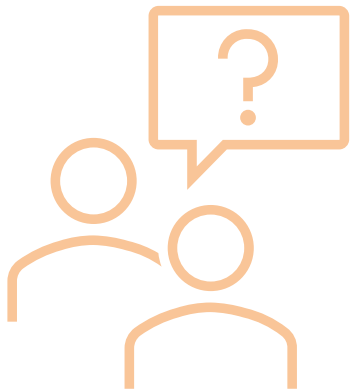
FAQ

Q3) *What should I do if I become aware that the number of hours indicated in my contract is insufficient to perform the duties assigned to me?*

A contract may be modified at the request of both parties. The first step is to advise your supervisor as soon as possible, and then discuss the number of additional hours needed to complete your contract. Your supervisor is responsible for making sure that Human Resources (the Vice-rectorat aux Ressources humaines—VRRH) carries out the necessary modifications. However, if you are having difficulty getting your supervisor to recognize the importance of changing your contract, please contact STEP for help. Whatever the case, if you have reached the end of your contracted hours, you must stop working since you are no longer employed by the University (and are therefore no longer paid).

Q4) *My supervisor wants me to work more than 20 hours per week but says the collective agreement does not allow it. What can I do?*

Article 8.03 does indeed state that the recommended number of hours of work per week for an assistant is an average of 20 hours. However, it is possible for an assistant to work more than 20 hours per week with the written consent of their master's or doctoral supervisor. For undergraduate assistants, authorization to work more than 20 hours per week must come from the program director.





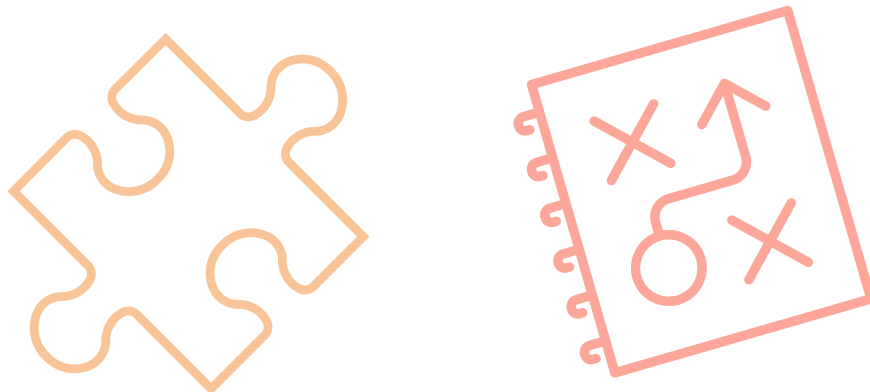
FAQ

Q5) *Why is it important that I not start working before I sign my contract?*

Article 7.13 of the collective agreement states that assistants must not begin to work until their contract has been approved by the Vice Rector for Human Resources (VRRH). Your contract is the only formal document that establishes your employment relationship with the university. Until your contract has been written and approved by VRRH, the payroll department will not be notified and you will not be paid. Also, in the event of a problem, it is much more difficult (though still possible) to prove that you have an employment relationship with the university if you do not have a formal contract. Université Laval does not require that a contract be signed in order to be valid. However, it must be written and approved by the VRRH. Occasionally, a promise of a contract from a professor or department may open the door to some rights, but this is rare.

Q6) *Can I obtain an assistantship during the summer term if I am not enrolled full-time for that term?*

Yes. The summer term has separate eligibility requirements for assistants. However, you must have met the eligibility criteria in the winter term preceding your appointment. For more details, see articles 4.04, 4.07, and 4.09 of the STEP collective agreement.





Chapter 5

Student Services

- Research Supervision
- Mental Health and Wellness
- Union (STEP)
- List of internal and external health and wellness resources
- Library and Online Research
- ASEQ Group Insurance
- Professional Development, Food Assistance and Financial Support



Research Supervision

To promote an optimal environment for study and supervision, the Faculty of Graduate and Postdoctoral Studies (FESP) requires that you sign a *Collaboration Plan*. These guidelines are designed to support an environment in which a professional working relationship can flourish. The document is completed *at the beginning* of your graduate studies. It describes in detail the work plan you have established in conjunction with your research supervisor. It is meant to help you:

- Organize your work productively and to the satisfaction of all;
- Lay the groundwork for long-term teamwork;
- Reduce any ambiguity about who is responsible for what;
- Maximize the chances of meeting your research milestones.



The exact content of the collaboration plan will vary depending on the student-supervisor relationship and must be agreed upon by both parties. Additional information is available on the FESP website, including several tools and guides for students. The Centre d'aide aux étudiants can also provide useful information on the supervisory relationship.

[Guide to Graduate Studies | UlaVal \(French only\)](#)

[Graduate supervision: roles and responsibilities | Centre d'aide aux étudiants \(French only\)](#)

Please feel free to discuss any questions about the collaboration plan with your supervisor or program director before signing. The staff at Université Laval is here for you!



Research Supervision

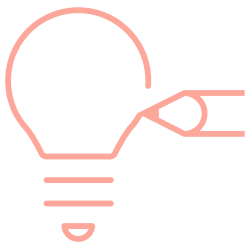
Conflict Resolution

Problems and conflicts may still arise during the course of your studies. If discussion with the person involved or your supervisor does not resolve the situation, speak with your program director as well as your academic advisor, whose role is to support students in their academic career. There are several resources available to students, whatever help you might need. You'll find them on the following web page: [Student resources \(French only\)](#)



Individual counselling is also available for students experiencing problematic situations with their supervisor, but also to help them with studying strategies and how to solve thesis-related hardships.

<https://www.aide.ulaval.ca/apprentissage-et-reussite/demande-d-aide/> (French only)



You can also get help from your student association, ÆLIÉS, including assistance with student rights issues.

[Student rights services | ÆLIÉS \(French only\)](#)

aide.droits@aelies.ulaval.ca

Finally, you can contact the Office of the Ombudsperson if, for example, you feel that an administrative policy has been applied unfairly or erroneously, that your dignity or fundamental rights have been violated by the conduct of a representative of the university, or all other options to resolve conflicts have been exhausted. For more information, see the website of the Office of the Ombudsperson:

[Office of the Ombudsperson | Université Laval | Québec \(French only\)](#)



Mental Health and Wellness

Harassment

If you feel you have witnessed or experienced harassment, please reach out to the **Centre for Harassment Prevention**.

Early intervention is key to taking control of the problem, and reduces or eliminates the impact of the behaviour on you and your work or study environment.

[Harassment Prevention | Université Laval \(French only\)](#)

Sexual violence

The university also has a **Centre for Sexual Violence Response and Prevention**, where you will find support and assistance in signalling or reporting an incident. They also provide more general information and education.

[Centre for Sexual Violence Response and Prevention | Université Laval \(French only\)](#)

Mental Health Services

At some time during your university studies, you may find you need support during periods of stress, transition, or uncertainty. This is completely normal. The mental health and wellness team at the **CAE (Centre d'aide aux étudiants)** is here to help.

[CAE | Université Laval \(French only\)](#)

UlaVal's School of Psychology (SCEP) offers mental health counselling and services, but there is a fee for this service: <https://www.scep.ulaval.ca/> (French only)



Mental Health and Wellness

As a student, you can also get involved in peer support, participate in raising awareness of mental health issues, and acquire the skills to better identify resources and referrals for those around you in need. **Les Lucioles**, and **Groupe Synapses** are among the Université Laval student-led groups available to you.

Les Lucioles de l'Université Laval is a student-led initiative promoting peer support of fellow members of the university community experiencing mental health issues. Their workshop on mental health awareness in the university environment teaches students to recognize signs of distress in their fellows and to refer them to mental health resources so they can get the help they need.

[Les Lucioles de l'Université Laval | Centre d'aide aux étudiants \(in French only\)](#)

Groupe Synapse is a peer help network deployed in several FSG administrative units at the undergraduate and graduate levels, to support students in need. The network is an initiative of AESGUL (l'Association des étudiants en sciences et génie de l'Université Laval) and AEGSEG (l'Association des étudiants gradués en sciences et génie) and is endorsed by the Faculty.

[Groupe Synapse \(in French only\)](#)

<https://www.facebook.com/synapsefsg>

Supported by UL and coordinated by the *Centre d'Aide aux Étudiants*, the **Sentinelles** are university employees who have been trained in suicide prevention. There are Sentinelles in every faculty, service, and departmental unit. Their role is to act as a relay between people in distress and help services. They are similar to first aid intervenors in that they are trained to give emergency aid to those in distress, to give time for professional mental health services to arrive. *You can reach out to any Sentinelle*, whether it is for yourself or for a member of the student community that you are concerned about.

Some Sentinelles are identified by a sign posted near their office to indicate that they can be approached directly. You can also consult the list of Sentinelles to obtain their contact information.

[List of Sentinelles at Université Laval](#)

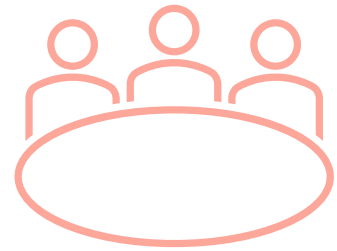


Union (STEP)

The STEP

If you are experiencing a workplace conflict related to your assistantship (research, teaching, administrative), as a postdoctoral fellow, or as a CAE (Centre d'aide pour étudiants) employee, feel free to contact the **STEP**. The union works hard to improve your working conditions and ensure the respect of your individual and collective rights. They are therefore often in the best position to advocate for you with your employer in case of need.

[STEP - Syndicat étudiant et postdoctoral à l'Université Laval](#)



Becoming a member

As a student, you become a STEP member the moment you sign your work contract with the university. Your membership is valid for the duration of your contract and for the entire year following the end of your final contract. If you have replied to the membership email you received with your initial contract, or have returned a completed paper or electronic membership form, you are therefore a member.

You should therefore be a member of STEP if you hold, or have held in the previous 12 months, one of the following positions:

- Research assistant
- Teaching/graduate assistant
- Administrative assistant
- An employee of the SOE (Service d'ordre étudiant)
- A Post-Doctoral Fellow whose funding is provided by Laval Université
- Student employee of the Centre d'Aide aux Étudiants (CAE).

List of Internal and External Health and Wellness Resources



Le **Centre d'Aide aux Étudiants** has prepared a list of the many organizations and resources available at the university as well as off-campus, on a variety of topics including mental health and psychological support. Whatever your need, there is always someone who can help. This list can help you find that resource.

[Student Services | Resources | Université Laval \(French only\)](#)

The campus student associations, the CADEUL and the AELIÉS, have also compiled a list of ressources available for students in order to help them better their mental health. This includes psychological help ressources, but also ressources to help students with financial hardship, harassment, addiction or sexual or conjugal violence. The list contains emergency ressources, medium-term help and accompaniment ressource and self-help ressources.

<https://dusoutien.ca/> (French only)





Library and Online Research

The main library at Université Laval is located in the Jean-Charles-Bonenfant building. However, most of the scientific publications are housed in the section located in the Alexandre-Vachon building near the main cafeteria.

In addition to several peer-reviewed scientific journals and reference books, you can get help with research, sign up for workshops, and access the major research tools to keep up to date on the literature related to your projects.

The library's website allows you to locate and request physical documents or access available electronic resources using the [Sofia search tool](#).



The library also gives you access to several scientific e-journals. Save the following link to your favourites bar and use it to activate your access through the library website once you are on the article page:

[javascript:void\(location.href="https://acces.bibl.ulaval.ca/login?url="+location.href\);](javascript:void(location.href='https://acces.bibl.ulaval.ca/login?url='+location.href);)

You can also explore what the library has to offer by searching by discipline at: [Explore by discipline \(French only\)](#)

Good to know: each discipline has its own disciplinary librarian. Contact your disciplinary librarian for any questions you might have! They can also set up workshops tailored to your needs.



ASEQ Group Insurance

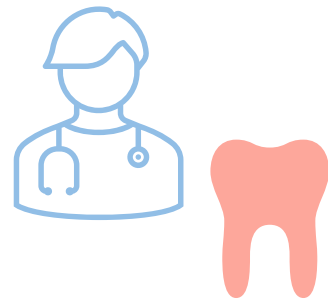
As a member of ÆLIÉS (the graduate students' association), you are automatically eligible for the ASEQ group health and dental plan.

[ASEQ group insurance | ÆLIÉS \(French only\)](#)

[Home page | ASEQ \(French only\)](#)

Your insurance coverage includes, but is not limited to:

- Health care
- Dental care
- Vision care
- Worldwide travel insurance coverage



Students covered by the ÆLIÉS comprehensive dental plan can also take advantage of mental health resources through the *Programme mieux-être*, and make sure they're at their best all year round.

The health and dental plan was developed by your student association to better meet the needs of today's students. It is intended to supplement your provincial health insurance. Your extended coverage includes health, dental, vision, and travel insurance.

Make sure to check out their online resources to find out what's covered and how to submit an insurance claim.

Professional Development, Food Assistance and Financial Support



The **Service du développement professionnel** (SDP, previously SPLA) offers personalized support to Université Laval students and graduates to assist them in their professional development. It also facilitates the recruitment process for potential employers, enabling them to connect with students, promote their organization, and discover the range of skills the next generation of graduates has to offer.

The SDP also posts job offers and internship opportunities, offers training, and even individual appointments to help you with everything related to your job search (resumés, interview skills, job market profiles, networking, etc.). And it's free—so what are you waiting for?

[SDP | Université Laval \(French only\)](#)

Le Bureau des Bourses et de l'Aide Financière (BBAF—Scholarships and Financial Aid Office) has compiled a directory of the numerous financial aid programs sponsored by government, university, and public sector institutions. Simply choose the option “Soutien Financier” in the scholarship directory search tool to find them.

[Search the Université Laval scholarship repertory | BBAF \(French only\)](#)

A list of on- and off-campus community organizations offering various services, including food assistance, can also be found on the BBAF site. Don't hesitate to reach out to these organizations that have your well-being at heart!

[Community organizations | BBAF \(French only\)](#)



Chapter 6

International Students

- Immigration and Admission Requirements at Université Laval
- Bureau de la vie étudiante (BVE)
- Scholarships for International Students
- Paying for your studies
- Tips and Tricks

Immigration and Admission Requirements at Université Laval



This section of the guide is designed to help you navigate through the various legal immigration steps when coming to Canada. It is NOT a substitute for official Québec and Canadian government guidance. It is important you stay well informed on these procedures. The most **current**, detailed, and authoritative information can be found on the Immigration Canada and Immigration Québec websites. You can also rely on the university's immigration page.

<https://www.canada.ca/en/services/immigration-citizenship.html>

<https://www.immigration-quebec.gouv.qc.ca/en/index.html>

<https://www.ulaval.ca/en/international/immigration>

The first step is to obtain your offer of admission from Université Laval. Your registration will be confirmed after we receive the following immigration documents (to obtain them you will need the letter of admission):

- Certificat d'acceptation du Québec (CAQ—Québec Acceptance Certificate)
- Study permit issued by the Canadian government
- Depending on your nationality, you may also need an [eTA](#) or a [TRV](#)

Once you have all of these documents, you'll be ready to begin your studies in Québec!

Immigration and Admission Requirements at Université Laval



1 Step 1 : Obtaining your offer of admission from Université Laval

First, you need to apply for admission to Université Laval. You'll find a description of the application procedure on the Université Laval website:

[Apply for admission](#)

Once you have chosen your program, make sure to check the deadlines for submitting your application. The following documents are required for your application:

- A résumé (CV), a description of previous experience, a cover letter, and a summary of your research project proposal. In addition, most programs require that you identify your potential research supervisor before you submit your application;
- A passport or study permit (to confirm your birth date);
- Official transcripts of all postsecondary studies and a copy of the official degree certificate (diploma). These documents must be certified to be true;
- Three *Report on the Applicant* evaluations (for master's students, only if specified in the program description).

Your application will only be admitted if you have submitted all required documents. Pay close attention to the format of your cover letter and résumé, as it may vary from country to country.

Please note: your application fee will not be refunded even if your request for admission to Université Laval is refused.



2 Step 2 : Obtaining a Certificat d'Acceptation du Québec (CAQ)

After you've received a letter of admission from the university of your choice, you must apply for the Certificat d'acceptation du Québec (CAQ). You may be exempt from this if you satisfy one of these [conditions](#). You must apply for your CAQ [online](#).

Before you begin your application, make sure to have the following handy:

- Your Passport
- Your offer of admission
- A Credit Card

The application will take between 15 and 30 minutes to complete.

Once you have completed your application, you must send the following documents by mail or via the [arrima platform](#) :

- Your online application number
- Your passport
- The *Declaration, undertakings and authorizations* form, signed and dated
- Your offer of admission from the Registrar's Office
- The *Declaration of financial support* form signed by the person who will assume the costs related to your study period in Québec
- Proof of that person's ability to assume the following costs:
 - Your living expenses (a minimum of CAN\$12,183 per year in 2021)
 - Your tuition fees
 - Your health and hospitalization insurance (around CAN\$700 to CAN\$1,000 per year in 2021)
 - Your travelling expenses (return trip)
 - Settling-in expenses for your first year in Québec (around CAN\$500)

This document can be, for example, a copy of your last bank statement or a letter from your bank confirming you are capable of assuming these expenses.



3 Step 3 : Applying for a study permit

The next step is to apply for a study permit, which is issued by the Canadian government. You can do this online at the [IRCC \(Immigration, Refugees and Citizenship Canada\)](#) website. You'll need to create an account to apply and check the status of your application.

[This document checklist](#) lists the documents you need to submit with your application. You will not be able to submit your application if any of the required documents are missing. You will need:

- Photocopies of your passport
- The [IMM 5709](#) form, which you can download and fill out in Adobe Reader
- Proof of payment of the application fee
- Proof of acceptance from Université Laval
- Proof of academic standing at institutions (your transcripts)
- Proof of funds available (those submitted for your CAQ, for example)
- Your CAQ or a letter of approval concerning your CAQ application
- Any other [form](#) you may be required to provide (e.g. IMM 5476, IMM 5409, etc.)

After submitting these documents, the Canadian government will review your eligibility. You will be notified of your next steps in your IRCC account. These may include a medical exam, an interview, providing additional documents, and biometrics collection (fingerprints and photo). Foreign students studying in Canada are required to give their biometrics. Only U.S. Students are exempt. Details on how to book an appointment can be found [here](#). There is a fee of CAN\$85 (2021) for this service. Once you have paid the fee, you will receive a letter with instructions on giving your biometrics in your IRCC account. Bring this letter to your appointment. You will need to visit one of the [biometrics collection sites](#) near you. The IRCC will then perform a criminal record or background check to ensure that you are admitted to Canada.

Immigration and Admission Requirements at Université Laval



3 Step 3 : Applying for a study permit

The final decision will be entered in your IRCC account, and you will receive notification at the email address you provided when you created your account. The official study permit will be issued to you when you pass through customs. If you have a layover elsewhere in Canada, allow time for administrative procedures before boarding your flight to Québec City. Customs procedures and the issuance of your study permit are done at the port of entry into the country.

Canada Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

SPECIMEN

SCARBOROUGH ON CANADA

Application/Demande: S

UCI/IUC:

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: _____

Given Name(s)/Prénom(s): _____

Date of Birth/Date de naissance: _____ (yyyy/mm/dd - aaaa/mm/dd)

Sex/Genre: FEMALE

Country of Birth/Pays de naissance: CHINA, PEOPLE'S REPUBLIC OF

Country of Citizenship/Citoyen de: CHINA, PEOPLE'S REPUBLIC OF

Travel Doc No./N° du document de voyage: PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Déjà le: 2013/05/07 (yyyy/mm/dd - aaaa/mm/dd)

Expiry Date/Date d'expiration: 2017/07/30 (yyyy/mm/dd - aaaa/mm/dd)

Case Type/Genre de cas: 30

Institution Name/Nom de l'institution: OTHER UNIVERSITY ONT.

Field of Study/Domaine d'études: ANY POST SECONDARY

In Force From/En vigueur le: 2013/05/07 (yyyy/mm/dd - aaaa/mm/dd)

Conditions:

1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.

2. MUST LEAVE CANADA BY

Remarks/Observations:

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITOYENNETÉ ET DE L'IMMIGRATION - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

IRCC 1442B (06-2012)

Canada

The permit number is in black under this square and begins by F.



4 Step 4: Send your immigration documents to Université Laval

To confirm your enrolment at Université Laval, you must send a copy of your immigration documents to the Registrar's Office. Your CAQ and study permit must be included in your student file.

5 Step 5 : Find housing

Once you are sure of your decision to come to Canada, you should start looking for housing. There are several housing options, such as Université Laval residences, off-campus student housing, and rental apartments. More information here : [Prospective residents](#).

To find roommates, you can also check Kijiji (<https://www.kijiji.ca/>) or Facebook Marketplace (<https://www.facebook.com/marketplace/>).



BVE (Bureau de la vie étudiante)

The BVE, located in the Desjardins building (room 2344), is one of the best resources for newcomers to Université Laval. They offer personalized services to answer your questions and help you settle in. They notably give advice concerning immigration, administrative procedures, classes and organize many activities (sugar shack, Old Quebec City tour, and more!) to help you meet other international students.

A practical guide for international students is even available on their website (in French and English). You'll find a ton of useful information!

[Home page | Bureau de la vie étudiante \(Student life office\)](#)

<https://www.bve.ulaval.ca/en/international-students/international-students-handbook/>

The BVE also offers student advising services for those in need of assistance.

<https://www.bve.ulaval.ca/en/international-students/individual-assistance/>

Student buddy program



The BVE offers a student buddy program for international students who have just arrived in Québec. This program matches you with a buddy whom you can directly ask for help if you have questions, need assistance with administrative procedures or simply want to discover more about Québec.

To get a buddy : [BVE | Having a buddy](#)

You have been paired with an international student before and you loved it? You haven't had this chance before but you would like to help newcomers? Become a buddy :

[BVE | Becoming a buddy](#)



Paying for your studies

Working while studying

International students are permitted to hold work assignments on campus (e.g. Research/teaching assistant). However, if you qualify to work off campus, **you may work up to 20 hours per week during regular academic sessions**. During scheduled breaks in the school calendar (such as reading weeks and summer/winter holiday breaks), you may work more than 20 hours.

You can only start working in Canada when you start your study program. You can't work before your studies begin. Make sure to inquire about who can [work off campus](#), including part-time students and students on authorized leave.

If you've completed your study program, you may be able to [work full-time](#). Find out more on the Immigration and Citizenship Canada website.

You'll find more detailed information here:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-off-campus.html>

[Can I work as many hours as I want if I'm eligible to work off-campus?](#)

And on the BVE's website: <https://www.ulaval.ca/en/international/immigration/working-in-canada/working-during-your-studies>

Scholarships for international students



The website of the Bureau des Bourses et de l'Aide Financière (BBAF) has information on a number of scholarships you may be eligible for. For more information, visit the BBAF website at the link below, or refer to the section on Scholarships.

<https://www.bbaf.ulaval.ca/en/scholarships-bursaries/international-students/>

There are a number of scholarships made available to international students through agreements between Canada and various countries. Students should inquire about the availability of these scholarships with their home country.



Tips and Tricks

- **Accueil Plus**, a free service, makes it quick and easy to pick up your study permit directly at the airport. It's worth a look! [Accueil Plus](#)
- When you register for course selections, you may find some classes have a maximum class capacity. It's therefore a good idea not to wait too long before making your choice. Some courses are also only given every other year, or during specific terms. It's important that you make sure to fulfil all of your program requirements.
- There are a number of Facebook groups for international students and immigrants to Québec. Many offer great advice and provide a forum for you to share your experiences.



Chapter 7

Awards and Funding

- Bureau des bourses et de l'aide financière (BBAF)
- Graduate Funding Agencies (FRQNT and NSERC)
- Québec Government Loans and Bursaries Program
- Graduate Student Associations Financial Support (ÆLIÉS and AEGSEG)
- Faculty of Graduate and Postdoctoral Studies Scholarships
- University Admission Scholarships
- Offices jeunesse internationaux du Québec Scholarships
- Bourses Eggenius

Bureau des bourses et de l'aide financière (BBAF)



The main organization responsible for financial aid at Université Laval is the **Bureau des bourses et de l'aide financière** (BBAF) : <https://www.bbaf.ulaval.ca/>

BBAF's role is to help you in your search for award opportunities. It's a valuable resource that's worth taking advantage of.

The BBAF staff respond quickly and can answer your questions about most of the scholarships available, including those from the major granting agencies and the Québec government's financial assistance program. They can also help you deal with situations such as financial insecurity, and guide you in obtaining the financial support you need. It is even possible to make an appointment for a personalized budget coaching session. Don't hesitate to reach out to them at the following address: responsable_afe@bbaf.ulaval.ca

We particularly recommend that you consult the university's scholarship directory search tool on the BBAF website: [Search the Université Laval scholarship repertory \(French only\)](#)

BBAF also offers great tools to help you plan your budget, such as:

faistonbudget.ca (French only)

Find out more and stay up to date on the latest programs and scholarships on their Facebook page: <https://www.facebook.com/bourses>

There are several financial aid programs for students experiencing financial difficulties. Simply select "Soutien Financier" in the BBAF scholarship directory search tool to view them.

Graduate Funding Agencies (FRQNT and NSERC)



For most Science and Engineering programs, we suggest you apply for scholarships offered by the Fonds de recherche du Québec/Nature and Technologies (FRQNT) as well as the Natural Sciences and Engineering Research Council of Canada (NSERC).

It's always a good idea to find out about eligibility criteria, deadlines, and other requirements before you start the application process. Make sure to check out the BBAF and other funding agency websites as soon as possible! The staff are there to help you and are familiar with each of the grants in addition to having a direct line with the granting agencies to answer your questions.

[Fonds de recherche du Québec | Nature and technologies, Health, Society and culture](#)

[Natural Sciences and Engineering Research Council of Canada](#)

General information and advice

Some scholarships require **2 referees to complete** an evaluation report on the candidate. This should be one of the first things you consider when preparing your application. Here's how we suggest you proceed:

- Contact two researchers and ask if they will act as your referees.
- Begin the application process on the granting agency's online portal and enter the email addresses of the referees in the appropriate place directly into the form so that each referee receives the evaluation form.
- Make sure to follow up with your referees to ensure that their evaluations are completed by the application deadline.

Graduate Funding Agencies (FRQNT and NSERC)



General information and advice

Agency and internal deadlines: Some funding agencies (such as NSERC) require that the university conduct a pre-selection of their applicants. The actual deadline is therefore set by the university and will likely precede the date posted on the funding agency's website. The BBAF website typically indicates Université Laval's internal deadlines.

Transcripts: You will need to include all official up-to-date Université Laval transcripts (including the current term, even if no grades appear). Transcripts can be obtained in one of two ways:

- Through monPortail. Request for transcripts are typically processed within three business days and then sent by mail (allow two weeks for delivery).
- In person at the service desk of the Registrar's Office (Jean-Charles-Bonenfant building). Transcripts ordered in person can be obtained the same day. Please note that the Registrar does not digitize official transcripts and that sending them by email is therefore not possible.

Visit the BBAF and funding agency websites for the most up-to-date information!

Graduate Funding Agencies (FRQNT)



FRQNT scholarships



FRQNT Master's Scholarship (B1X)

Value: \$17,500 per year for 2 years

Eligibility: Students who have completed no more than 15 terms of full-time study (or equivalent). Students must have completed at least 2 terms of full-time study (or equivalent) in a Québec university during the 3 terms preceding the competition deadline, OR have a valid Régie d'assurance maladie du Québec (RAMQ) card or proof of RAMQ eligibility.

Where to apply:

<https://frqnet.frq.gouv.qc.ca/researchPortal/faces/jsp/login/login.xhtml?chgl=y&lang=en>

FRQNT Doctoral Scholarship (B2X)

Value: \$21,000 per year for 3 years

Eligibility: Students who have completed no more than 15 terms of full-time study (or equivalent). Students must have completed at least 2 terms of full-time study (or equivalent) in a Québec university during the 3 terms preceding the competition deadline, OR have a valid Régie d'assurance maladie du Québec (RAMQ) card or proof of RAMQ eligibility.

Where to apply:

<https://frqnet.frq.gouv.qc.ca/researchPortal/faces/jsp/login/login.xhtml?chgl=y&lang=en>

For more information on FRQNT scholarships:
<https://frq.gouv.qc.ca/nature-et-technologies/>

Graduate Funding Agencies (NSERC)



NSERC scholarships



NSERC Master's Scholarship (CGS M)

Value: \$17,500 for 12 months (non-renewable)

Eligibility: Canadian citizenship or permanent residency, minimum grade point average of 3.67 (A⁻), no more than 12 months of full-time study in the master's program for which the degree requirements will be completed.

Where to apply:

<https://portal-portail.nserc-crsng.gc.ca/>

NSERC Doctoral Scholarship (PGS D and CGS D)

Value: \$21,000 per year (PGS D) or \$35,000 per year (CGS D) for 3 years

Eligibility: Canadian citizenship or permanent residency, no more than 24 months of full-time study in the doctoral program by December 31 of the calendar year of application.

Where to apply:

<https://portal-portail.nserc-crsng.gc.ca/> Please note: only one application is required for both awards.

For more information on NSERC scholarships :
https://www.nserc-crsng.gc.ca/students-etudiants/pg-cs/index_fra.asp

Québec Government Loans and Bursaries Program



The Québec Government Loans and Bursaries Program enables Québec students with insufficient financial resources to pursue full-time secondary school vocational training, college studies, or university studies.

This program is open to Canadian citizens and permanent residents residing or deemed to reside in Québec (e.g. someone born in Québec, who has been living in Québec for more than 3 months, or who has a Certificat de sélection du Québec), and who are enrolled in full-time studies at a recognized institution.

The amount you can receive depends on several factors. Since the amount of government assistance is usually determined by your previous year's income, the program can be particularly beneficial if you did not work or had a low income in the year prior to the start of your program.

Use this assessment tool to calculate the amount you may be eligible for: <https://www.quebec.ca/en/education/student-financial-assistance/loans-bursaries-full-time-studies/assessment/assessment-simulator>

Assistance is received in the form of loans (interest-free for the duration of your studies, but must be repaid, with interest, after you finish school), or bursaries (no repayments).

You can apply for loans and bursaries at the following address: <http://www.afe.gouv.qc.ca/en/all-forms/detail/application-for-financial-assistance-loans-and-bursaries-program/>

Applications are processed as soon as the complete file is received.

Please note: since these programs change from time to time, it's important that you check the BBAF or government websites for the most current information.

Graduate Student Association Grants and Sponsorships



ÆLIÉS offers financial assistance for both individuals and associations.

There are four categories of financial aid available to members (2021):

- **Bourse d'achat de matériel informatique (Grant for computer equipment):** ÆLIÉS funds up to 20% of the cost of new or used computer equipment (to a maximum of \$1,000).
- **Grants for internships, studying abroad, and conference presentations:** This grant is for members intending to study abroad, present a paper at a national or international scientific conference, congress, or symposium, or undertake an internship as part of their studies. The amount awarded is based on the intended destination.
- **Grants for international students in need of financial assistance:** This grant is for *members who do not have citizenship or permanent resident status* and who are *in need of financial assistance*. Students may receive up to \$500 depending on their needs.
- **Sponsorship and publication grants:** Funding granted to Université Laval students or associations for collaborative projects such as colloquiums or the publication of student journals and newspapers. Sponsorships are generally awarded in return for a certain level of visible recognition commensurate with the amount sponsored.

To access the application forms, download the ÆLIÉS Scholarship and Grant Policy (Politique de Bourses et Subventions), or for more information on the types of financial assistance available to you, choose "Soutien Financier" under the "Services" tab in the menu: <https://www.aelies.ulaval.ca/services/soutien-financier> (French only).



Association des étudiantes et des étudiants
de Laval inscrits aux études supérieures

Graduate Student Association Grants and Sponsorships



AEGSEG provides grants and sponsorships once per term (summer, fall, and winter) to its members. To be eligible for a given term, applications must be submitted by the following dates: July 1 (for the summer term), November 1 (for the fall term), and March 1 (for the winter term).

Two types of funding are available:

- **Individual grants:** Individual grants are awarded to fund an AEGSEG member's participation in a scientific activity.
- **Sponsorships:** Sponsorships encourage the organization of academic, social, research, or other activities in line with the AEGSEG's mandate.

Download an application form and the selection committee evaluation criteria under "Subventions et Commandites" in the navigation bar:

<https://aegseg.asso.ulaval.ca/subventions-et-commandites/>

Send all supporting documents in a single email to the following address:
aegseg@asso.ulaval.ca



Faculty of Graduate and Postdoctoral Studies Scholarships



These scholarships are awarded to all master's (\$650) and doctoral (\$8,500) students who complete the various milestones of their program within the established deadlines. Students must apply to be eligible, and must submit their applications via the Capsule portal to receive funding.

Menu principal > Renseignement sur les études > Activités de formation à la recherche > Soumettre une demande de bourse.

A student who has not applied for one or more of the milestone scholarships may do so retroactively as long as they are still enrolled in their program of study.

Milestones requirements for each program are indicated at the link below. Click on "Faculty of Science and Engineering" for the specific requirements of that faculty (in French only):

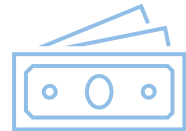
<https://www.fesp.ulaval.ca/en/support-for-success/scholarships-and-financial-support/faculty-graduate-and-postdoctoral-studies-student-success-scholarships>



University Admission Scholarships

Doctoral entrance scholarships

A [doctoral entrance scholarship](#) in the amount of \$2,000 is offered to all incoming doctoral students enrolled full-time at Université Laval. All eligible students will be automatically awarded scholarships. Contact the Bureau des bourses et de l'aide financière (BBAF) if you think you are eligible but have not received it.



Supplemental tuition exemption programs (international students)

Tuition fees for international students enrolled in a university in Québec are comprised of the basic tuition rate plus a supplemental fee. Exemption from the international supplemental tuition fees is possible for eligible students.

Exemptions apply to:

- All international students enrolled full-time in a doctoral program;
- Students from countries that have signed agreements with the Québec government;
- Students who meet the criteria for the Université Laval Supplemental Tuition Fee Exemption Program.

Eligibility criteria and application instructions can be found here: <https://www.bbaf.ulaval.ca/en/scholarships-bursaries/international-students/doctoral-program-funding/tuition-fee-exemption-programs/>



University Admission Scholarships

Leadership and Engagement Scholarships

Leadership and engagement scholarships (Bourses de leadership et d'engagement) are awarded to talented students who demonstrate outstanding achievement in one of the following six areas: arts, sports, science, environment, entrepreneurship, and the social/humanitarian sector. The scholarship is awarded to Canadian citizens or permanent residents. The total value is \$10,000 for students in a master's program and \$30,000 for doctoral students.

The application deadline is in March. Students must submit their application before the start of their program of study.

You can access the application form once your request for admission to Université Laval has been processed.

See here for more information:

<https://www.bbafe.ulaval.ca/en/scholarships-bursaries/canadian-citizens-or-permanent-residents/undergraduate-funding/leadership-and-commitment-scholarship/>



University Admission Scholarships

Citizens of the world scholarships

This program offers recruitment awards for international students and mobility awards for Université Laval students who wish to study or conduct research abroad.

Excellence scholarships are intended to promote academic excellence. The value of this entrance scholarship is \$20,000 for master's students and \$30,000 for doctoral students.

Commitment scholarships support students who demonstrate outstanding commitment and leadership qualities. The value of this entrance scholarship is \$20,000 for master's students and \$30,000 for doctoral students. *This scholarship is reserved exclusively for graduate students who are Canadian citizens or permanent residents.*

Mobility scholarship support students who wish to immerse themselves in different cultures and expand their global horizons. The total value of the scholarship is \$10,000 for a minimum eight-month stay abroad for study or research.

See here for more information: <https://www.bbaf.ulaval.ca/en/scholarships-bursaries/canadian-citizens-or-permanent-residents/doctoral-program-funding/citizens-of-the-world-scholarship/>



Les offices jeunesse internationaux du Québec Scholarships



Les **Offices Jeunesse Internationaux du Québec** (LOJIQ) is a scholarship program that provides generous *support for projects that require travelling* within Québec and Canada, or abroad. It covers activities such as exchange programs, internships, conferences, and other international projects.

To be eligible, you must be a [Canadian citizen](#) or permanent resident of Québec between 18 and 35 years of age, have a valid health insurance card, and be enrolled in a post-secondary institution in Québec.

For more information about deadlines, available scholarships, and application procedures, see the section entitled “Mobilité étudiante” on the LOJIQ website (in French only): <https://www.lojiq.org/programmes/mobilite-etudiante/> ([French only](#))

LOJIQ also offers support for other types of projects, such as career development, community engagement, entrepreneurship, social and professional integration, promoting indigenous culture and languages, and fighting climate change. Visit the website for information on the different programs.

These scholarships can fund up to 75% of your airfare!





EGGENIUS Entrepreneurial Grants

Eggenius

EGGENIUS is a grant program that supports entrepreneurship in Faculty of Science and Engineering students.

The program offers several scholarships to student entrepreneurs in three different categories: ESPOIR, ÉVEIL, and ENVOL. Students may submit an application in only one category per year. The deadline for applications is in January and the winners are announced in April.

Bourse ESPOIR: The purpose of this grant is to provide financial support to students who have no defined project but have strong entrepreneurial potential. Five grants of \$1,000 are awarded each year.

Bourse ÉVEIL: The purpose of this grant is to support students in the Faculty of Science and Engineering *who have an idea for a business project*. It offers financial assistance to emerging entrepreneurs who wish to assess the *feasibility* of a business idea still in the embryonic stage. Five grants of \$5,000 are awarded each year.

Bourse ENVOL: The purpose of this grant is to encourage and support entrepreneurial students in the Faculty of Science and Engineering in *launching their business in science, technology, or engineering*. It gives students the boost they need to build on their idea and accelerate their business creation. Projects must be in the pre-start-up or start-up phase of the business. Up to \$60,000 is awarded each year.

For more information on deadlines, available grants, and application procedures for the EGGENIUS grants, click on “Partenaires et diplômés” in the navigation bar of the FSG website (in French only):

<https://www.fsg.ulaval.ca/partenaires-et-diplomes/eggenius/services-aux-etudiants/bourses-eggenius/> (French only)



Chapter 8

Thesis Submission Guidelines

- Formatting guidelines
- Additional formatting requirements
- Authorized writing software
- Pre-submission checklist
- How to submit



Formatting Guidelines

Master's and doctoral theses at Université Laval must be formatted in accordance with FESP (Faculté des études supérieures et postdoctorales) guidelines. It is important that you follow submission guidelines to avoid delays in processing the initial submission of your thesis. In addition, always refer to the information provided by your department or program, as the submission guidelines or required documents may differ slightly.

Before you begin writing, it is important to decide which type of thesis you wish to present: traditional monograph thesis, article-based thesis, or compilation thesis. You must be the first author of any articles you include in your master's or doctoral thesis. All articles must have been prepared and submitted in the course of your master's or doctoral program.

Here are the sections you must include in your thesis or dissertation; the order must be strictly followed:

1. Title page
2. Abstract
3. Table of contents
4. The lists of tables, figures, abbreviations, etc.
5. Dedications and epigraphs, if any
6. Acknowledgements
7. Preface (for theses that include articles)
8. Body of the thesis
 1. introduction (should not be identified as a chapter)
 2. chapters (must be numbered as follows: Chapter 1 [+ title], Chapter 2 [+ title], etc.)
 3. conclusion (should not be identified as a chapter)
9. Bibliography
10. Appendices (may be placed before the bibliography, depending on the discipline)



Additional formatting requirements and authorized writing softwares



Additional formatting requirements



- Do not insert blank pages.
- Start each section on a new page.
- Format your thesis using letter sized pages (the international A4 size is accepted in the case of a doctoral cotutelle).
- Justify the left and right margins.
- Set top and bottom margins at 25 mm, left and right margins at 30 mm.
- Set line spacing for the body of the text at 1.5.
- Use pagination throughout the document.

Authorized writing softwares



- Microsoft Word
- LaTeX
- OpenOffice
- LibreOffice
- Other software supporting the OpenDocument Text format (ODT)

Information on formatting guidelines can be found here:

<https://www.fesp.ulaval.ca/en/dissertations-and-theses/rules-presentation>

Writing templates are also available for download here:

<https://www.fesp.ulaval.ca/en/dissertations-and-theses/writing-tools-and-language-writing>



Thesis Submission Guidelines

Pre-submission checklist

- 1 Make sure the title of your master's or doctoral thesis is identical to the title listed on your transcript in Capsule:
https://capsuleweb.ulaval.ca/pls/etpr/bwskotrn.P_ViewTermTran
- 2 Submit the *Student Declaration on research ethics* to your academic program unit (gestion des études): [Student Declaration form](#)
- 3 Submit the *Non-Exclusive License to Disseminate a Master's or Doctoral Thesis* form: [Link to form](#)
- 4 Submit the information sheet on the format of your manuscript:
<https://www.fesp.ulaval.ca/en/dissertations-and-thesis/before-submitting-your-dissertation-or-thesis>
- 5 Submit a copy of your *Authorization to Submit a Master's or Doctoral Thesis in a Language Other than French* if your manuscript has at least one chapter written in a language other than French: [Link to form](#)
- 6 Submit a *Co-author Authorization for Inclusion of an Article in a Master's or Doctoral Thesis* for each co-authored article included in your thesis: [Link to form](#)
- 7 Make sure you are registered in the session in which you are submitting your thesis

You may request to restrict the release of your thesis. Request forms can be found here: <https://www.fesp.ulaval.ca/en/dissertations-and-thesis/before-submitting-your-dissertation-or-thesis>





Thesis Submission Guidelines

How to submit

Ready to submit? Here's how to make your initial submission:
<https://www.fesp.ulaval.ca/en/masters-and-doctoral-theses/submitting-your-masters-or-doctoral-thesis>

Make sure your submission message contains the following information:

- LASTNAME, first name – Identification Number (NI)
- Program (master's or PhD + discipline + if applicable, research/creation)
- LAST NAME, first name of your supervisor
- LAST NAME, first name of your co-supervisor, if applicable
- Title of your manuscript
- Number of pages



Send your original manuscript file, a PDF version of your thesis, and all applicable forms via OneDrive. <https://www.fesp.ulaval.ca/en/masters-and-doctoral-theses/submitting-your-masters-or-doctoral-thesis>

Master's thesis: once the examiners have evaluated and accepted your manuscript, and you have made the recommended changes, you will be invited to submit the final version of your thesis, using the same OneDrive folder. **Doctoral thesis:** once the examiners have evaluated and accepted your thesis, you will be invited to give your Oral Defence, and then submit the final version of your thesis. For further details on the submission and evaluation of a thesis, consult the following web page: <https://www.fesp.ulaval.ca/en/dissertations-and-theses/evaluation-steps>