

Summary of Procedures and Specific Requirements for the Master of Science in Chemistry - Research (M.Sc. - Research)

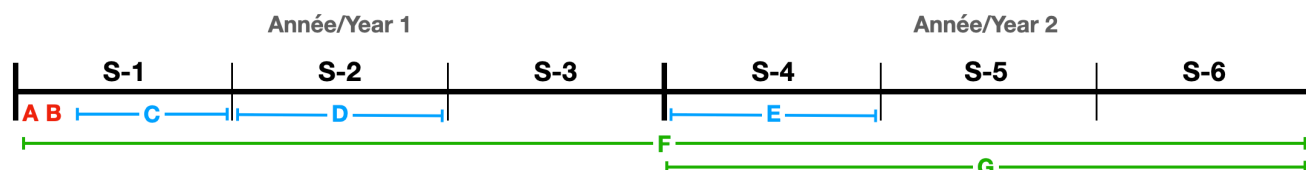
Department of Chemistry, Université de Sherbrooke
Version 2024-02

This document summarizes information useful for your MSc Research in Chemistry program progress. You can find the most recent version at this [link](#).

Please report any broken link to claude.legault@usherbrooke.ca

ACADEMIC COURSE

Here is a visual summary of your master's degree timeline, with the main tasks you are responsible for upon arrival (in red), with your monitoring committee (in blue) and concerning your pedagogical activities (in green). The details of these tasks are contained in the following pages.



- A – Registration of information related to your [monitoring committee](#) on the [OSER platform](#)
- B – [Safety training](#) to be completed
- C – 1st monitoring committee meeting – Explanation of its role and definition of your project
- D – 2nd meeting of your monitoring committee – Description of your progress and second year plan
- E – 3rd follow-up committee meeting – Description of your progress and plan for graduation
- F – 9 credits of 2^e cycle courses in chemistry to be completed
- G – "[Seminar I](#)" pedagogical activity to be completed

USEFUL INFORMATION

Welcome to the Department of Chemistry at Université de Sherbrooke! We hope that your master's degree will meet your expectations in achieving your professional goals. Throughout this document, several committees and resource persons will be indicated; here is the updated list of names and roles of these persons/committees:

Departmental Graduate Studies Committee (CESD)

Claude Legault (claudio.legault@usherbrooke.ca) – Chair – Professor – Organic
Philippe Dauphin-Ducharme (philippe.dauphin.ducharme@usherbrooke.ca) – Member – Professor – Analytical
Allison Wustrow (allison.wustrow@usherbrooke.ca) – Member – Professor – Materials/Physical
Jean-Marc Chapuzet (jean-marc.chapuzet@usherbrooke.ca) – Member – Academic Coordinator
Céline Gosselin (celine.gosselin2@usherbrooke.ca) – member – Student representative, M.Sc. – Organic
Paul Asselin (paul.asselin@usherbrooke.ca) – member – Student representative, Ph.D. – Inorganic

The CESD manages files requiring special approval concerning the standards of the MSc and PhD programs. It also makes recommendations to the Faculty of Science when specific requests are made by students in the programs. Requests should usually come from the Chair of your [Monitoring Committee](#). Usual requests include: authorization for courses outside the department, authorization to write a thesis by inserting articles, the extension of the deadline for writing a thesis. [These requests must be submitted to the committee chair](#)

Academic Coordinator: Jean-Marc Chapuzet (jean-marc.chapuzet@usherbrooke.ca)

He will answer questions related to the educational activities to be completed during your program. When you begin writing your thesis, you must submit the notice of writing directly to him.

Department Secretary: Anne Couture (secretariat-chimie@USherbrooke.ca)

She will activate your key card and submit a key request for your laboratory. With the help of your supervisor, she will also prepare your stipend requests during your program.

Editorial Advisor: Pedro Segura (pedro.alejandro.segura@usherbrooke.ca)

After you submit your notice of writing, he will provide you with useful information to facilitate your writing. He also keeps the template up to date. You must submit your master thesis for approval at the time of your initial submission; he will ensure that the writing standards are respected before submission to the Faculty.

USEFUL LINKS

[Page containing all documents related to your master's program](#)

FACULTY OF SCIENCE GUIDE AND GUIDELINES

The Faculty of Science has developed a document entitled "[Guide and Guidelines for Graduate Students in the Faculty of Science](#)" (in French). In addition to the information contained in this document, we encourage you to read this guide.

MONITORING COMMITTEE

Within the first month following the first registration in the master's program, the student will be assigned a monitoring committee by the Graduate Studies Committee of the Department of Chemistry.

Composition of the monitoring committee: The committee comprises: 1) the student, 2) the research director, and 3) a professor who is an expert in the field (president / expert).

The monitoring committee supports the research director and advises the student throughout the program to ensure academic success. They monitor progress and offer suggestions for the scientific project, but the supervisor and student are ultimately responsible for its direction and advancement.

The mandate of the monitoring committee:

1. The monitoring committee sets goals and deadlines with the student, keeping track of progress.
2. If there are gaps or weaknesses, they suggest relevant activities.
3. The committee participates in all academic stages and assesses research progress.
4. They report any conflicts or major issues to department management.

Operating mode:

1. The monitoring committee meets as needed and at a minimum the required meetings outlined in the training plan.
2. The quorum is established as follows: the president, the supervisor, and the student.
3. After each activity and meeting with the monitoring committee, the president updates the training plan and transmits it to the committee members.
4. The student is responsible for setting up the meeting dates in consultation with the committee.

TRAINING PLAN

Use the training plan to assign roles and responsibilities for the program. Complete it with your director and submit it at the first meeting. The committee will review and revise it as needed. Access it [here](#).

SAFETY TRAINING

All new students must complete mandatory safety training within the first month of enrollment. This mandatory safety training must be completed before initiating any work in the lab. This mandatory safety training is available online: [Formations santé-sécurité - Service de la mobilité, de la sécurité et de la prévention - Université de Sherbrooke \(usherbrooke.ca\) Trainings are available in English.](#) We encourage you to read the manual that has been designed by the Service de la Mobilité, de la Sécurité et de la Prévention at the [following link](#).

OSER PLATFORM

The Faculty of Science has developed an online platform to allow you to follow your progress during your master's program. Once the CESD has provided you with the composition of your monitoring committee, it is your responsibility to complete the registration of your supervisor and the composition of this committee on the OSER platform. The platform will send you reminders of the meetings you must attend in relation to your academic progress. However, you are responsible for ensuring you follow the deadlines for the various meetings in the training plan.

TEACHING ASSISTANT POSITIONS

Once a year, at the beginning of the summer, the lab coordinator will send a list of available teaching assistantships to all graduate students. You will then be asked to apply for the desired positions, specifying your preferences, on the page : [Auxiliaires de recherche et d'enseignement - Emplois - Université de Sherbrooke \(usherbrooke.ca\)](#) The department head then proceeds to assign loads in conjunction with the heads of educational activities.

ADMINISTRATION AND MANAGEMENT OF YOUR DOSSIER

Upon your arrival, you must meet with Jean Marc Chapuzet (Chemistry-D1-2142) to be informed of the procedures to be followed as soon as possible:

- 1- Obtaining a CIP: <https://www.usherbrooke.ca/monacces/identifiant-oublie>
- 2- Email activation: <https://www.usherbrooke.ca/courriel/creation/>
- 3- Submission of original transcripts to the Office of the Vice Dean of the Faculty of Science (in D3-1038) and information on health insurance requirements.

For international students:

- 4- Submission of the CAQ and study permit to the Registrar's office.
- 5- Presentation of a photocopy of the study permit to the Student Life Services (room E1-118).

Once these formalities have been completed, you will very quickly need to register online for the upcoming session. The electronic registration procedure must be completed following the sending of an email by the Faculty of Sciences and is carried out via [horaire web](#).

Note 1: Please see below for the registration of research activities I and II.

Note 2: If you have registered an activity (course, seminar, etc.) for a session and the activity is not completed by the end of the session, you do not have to register the activity again for the next session.

Note 3: You may not have any educational activities to register for a session (no classes, seminars, etc.). You still need to confirm your registration for the session.

Note 4: You must take 9 credits of graduate courses for your master's program. The choice of these educational activities is subject to your supervisor's approval. For a complete list of all courses offered, see the course description [here](#).

CHM 796-RESEARCH ACTIVITY I AND CHM 797-RESEARCH ACTIVITY II

These two pedagogical activities are mandatory and correspond to the laboratory activities. The computerized system **automatically** enrolls students in CHM 796 - Research Activities I in the first session. The same computerized system **automatically enrolls** students in CHM 797 - Research Activities II in the fourth session. These two pedagogical activities are sanctioned by a grade of R or E given by the student's supervisor (at the end of the first year for CHM796 and at the time of the first deposit for CHM797).

CHM 701-SEMINAR I

Registration: Seminar I should be completed between Session 4 and Session 6. The activity is automatically included on your registration form for Session 6 if you have not done it in a previous session. You must register for the mandatory CHM 701 activity (2 credits) by including it on your electronic registration form for the session in which you will be presenting.

Format: consists of a public oral presentation (average length 40-45 minutes) of the work done as part of the master's degree. It is encouraged to create an online Teams session to allow off-campus viewers to attend the presentation. The pedagogical nature of the presentation must be emphasized (i.e., you must be able to *teach* the audience). If the content of the presentation is confidential, you will need to complete and print the Non-Disclosure Agreement (NDA) form available on the [following page](#), any viewers in the room will be required to sign the agreement. In this case, do not generate an online session on Teams.

Documentation: You are responsible for providing the date, time and title of your presentation to the secretary and coordinator at least two weeks prior to the seminar. In addition, you must upload your presentation (PowerPoint or PDF format) at least two business days prior to the event to the Teams [SEMINAR 1](#) folder.

Please note that late submission of the required documentation will have a negative impact on the grade awarded.

Jury: made up of a minimum of 3 professors ideally from (or close to) the field of expertise and the graduate students. However, all professors present may evaluate the student. It is the student's responsibility to find a time slot for which the professors are available. In the event that the minimum number of professors is not met, the seminar is rescheduled to a later date.

Evaluation: consists of a question period open to the public. The evaluation criteria as well as the scale used by professors and students are available in the [course outline](#).

Decision: consists of a grade (A+, A, A-, B+, B, B- or E) given to the faculty at the end of the semester.

In exceptional cases, the jury may request an adjournment. In such a case, the request is sent in writing by the jury to the Chair of the departmental Graduate Studies Committee (GSC) with the reasons for the adjournment. The Graduate Studies Committee recommends or does not recommend deferment to the Vice Dean of Research, who ultimately grants or denies the deferment. **An adjournment does not constitute a repeat of the evaluation.** An adjournment is granted to allow for further evaluation of specific points that have not been fully evaluated, taking into account that **the majority of the points to be evaluated were satisfactorily evaluated during the initial evaluation.** A maximum of four (4) months is generally allowed to complete the adjourned assessment, and at the end of this second meeting, the only option is to give a grade (no further adjournments may be granted).

CHM 799-MASTER THESIS, ARTICLE INSERTION, FIRST AND FINAL DEPOSIT

Registration: To submit your first dissertation, you must be registered for CHM 799-Dissertation. It is your responsibility to bring this activity to your electronic registration form on time.

Notice of writing: In agreement with your supervisor, **when you start writing** your thesis, you must notify the chemistry department coordinator ([Jean-Marc Chapuzet](#)) by completing and sending him the notice of writing available at this [link](#).

After you have sent in your submission notice, the writing advisor may arrange a writing briefing at your request. All professors agree that the writing of the thesis (and therefore the first submission) should not exceed 8 months. Therefore, if the first submission has not been completed, the Faculty of Science will automatically close your student file (loss of student status). To make your first deposit, you will have to apply to the Vice-Dean of the Faculty of Science to reactivate your file and to complete your program. In the event of exceptional circumstances justifying a delay in writing, the student must notify his/her supervisor and the Chair of the Graduate Studies Committee (GSC) in writing before the deadline ends. The reasons will be evaluated by the GSC and, if acceptable, the GSC will contact the Vice Dean of Research to grant additional writing time.

Reproduction of material: Under current law, copyright holders must obtain written permission to reproduce material from literature and websites. This is of great importance for the deposit of your dissertation in the National Library.

Writing Template: Faculty guidelines for writing a dissertation are available in the "[*Règles facultaires pour la rédaction d'une thèse ou d'un mémoire*](#)".

For organic chemistry students, a self-explanatory Word file is available for writing and should be used. All styles (layout, diagrams, tables etc.) are pre-formatted to meet the requirements of the Faculty of Science. The document "Template for Writing a Thesis or Dissertation in Organic Chemistry" is available at:

[Études supérieures - Département de chimie - Université de Sherbrooke \(usherbrooke.ca\)](#)

A product characterization compilation table is available. Also, a template for writing a thesis in physical chemistry that meets all the requirements of the Faculty of Science is available at:

[Études supérieures - Département de chimie - Université de Sherbrooke \(usherbrooke.ca\)](#)

The master thesis must be between 30 and 120 pages in length, excluding bibliography and annex.

Jury and filing procedure:

Students that are not subscribed on the OSER platform

1. The student fills out the "[Authorization to File and Jury Formation](#)" form after discussion with his/her supervisor. The faculty rules stipulate that the jury must include 3 professors from (or affiliated with) the chemistry department who are experts in the student's research area, including the supervisor. This jury formation must be accepted by the relevant department chair and the form is forwarded to the Office of the Vice Dean for approval. The student sends the electronic version (vdr-sciences@USherbrooke.ca) of the thesis to the Vice-Dean's Office along with the completed and signed form (electronic signature). Please note! The form must be signed by the research director and by the departmental advisor responsible for verifying the submission of the thesis (**Editorial Advisor**) before being signed by the departmental director.
2. The Faculty is responsible for forwarding the thesis in electronic format to the members of the jury. The Faculty allows approximately one month for the evaluation of the thesis. After this period, the student may contact the Chair-Reporter to find out the status of the evaluation.
3. The student must submit the corrected version of the dissertation to the Chair-Reporter including a clear description (point by point) of the changes made in response to the reviewers' comments and obtain his/her approval before making the final submission to the Faculty. There is no final submission form for the student to complete.

4. After obtaining the approval of the Chair-Reporter, the student makes the final (electronic) deposit following the procedure described on the [following page](#), in the tab entitled "Master's thesis submission procedure".
5. The final submission of the dissertation by insertion of articles must be accompanied by the « [Formulaire d'autorisation](#) » of the co-authors.

Students that are subscribed on the OSER platform

1. In the "Dissertation" section on the platform, the student fills in the "Composition of the dissertation jury" section. Faculty rules stipulate that the jury must include 3 professors from (or affiliated with) the chemistry department, experts in the student's research field, including the supervisor.
2. Once the members of the jury, and the management of the CESD, have approved the composition of the jury, the student can make the initial deposit in the "Initial deposit" section. The dissertation will be approved by the editorial advisor, and then the platform will indicate to the jury that the dissertation in electronic format is available. The Faculty grants a deadline of approximately one month for the evaluation of the dissertation. After this time, the student can communicate with the Chair-Reporter to find out the progress of the evaluation.
3. After receiving the jury's comments, the student must submit the corrected version of the dissertation on the OSER platform in the "Final submission" section. The student must provide a short document to the chair-reporter that includes a clear description (point by point) of the changes made in response to the evaluators' comments. There is no final deposit form for the student to complete.
4. When the Chair-Reporter has approved the final submission on the OSER platform, the student makes his (electronic) final submission by following the procedure described on the [following page](#), in the tab entitled "Master's thesis submission procedure".
5. The final dissertation submission by insertion of articles must be accompanied by the "[Authorization Form](#)" of the co-authors.

Dissertation by insertion of articles: A dissertation by insertion of articles must not be a simple juxtaposition of articles. It must constitute a coherent and integrated whole, including an introduction, a description of the problem to be addressed, a description of the research problem in the form of research objectives or hypotheses, a theoretical framework, a methodological approach, a section on the analysis and interpretation of the results in the case of empirical research, and finally a conclusion. The institutional rules regarding the dissertation by insertion of articles are available in the tab "[Faculty rules for writing a thesis or a dissertation](#)".

The article insertion brief must meet the following standards:

1. The student must obtain permission from the departmental Graduate Studies Committee (or equivalent) before writing a dissertation by insertion of articles (see procedure described in **8**). Departmental Graduate Studies Committees are responsible for accepting or refusing to allow the student to replace a portion of the results with one or more manuscripts (submitted or accepted). The purpose of this contingency is to enable the candidate to derive maximum benefit from any written publication.
2. The work that led to the production of the manuscripts must be an integral part of the master's research project.
3. Since scientific writing is an integral part of the master's program, the student must be the **first author** (principal author) of at **least one article** included in the thesis.

4. If a student is not the principal author of an article, he or she may include it in his or her thesis if his or her participation is significant. However, unless an exception is approved by the faculty GSC, such an article will not be considered to meet the requirement of point 3.
5. To submit a dissertation by article insertion, each article must be submitted, accepted or published in a refereed journal or conference proceedings. The article must be inserted in its original form, including figures and tables in the correct places. Literature reviews do not fulfill the requirements.
6. Each author's contribution must be clearly presented in a preliminary note for each manuscript incorporated into a dissertation. The same article must not have been previously included in another dissertation or thesis by article insertion.
7. Thesis articles can be in French or English, but all other sections must be in French unless approved. The jury is the sole judge of whether the sum of the contributions from the inserted articles and the other parts of the thesis contribute sufficiently to the advancement of knowledge in the field of research to justify granting the Master's degree.
8. **Procedure for requesting authorization to file a master thesis with inserted articles :**
 - The student fills out the authorization form ([Études supérieures - Département de chimie - Université de Sherbrooke \(usherbrooke.ca\)](http://www.usherbrooke.ca/etudes-superieures/departement-de-chimie)) and submit it to the president of the monitoring committee.
 - For each paper, the starred author (correspondent) will be required to attest to the student's contributions to the experiences and writing as described by the student in the paper.
 - For each published article, the student must provide the DOI (hyperlink to the article)
 - For each accepted but unpublished article , the student will be required to provide the letter of acceptance of the article from the publisher.
 - For each submitted paper, the student will need to provide the submission confirmation with the submission number.
 - The supervisory committee reviews all of the material the student provided and decides whether to forward the application to the departmental GSC. The Chair of the Mentoring Committee transfers the request and all documentation to the Departmental GSC.
 - The departmental GSC informs the student and the student's supervisor of the decision made based on all of the documents/information requested above.
 - ***Important Note:*** *To be able to file a thesis with inserted articles, the article(s) included in the latter must at least be submitted at the time of the initial deposit. If no article has been submitted at the time of the request for writing by inserting article(s) to the CESD, please indicate the expected date of submission of the article(s). The CESD's decision will be conditional on the demonstration of proof of submission before the initial submission of the thesis.*

ACCELERATED TRANSITION FROM MASTER TO DOCTORATE

The regulations for direct transfer to the doctorate in the Faculty of Science are available in the following [document](#). Students with excellent academic performance and potential as a researcher may transition to doctoral studies before completing a master's degree. The future supervisor makes the decision, MSc monitoring committee, and supported by the Graduate Studies Committees. A cumulative GPA of 3.7 or higher with no grade lower than a B is required. Applications must be made before the fifth term, and the general examination must be passed within twelve months of transition.

The possibility to do an accelerated transition to PhD must be discussed with the monitoring committee (See training plan for details). The president of the monitoring committee informs the GSC of the intention of the candidate to do an accelerated transition to PhD. The GSC forms the evaluation jury.

Accelerated Passing Exam Format: A 10-15 page written report on the research performed and a short description of the future PhD project must be submitted to each member of the jury at least 3 weeks prior to the scheduled meeting. The focus should be on the research conducted (quality and quantity), as this will be the primary focus of the decision on whether to grant a writing exemption. The accelerated transfer to PhD corresponds to an exemption to writing the master thesis. The quality of the report provided must largely justify the accelerated passage to the doctorate (without writing the thesis).

Written report format

The document should be written in Times New Roman 12 pts, 1.5 line spacing, with the following margins: top 2.5 cm, bottom 1.5 cm, left 2.5 cm, and right 1.5 cm.

Content of the written report:

- Context of the research project (review of relevant literature);
- Originality of the project in relation to the literature and the identified problem;
- General and specific objectives of the project and working hypotheses;
- Methodology (experimental protocol) used to achieve the objectives of the research project;
- Results obtained, their interpretation and their impact;
- Brief description of the doctoral research project and the link with the MSc project.
- Bibliography (not included in the 10-15 pages mentioned above).

In organic chemistry only, this report must be accompanied by the product characterization compilation table. The committee expects that the majority of the compounds will be properly characterized (¹H NMR, IR, RBMS, HRMS). However, this report does not include an experimental part.

An oral presentation of the work found in the report takes place in closed session (average length 15-20 minutes). This presentation takes place at the beginning of the meeting. The scope of the scientific objectives of the thesis must clearly exceed those of the master's degree. The student also meets with the jury members in the absence of the supervisor to ensure the quality of the supervisor-student relationship and the reasons why the student decides to pursue doctoral studies with the same supervisor.

Jury: made up of 3 professors including the supervisor who will compose the candidate's next doctoral mentoring committee. The student is responsible for notifying the Academic Coordinator and/or the Graduate Studies Committee of the Department of Chemistry so that the latter can propose the composition of a mentoring committee that will be the jury for the accelerated passage and that will follow the student during his or her doctorate. It is the student's responsibility to arrange a date with the members of his/her mentoring committee for the evaluation meeting.

Evaluation: The evaluation is performed in two steps.

Step 1. The evaluation of the written report. The jury members give the committee chair their assessment of the written report at least one week before the scheduled meeting (the assessment form is available on the intranet). If the jury considers that the report is of sufficient quality, the president informs the student that the oral defense will take place. If the report is judged of adequate quality but requires corrections, the jury can provide a list of necessary modifications to the student

who will have to make them within a maximum period of 4 weeks. If the report is judged to be of inadequate quality, a negative recommendation for the direct passage is given by the jury. The jury informs the student and the CESD of its recommendation.

Step 2. The oral evaluation consists of a closed question period with the jury alone, covering the work presented orally and in the report, as well as the proposed doctoral research. The quantity of results accumulated since the beginning of graduate studies may be, for accelerated passage, slightly less than the quantity required for a dissertation. However, the quality of these results and their use in a rigorous scientific discussion must be maximized. It is not, however, a question here of evaluating the proposed project for the doctorate. A general idea of the doctoral project must be presented by the student, but **this exercise does not replace the second meeting of the monitoring committee** aimed at verifying the appropriation of the research project by the student.

Decision: the report of the jury of direct passage written according to the current template and available on the intranet is transmitted to the academic coordinator. If the student receives a favourable opinion from the jury and has the minimum average, the coordinator automatically notifies the faculty to admit the student to the doctorate. If the student receives a favorable opinion from the jury but has a GPA below 3.70/4.30, the coordinator brings the file to the CESD. The latter will evaluate the admission to the doctorate taking into account the student's complete file and may still recommend admission to the doctorate to the Faculty of Science. The final decision rests with the Faculty of Science.

PLAGIARISM

What is plagiarism?

Paul Asselin, August 2019

Department of Chemistry, University of Sherbrooke

Plagiarism is the act of falsely attributing originality to a work.

The formal definition of plagiarism at the University is as follows:

Passing off or attempting to pass off as one's own, in an assessed production, the work of another person or passages or ideas taken from the work of another (this includes, but is not limited to, failing to acknowledge the source of a production, passage or idea, taken from the work of another) UdeS Academic Regulations, section 9.4.1, June 6, 2019 revision.

There is also self-plagiarism:

Submit, without prior authorization, the same production, in whole or in part, to more than one pedagogical activity or in the same pedagogical activity (particularly in the case of repetition) UdeS Academic Regulations, Article 9.4.1, revision of June 6, 2019.

Not to mention other similar offenses, including cheating:

Providing or obtaining any unauthorized assistance, whether group or individual, for a production being evaluated;

Copy, forge, or falsify a document for the evaluation of an educational activity;

Excerpts from the UdeS Academic Regulations, Section 9.4.1, June 6, 2019 revision.

How is plagiarism dealt with at UdeS?

As described in Chapter 9 of the UdeS Academic Regulations, when a case of plagiarism is suspected, the professor forwards the work and all relevant information to the faculty, which holds a disciplinary hearing to decide whether plagiarism has occurred. If plagiarism is proven, the faculty will determine the sanction to be applied. **A provisional sanction may be applied before the hearing.**

Penalties for plagiarism generally range from a grade of "0" on a specific question in an assignment to **expulsion from the University**. The severity of the sanction depends on the seriousness of the case and the number of repeat offenses. A notation of plagiarism will be noted on the academic record of the person(s) responsible. A notation of the plagiarism disciplinary hearing may be kept on file **even if the plagiarism charge is dismissed.**

What are my rights if I am charged?

The rights of a person accused of an academic offence are set out in Chapter 9 of the UdeS Academic Regulations. A person summoned to a disciplinary hearing has the right: to be informed of the charge and of the hearing, to be present accompanied and represented; to have access to the file, to defend oneself and to refute the charge; to undergo an impartial hearing; to have access to the written and motivated decision; to request a review of a decision, all within a reasonable time. **A person also has the right to confidentiality of his or her file.**

The UdeS Student Ombudsman is the independent recourse that ensures that the rights of students at the University are respected.

The class representatives and the student associations are also there to assert your rights with the professors.

How to avoid unpleasant surprises?

Original work should come from your own thinking about the topic at hand. Limit "copy and paste" and be sure to include the direct source when you do so. All references used but not directly cited should be in your bibliography.

Copy and paste => Cite-Contextualize! Paraphrase your sources. If you include a quote, then repeat it in your own words. This shows that there was thought put into it on your part.

In team work, all members are responsible for the entire work. It is your responsibility to review the final work with all your colleagues. If you submit the work by email, copy your colleagues.

Inter-team collaboration: In some courses, collaboration between different teams may be allowed or even encouraged. Remember that each assignment should be different. Discuss the concepts covered ("What did you talk about?") rather than the verbatim ("What did you write?"). **In all cases, check with your teacher and let him/her know! Also, keep a written record (e.g., email) of your exchanges with the professor on this subject.**

References and useful links

- University of Sherbrooke Academic Regulations, June 6, 2019 revision.
<https://www.usherbrooke.ca/registraire/droits-et-responsabilites/reglement-des-etudes/>
- Student Bill of Rights and Responsibilities. December 2001. https://www.usherbrooke.ca/a-propos/fileadmin/sites/a-propos/documents/direction/documents_officiels/declaration.pdf
- [Plagiarism awareness and quiz](#)
- UdeS training support service: <https://www.usherbrooke.ca/ssf/>
- Student Ombudsman: <https://www.usherbrooke.ca/ombudsman/>
 - 819 821-7706 1 800 267-8337, ext. 67706
 - ombudsman@usherbrooke.ca