



For students

Best Practices Guide



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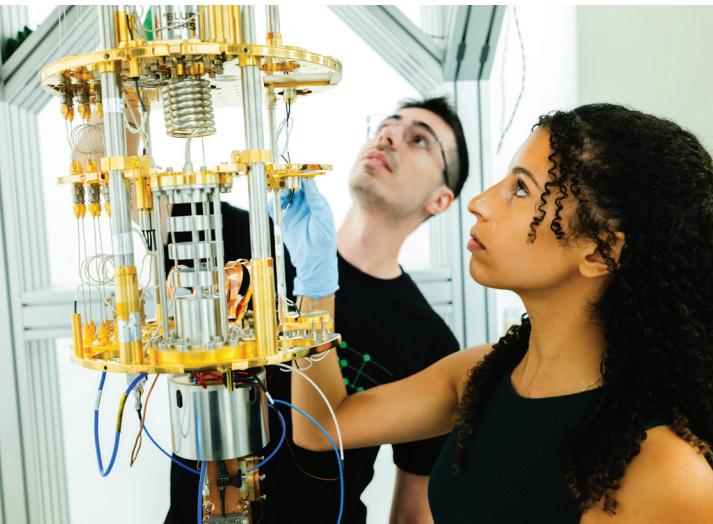


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If You Are a Student

Are you a student enrolled in graduate research studies? If so, this document was designed for you! It contains useful information related to graduate research studies as well as essential resources that will guide and support you throughout your educational journey.



Participate Actively in Your Studies

Planning your graduate research studies effectively will help you succeed and get the most out of your training.



Plan the main steps of your studies right from the start. Taking into account your previous studies, the structure of your program, and your career plan while making use of your research advisor's support, develop your plan de formation (training plan). This will allow you to look at your graduate studies journey from a broader perspective. Consult your program to obtain the official document from the faculty.

- Take control of your studies by reading your program's information sheet, your study guide, and any relevant **faculty documentation**.
- Attend all mandatory educational activities in your program as well as **every training activity required**, upon agreement with your research advisor.

Make sure you know and comply to institutional policies and regulations related to graduate studies, including the following resources:

Règlement des études (study regulations)
Directive relative à l'encadrement aux études supérieures en recherche (directive on graduate research supervision)
Policy on Research Integrity and Conflicts of Interest
Politique sur la gestion des données de recherche (policy on research data management)
Directive relative au dépôt des productions de fin d'études (directive on the submission of final proposal)
Politique sur la protection de la propriété intellectuelle à l'Université de Sherbrooke (policy on the protection of intellectual property at the Université de Sherbrooke)

Explore the many resources provided by the UdeS and designed to help you learn and succeed.

Méthodes d'étude efficace (effective study methods)
Méthodes d'étude efficace – niveau avancé (effective study methods – advanced)
Soutien à l'apprentissage (ateliers et consultation individuelle) (learning support – workshops and individual consultations)
Services des bibliothèques et archives (library and archive services)
Personnes étudiantes en situation de handicap (services for students with a disability)

Develop a financing strategy. With the help of your research advisor, explore possible sources of funding, such as scholarships, research assistantships, and other student employment opportunities.

[Scholarships Programs](#)

[Support for Scholarships Applications](#)

[Emplois étudiants \(student jobs\)](#)

[Emplois étudiants internationaux \(international student jobs\)](#)

- Where applicable, archive your research data on your training site in a structured and secure way, so that the relevant bodies can easily understand and access it, even after you graduate.

Commit to the Supervision Relationship

Collaboration is at the very core of success in graduate research studies. As a student, you are the main player in your own progression and success. However, your research advisor is there to support and guide you every step of the way.



Together with your research advisor, sign the [accord de collaboration \(collaboration agreement\)](#) on your first semester to officialize the basic supervision arrangements. This document is designed to help you and your research advisor discuss the main aspects of your supervision relationship, to set out certain conditions, and to clarify mutual expectations. In short, it will help you build your relationship on a clear and solid foundation. Consult your program to obtain the official document from the faculty.

- Schedule regular meetings with your advisor. This will help you keep track of the progression of your research project, the results you achieved, the difficulties you encountered, and the next steps you should take.



- Maintain open, regular, and respectful communications with your advisor in order to prevent misunderstandings and issues that could hinder your academic progress: promptly respond to their questions or comments and give them a reasonable amount of time to sign documents or give you feedback or a letter of recommendation.

[Savoir-être à l'UdeS \(using your soft skills at the UdeS\)](#)

- Promptly inform your research advisor of **any circumstances that could significantly affect your academic progress** or lead to a discontinuation of your studies.

Seek support from your research advisor for all the scientific content in your project. **Turn to your mentoring committee** for help with your personal situation, your studies, or your career aspirations.

Form Your Mentoring Committee

A mentoring committee  is set up for every person enrolled in a research education program. The mentoring committee guides and accompanies you throughout your studies, while providing you with personalized support.



Meet at least once a year with the members of your mentoring committee  to discuss your progress in your educational program, your personal situation, your training plan, your professional development needs, and your career prospects. You may schedule additional meetings, as needed. There are tools  at your disposal to help you prepare your meetings.



Plan Your Thesis

Drafting your thesis is a crucial step toward completing your research project. With the help of your research advisor, develop a detailed work plan that includes specific objectives and realistic deadlines for each key step you will take in writing your thesis.

- Make sure you have access to a calm working environment that allows you to concentrate. Dedicate specific periods of your time to writing, taking your personal and professional commitments into account.
- Make sure you know and apply the **standards for the presentation of written assignments** prescribed by your faculty or program when drafting your thesis.

Explore the resources provided by the UdeS on this topic:

Soutien à la rédaction (en présence ou à distance) (in-person or remote writing support) 

Monthly writing days 

Services des bibliothèques et archives (library and archive services) 

Centre de langues (language centre) 

Think About Your Professional Competencies Development

Having a discussion with your research advisor and mentoring committee about your career aspirations allows for the joint development of your career plan, making it easier to identify your needs in terms of soft skill competencies development.

- Make sure you are familiar with the resources at your disposal and use them strategically to hone your skills and facilitate your integration into the job market.
- Attend research activities and scientific events such as conferences and scientific outreach and knowledge mobilization activities to develop your research skills, share your project results, and build your professional network.

Make your education journey easier by enrolling in the Microprogramme de 2^e cycle d'enrichissement des compétences en recherche (graduate enrichment microprogram in research skills) , offered through the Centre compétences recherche+ . This microprogram is designed to facilitate the transition to graduate research studies through the development of your scientific, professional, and personal skills, and to prepare you for the transition to the job market.



UdS Centre compétences recherche plus



Are you both a parent and a student?

Check out our [Bottin des ressources \(resource directory\)](#).

Avoid Isolation

Are you experiencing anxiety or distress regarding your studies or your future career? Are you struggling to identify a professional project that matches your personality and aspirations? Do you feel unmotivated about your studies?

The UdeS services d'orientation (guidance counseling services) provide personalized guidance and support to help you make informed choices about your career and academic path.

- Learn about the resources available to help you. The UdeS offers a wide range of personal assistance resources to support your personal and professional development: [Santé et aide à la personne – Étudiants – Université de Sherbrooke \(health and personal assistance for UdeS students\)](#).

Feel free to use these services whenever you need it.

- The UdeS also provides students enrolled in master's and doctoral programs with a variety of guidance and learning support resources. Explore them here: [Soutien aux 2^e et 3^e cycles – Étudiants – Université de Sherbrooke \(support for graduate UdeS students\)](#).

Enhance your UdeS experience by getting involved in university life.

[Associations et regroupements étudiants \(student groups and associations\)](#)

[Engagement étudiant \(student involvement\)](#)

[Vie étudiante \(student life\)](#)

[Ateliers et activités de groupe – Étudiants – Université de Sherbrooke \(workshops and group activities for UdeS students\)](#)

ARE YOU A RESEARCH ADVISOR?

Read the *Guide des bonnes pratiques pour la direction de recherche* (best practices guide for research advisors).