**TRAINING PLAN**

**Version (2022-11)**

This training plan is a working tool that defines, among other things, the respective roles and responsibilities of the student, the research supervisor, and all those involved in the master's and doctoral program. It is intended to facilitate the initiation and progress of the program of study. The Training Plan is an official academic activity as defined in article 4.3.4 of the Université de Sherbrooke's Academic Regulations. This document remains confidential and must be filed in the student's file no later than the end of the first session of registration. However, it is desirable that its content be established as soon as possible, and the Departmental Graduate Studies Committee (DGSC) recommends that a first draft be discussed by the parties during the first month following the student's arrival at the Université de Sherbrooke.

The Training Plan submitted at the end of the first session remains a living document for the duration of the training. It must be discussed periodically by the student and his or her supervisor. This document must be updated at each meeting of the follow-up committee.

The Training Plan must be modified if major changes occur during the course of the program. For example, modifications would be required in the event of a change in the direction of the research project, the involvement of different people in the supervision or the establishment of a new co-supervision (interfaculty), or a change in the financial support received by the student.

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**Useful links**

**Study regulations**

Rights and responsibilities of students at UdeS (Registrar's Office)

<https://www.usherbrooke.ca/registraire/droits-et-responsabilites/reglement-des-etudes/>

Supplementary Regulations to the Regulations of Studies (Faculty of Science)

[Informations académiques et règlements facultaires - Faculté des sciences - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/sciences/etudiants-actuels/informations-academiques-et-reglements-facultaires/)

[Information on Plagiarism](https://www-usherbrooke-ca.translate.goog/ssf/enseignement/evaluation-des-apprentissages/passeurs-integrite/ressources/antiplagiat?_x_tr_sl=auto&_x_tr_tl=en&_x_tr_hl=en&_x_tr_pto=wapp)

See also Appendix D of this document.

**Partnerships**

[Thesis co-supervision](https://www-usherbrooke-ca.translate.goog/international/fr/partenariats/cotutelles-de-these?_x_tr_sl=auto&_x_tr_tl=en&_x_tr_hl=en&_x_tr_pto=wapp)

Standard agreements and forms

[Boîte à outils - Service d'appui à la recherche, à l'innovation et à la création - Université de Sherbrooke (usherbrooke.ca)](https://www-usherbrooke-ca.translate.goog/saric/outils?_x_tr_sl=auto&_x_tr_tl=en&_x_tr_hl=en&_x_tr_pto=wapp)

**Educational activities**

Description of Graduate Teaching Activities (Department of Chemistry)

[Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)

Graduate Microprogram in Scientific Interaction

<https://www.usherbrooke.ca/admission/programme/45C/microprogramme-de-2e-cycle-en-interactions-scientifiques/>

List of useful documents throughout your graduate studies

[Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)

**Activities outside of Canada**

[Procedure of the Université de Sherbrooke concerning security during outgoing student mobility](https://www-usherbrooke-ca.translate.goog/international/fr/nous-joindre/securitealetranger/securite-mobilite-sortante?_x_tr_sl=auto&_x_tr_tl=en&_x_tr_hl=en&_x_tr_pto=wapp)

1. **Identification** 
   1. **Student and Management Team**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First and last name** | |  | | Personnel number |  |
| Quarter of first registration | |  | | Year |  |
| Master's degree  D. | | | | | |
| **Previous studies** | | | | | |
| **Grade obtained** | **Study program** | | **Institution** | | **Year of graduation** |
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|  |  | |  | |  |
| Indicate any special or additional conditions that appear on your admission letter | | | | | |
|  | | | | | |
| **Director:**  (Normally: regular professor of the Faculty of Science)  **Co-Director(s):**  (If applicable)  Status:  Professor in the department of chemistry  Professor from another department at UdeS (specify)  (A co-leadership agreement must be attached as soon as possible)  External contributor:  Organization, company, university (specify)**:** | | | | | |
| **Industrial Partner**: Complete Appendix B if an industrial partner is involved in the research project. | | | | | |

**In the case of a direct transition to a doctorate,** indicate if there are any changes in the composition of the supervisory team compared to the Master's degree.

Yes  No

If yes, detail the changes**:**

* 1. **Composition of the Monitoring Committee**

Members of the Monitoring Committee at the Mastery

1. Expert Chair, Professor in the Department

2. Student

3. Director, professor in the department,

4. Student's co-supervisor(s) (if applicable)

Composition adopted in faculty assembly**:**

Changes: Names and approval by the faculty assembly

Members of the PhD Monitoring Committee

1. Non-expert chairperson, professor in the department

2. Student

3. Director, professor in the department,

4. Expert in the field, professor in the department\*.

5. Student's co-supervisor(s) (if applicable)

Composition adopted in faculty assembly**:**

Changes: Names and approval by the faculty assembly

The expert member may be a professor from another department or faculty at UdeS**.** The request for appointment of an expert member from outside the department must be justified in writing to the ESDC.

# **Training objectives**

## **Personal and professional training objectives**

In a short continuous text, write about why you want to pursue a master's or doctoral degree. For example, state your educational goals in relation to your career plans. - 5 to 15 lines.

**5 to 15 lines**

* 1. **Research topic**

Present the general context of the project, the main objectives and an outline of the anticipated methodology to address the "research question" to be addressed. Check with your supervisor to ensure that the release of this text respects possible confidentiality agreements (Appendix B). - 10 to 20 lines**.**

**10 to 20 lines**

* 1. **Expected research outputs**

Identify the productions that you and your supervisor plan to produce as part of your program of study: periodical reports, articles, conferences, posters, public presentations, etc. It is recommended that the student and supervisor plan a number of dissemination activities for the work they wish to do together, beginning in the first term of registration. This planning should be updated regularly.

**Click or tap here to enter text.**

* 1. **Course to follow** 
     1. **Master's degree courses and doctoral support courses (if applicable)**

Identify courses to take that are relevant to the master's project.

Identify the adjunct courses recommended by the PhD monitoring committee and justify **Click or tap here to enter text.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session (A, H, E and year)** | **Course name** | **Course title** | **Name of the teacher in charge** | **Number of credits** | **MSc**  **or**  **PhD** |
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For all requests for courses outside of the program and/or institution, fill out the form "Formulaire\_Demande\_cour\_hors\_programmation" available on the intranet and send it to the academic coordinator.

* + 1. **Microprogram at the University Research Training Enrichment Center (CUEFR)**

<https://www.usherbrooke.ca/cuefr/fr/programme-detudes/microprogramme-de-3e-cycle-denrichissement-des-competences-en-recherche/>

Identify if any CUEFR courses are scheduled at the course:  Yes  No

**Click or tap here to enter text.**

* + 1. **Microprogram in Scientific Interactions**

SCC770, SCC771, SCC772, SCC772, SCC773, SCC782

<https://www.usherbrooke.ca/admission/programme/45C/microprogramme-de-2e-cycle-en-interactions-scientifiques/>

# **Financing**

Students are encouraged to apply directly for funding from granting agencies, foundations, or corporations that have a graduate studies support program. Supervisors are encouraged to provide letters of support to their students who are undertaking this process, as required. The supervisor may also, depending on the availability of his/her own research budgets, provide an award or supplement to a master's student, or support the student's participation in conferences, conventions or other research-related events. Before making any such financial commitment, it is important that the supervisor be informed of all sources of funding directly available to the student. In this context, the student must provide his or her supervisor with all the information requested in section 4.1.

* 1. **Funding - Scholarships**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of award\* (if applicable)** | **Name of the organization and name of the award** | **Amount/ period** | **Funding period**  (From dd/mm/yyyy to dd/mm/yyyy) | **Comments and/or special conditions** |
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\* Type of award:

(a) Award from a Canadian granting agency [e.g. NSERC, FRQNT, etc.].

(b) Departmental grant

(c) Fellowship in a Canadian public or para-public organization [e.g. Hydro-Québec].

(d) Scholarship from a foundation, a company, a private company, etc.

(e) Foreign Country Exchange [identify country].

(f) Other

* 1. **Funding - Research Director**

Any solicitation of funding from the supervisor requires the prior declaration of all funding held directly by the student in Section 4.1. Inaccurate reporting could invalidate any financial commitment from the supervisor. Identify the situation that applies to you and specify the details of the agreement with your supervisor, if applicable.

**NO FUNDING PROVIDED BY THE SUPERVISOR:**

The student assumes full responsibility for financing his or her studies through his or her own means.

**FUNDING AWARDED BY THE SUPERVISOR:**

Funding through the supervisor is always contingent upon satisfactory progress in the work outlined in the *Training Plan*. Such funding is also subject to the availability of funds, depending on the funding obtained by the supervisor through his/her own efforts. After the first agreement, the student and the supervisor agree to discuss the funding conditions at the following stages:

Once a year

At the beginning of each session

Other: (specify) **Click or tap here to enter text.**

**Specify the relevant details of your funding agreement in the table below**

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| --- | --- | --- | --- | --- |
| **Source** | **Type\*\* of financing** | **Gross amount for the student** | **Funding Period** (From dd/mm/yyyy to dd/mm/yyyy) | **Comments and/or special conditions** |
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\* Funding Source:

(a) Research grant held by the supervisor

(b) Research contract held by the supervisor

Type of financing

1. Salary
2. Exchange
   1. **Funding - Auxiliary Teaching Expenses**

Teaching assistantship opportunities may be announced each semester by your department. The supervisor authorizes the student to apply for a teaching assistantship :

Yes

This load can reach a maximum of **text** hours of work per session.

No

Specify any additional conditions agreed upon with the supervisor:

**Click or tap here to enter text.**

When you update this *Training Plan,* indicate in the following table the teaching loads you have completed and specify the duties you have performed

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Session (A, H, E and year)** | **Course name** | **Course title** | **Name of the teacher in charge** | **Number of hours/session** | | |
| **Classroom assistance** | **Correction** | **Monitoring** |
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* 1. **Exemption from the tuition fee increase for non-Quebec students**

All non-Quebec students (except French and Belgian students) are subject to the payment of tuition fees that are higher than the fees that apply to Quebec students. To qualify for the exemption from the higher fees, non-Quebec students must demonstrate each term that they have applied for payment of the higher fees:

1. To their country or province
2. With the International Relations Agency of the Université de Sherbrooke

The procedures for obtaining the exemption are explained to the student upon arrival in the department. When updating the *Training Plan*, please indicate in the following table the source of the tuition waivers you have been granted.

|  |  |  |
| --- | --- | --- |
| **Session** | **Date (Y, H or E and year)** | **Source of tuition increase exemptions** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |

**THE SUPERVISOR PROVIDES SUPPORT FOR THE PAYMENT OF INCREASED TUITION FEES**

Yes  No

If yes, please describe in detail how this contribution will be made throughout the study program.

**Click or tap here to enter text.**

1. **Framing**

The supervisor must agree with the student on the supervision arrangements that will be followed in the master's course. These arrangements must take into account, where applicable, any disability formally declared under the Directive on the Integration of Students with Disabilities

[00-Gabarit-Politique (usherbrooke.ca)](https://www.usherbrooke.ca/a-propos/fileadmin/sites/a-propos/documents/direction/directives/2600-054.pdf)

The table below defines the roles and responsibilities of each party. You must review and complete the following table in the spaces provided. Additional clauses may be added in an appendix to this *Training Plan*.

|  |  |  |
| --- | --- | --- |
|  | **Roles and responsibilities of the supervisor** | **Roles and responsibilities of the student** |
| **1** | Through this *Training Plan* established with the student, a training path and an agreement describing the conditions of supervision that will prevail.  Upon acceptance of the *Training Plan*, he or she signs it. | The student formally declares his or her disability status, if applicable, as outlined in the University's policy.  Follows the steps and timelines in this *Training Plan* and makes every effort to ensure the successful completion of the research project.  Is responsible for planning the activities required in this Training Plan in a timely manner, reasonably in advance of the deadline. |
| **2** | Informs the student, at the outset of the master's program, of the style of supervision he or she advocates and establishes a frequency for meetings.  Informs the student of his or her availability outside of these meetings | Becomes aware of the supervisor's supervisory style.  Undertakes to attend individual or team meetings called by his/her supervisor.  Commits to be present at the scheduled work site during the hours of work agreed upon with his/her supervisor. |
| **Student's usual place of work : Click or tap here to enter text.**  **Expected frequency of meetings:** The student and the supervisor agree to meet normally:  During school:  times/week times/month times/enrollment quarter  While writing:  times/week time/month times/quarter | |
| **3** | Informs the student of extended absences and agrees with the student on alternative supervision mechanisms.  Presents attendance and vacation expectations. | Seeks permission from his/her supervisor if he/she is to be absent for an extended period of time. |
| Expected number of hours per week : **Click or tap here to enter text.**  Presence on campus :**Click or tap here to enter text.**  Vacances : **Click or tap here to enter text.**  Other work flow related procedures:**Click or tap here to enter text.** | |
| **4** | Is committed to providing the student with a safe environment. This includes providing the student with the procedures to be followed and the required personal protective equipment. He/she invites the student to contribute to making the work environment increasingly safe.  Identifies the health and safety training needed for his or her research.  Informs the appropriate authorities of any situation that may endanger the student. | Follows all specified work procedures and wears required personal protective equipment.  Immediately informs his/her supervisor or responsible laboratory personnel of any unsafe situation or inappropriate behavior of another person. In an emergency, informs any other person who may be able to remedy the situation.  Undertakes to attend any training offered by the SSMTE that is necessary for the completion of its work  Commits to reviewing the Newcomer Checklist, available on the Chemistry Department intranet.  Failure to comply with these obligations may result in disciplinary action leading to expulsion from the program of study |
| Specify here the health and safety training required, as well as their dates, if known:  (*for information, the training courses offered by the Buildings Department are available at the following address: http://www.usherbrooke.ca/immeubles/sante-et-securite/formations-et-inscription/?logintype=login)*   * **Click or tap here to enter text.** * **Click or tap here to enter text.** | |
| **5** | Identifies the material and human resources required by the student to carry out his or her research project, and ensures their availability  If necessary, identifies alternative resources when a resource is not available or not functional for the execution of the mastery project.  Identifies, if necessary, common or shared tasks that need to be done | Meets with individuals identified by the supervisor to establish a mode of operation compatible with the overall operations of the laboratories or other research infrastructure  Participates in the management and execution of any task necessary for the operation of common activities.  Does not impose tasks on other members of the research team or anyone else involved in the training, either intentionally or maliciously, or through negligence or procrastination. |
| Name and position of persons with whom the student is expected to work (e.g., technicians, other graduate students, research professionals, secretarial staff, other members of the research group):  **Click or tap here to enter text.** | |
| Material resources allocated to the student to carry out his/her project: (for example: office, research laboratory, computer laboratory, personal computer or other computer equipment, etc.). ). If necessary, indicate the duration of access to these resources.  **Click or tap here to enter text.** | |
| Common tasks (identify type and frequency) : **Click or tap here to enter text.**  Supervision of interns (identify type and frequency) : **Click or tap here to enter text.** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **6** | Provides feedback on student work, returns corrections of work in a timely manner, and forwards results to faculty by required dates.  Supports the student in the administrative procedures necessary for the successful completion of the project. | Diligently provides his/her supervisor with the information and documents necessary to follow up on his/her project.  If necessary, requests additional time from his/her supervisor to complete a task.  Informs his or her supervisor of his or her inability to complete a task planned for the completion of his or her research project.  Completes the administrative requirements necessary for the successful completion of the project within the prescribed time frame. | |
| **7** | Informs the student of the need to maintain the confidentiality of the research, particularly with respect to patents, commercial impact, or the possibility of industrial partnerships.  Informs the student of any confidentiality or non-disclosure agreements to be signed in relation to the research project. | Commits to maintaining the confidentiality of the project as required by the supervisor.  Undertakes, in the case of a confidential project or a project subject to a non-disclosure agreement, to sign the required agreements and to respect the constraints imposed on the dissemination of information relating to his/her research project. | |
| **8** | Commits to providing the student with any useful resources for archiving, storing, sharing and tracking research activities  Undertakes to inform the student of any data, products, samples or results that need to be retained during or beyond the course of the research project | Commits to maintaining all data archiving, storage, sharing, and tracking resources  Undertakes to unambiguously and clearly identify and classify any product, virtual or material, of the research activities  Commits to properly filing, storing, and archiving all data, products, and results, whether virtual or physical, before leaving the University  Agrees not to remove any resources, products, samples, or materials from the University without the explicit approval of the supervisor  Undertakes to destroy in a safe manner any sample, product, result or data that will no longer be used at the request of the supervisor. | |
| **9** | Acknowledges the student's contribution in any dissemination of the results of their collaborative work  Clarifies at the outset of the training program the rules used for recognition of research contributions | Acknowledges the contribution of the supervisor and, if applicable, of any other person who has made a significant contribution to the realization of his/her project, when disseminating the results of his/her work  Commits to being the author of all individual work and all contributions to team work.  Commits to attributing and citing any borrowed content according to expected methodological practices.  Signs and attaches to this Training Plan the Plagiarism Integrity Statement provided in the Appendix. | |
| Rules in force in the research field for the recognition of individual contributions  *Describe the role of each*  Research Articles:  First author :**Click or tap here to enter text.**  Starred author :**Click or tap here to enter text.**  Other authors : **Click or tap here to enter text.**  Remerciements : **Click or tap here to enter text.**  Oral presentations (conferences, symposia) :  First author :**Click or tap here to enter text.**  Starred author :**Click or tap here to enter text.**  Other authors : **Click or tap here to enter text.**  Remerciements : **Click or tap here to enter text.**  Autres contributions :**Click or tap here to enter text.**  The student is strictly forbidden to submit a publication, regardless of its status, or to change the list or order of authors without the prior authorization of his/her supervisor. | | |
| **10** | Notifies the student, as soon as possible, of any changes in funding that may affect commitments made to the student.  Decreases or cancels funding for the student only in cases of compelling need, such as non-renewal of grants. In such cases, the supervisor agrees not to fund new students until the situation is restored.  Agrees on the financial arrangements that will be followed during the thesis manuscript writing period. | | Obtains permission from the supervisor before accepting additional work such as an internship, course assistantship or load, research assistantship, or full or part-time employment, either inside or outside the University, if enrolled full-time at the University.  Files its application for the International Student Enhanced Fee Waiver, if applicable, as soon as possible each term. |
| During the period of writing the thesis manuscript   * Funding of $ for a period of months is provided * The student may write off-campus at the University during this period:  Yes  No. Specify as needed. | | |
| **11** | Informs the student as soon as possible of any serious deficiency or failure in the conduct of the project. Critical situations or inappropriate behaviour could lead to serious consequences, up to and including expulsion from the program, according to the terms and procedures set out in the University's regulations.  Evaluates the student's progress periodically and communicates this evaluation to the student.  In the event of dissatisfaction, issue an initial written warning to the student and to the DGSC and, if deemed necessary, to the Associate Dean for Research and Graduate Studies. This warning must be accompanied by a plan outlining corrective measures and a timeline, which must be signed by all parties. It is strongly recommended that the supervisory committee be convened at this time.  If, after a session, the supervisor's dissatisfaction persists despite the negotiated means, he or she will inform the DGSC, which will in turn seek a solution or take a position, which it will recommend to the Associate Dean for Research and Graduate Studies. | | Commits to following any corrective action plan upon warning.  Files its application for the International Student Enhanced Fee Waiver, if applicable, as soon as possible each term.  Undertakes to contact the Chair of the Supervisory Committee in the event of dissatisfaction with the supervision provided by the supervisor. The Chair of the Supervisory Committee may, depending on his/her assessment of the situation, alert all or some of the other members of the Supervisory Committee, or the DGSC, in order to find a solution. |
| **12** | The director shall inform the student of the policies, regulations, and guidelines of the University and the Faculty | | Is aware of the policies, regulations, and guidelines of the University and the Faculty |
| The student confirms by initialling that he/she has read the following official documents:  Study regulations : **Click or tap here to enter text.**  Complementary regulations concerning the Master's and Doctoral studies in research in the Faculty of Science: **Click or tap here to enter text.**  Student Bill of Rights and Responsibilities :**Click or tap here to enter text.**  Intellectual Property Protection Policy:**Click or tap here to enter text.**  Research Integrity and Conflict of Interest Policy :**Click or tap here to enter text.**  Procedure regarding safety during international student mobility:**Click or tap here to enter text.**  Document informatif concernant le plagiat:**Click or tap here to enter text.**  Document on the progress of the master's degree:**Click or tap here to enter text.**  Document on the progress of the doctorate:**Click or tap here to enter text.**  Other (if applicable): | | |
| The research director (or the health and safety superuser in the group) has completed the Laboratory Newcomer form ([link](https://www.usherbrooke.ca/chimie/fileadmin/sites/chimie/documents/Sante___Securite/checklist_newcomer.pdf)) with the student, and the completed form has been provided to the research director. | | |
| Additional clauses:  Any additional clauses agreed upon by the student and the supervisor must be included in an Appendix to this Training Plan.  An Appendix is provided:  YES  NO | | |

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1. **Training course and report of the monitoring committee - Research Master's degree -** 
   1. **1st mandatory meeting - before the end of the 1st session**

Training target(s): Establish the schedule of educational activities for the master's degree, define the required training activities (courses, laboratory techniques, safety, etc.) and the framework for conducting the master's degree.

Definition of the research project: the student specifies his or her vision of the originality of the project, the incorporation of his or her project into the supervisor's research program, the challenges he or she expects to face, the expected benefits, the publication strategy.

Content: Use of the training plan and its timetable to define with the principal the conditions under which the work and activities required to obtain the diploma will take place. Confirmation of the agreed-upon schedule in a meeting with the follow-up committee.

Discussion:

Oral presentation followed by a discussion period with the monitoring committee. The candidate presents the context of the research project, the main research question, the objectives, the hypotheses and the methodology. The candidate presents the originality of the work and how it is integrated into the research group research program. **During this meeting, the supervisor should ideally not intervene.** If this point is respected, the measure of the master's student's understanding of his or her project and his or her degree of ownership of the project become clear, and it becomes much easier to guide subsequent scientific discussions with the student so that the project is clearly defined.

The committee also validates that the student has completed the EDI training form and returned it to the committee chair. The "*Equity, Diversity and Inclusion (EDI) Awareness and Training*" form is available on the Chemistry Department intranet.

[Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)

Date of the meeting : **Click or tap here to enter text.**

Feedback:

* The training plan was discussed and approved in committee:

Yes  No  to be completed

**Click or tap here to enter text.**

* Ownership of the research topic:

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Mastery of the literature and concepts related to research:

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Identification of research challenges (and proposed alternatives):

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Clear definition of expected impact and publication strategy:

meets expectations,  needs improvement,  insufficient

**Click or tap here to enter text.**

* Definition of the schedule (preliminary):

meets expectations,  needs improvement,  insufficient

**Click or tap here to enter text.**

* The EDI form has been completed and returned: Yes  No
* The newcomer laboratory checklist has been completed and returned : Yes  No
* The candidate followed the mandatory Safety Training : Yes  No
* The committee discussed with the candidate in absence of the supervisor (or supervisors) : Yes  No

**Click or tap here to enter text.**

* The committee discussed with the supervisor (or supervisors) in absence of the candidate  Yes  No

**Click or tap here to enter text.**

* 1. **2nd mandatory meeting - before the end of the 2nd session**

Training Target(s): Present the status of the project since the last committee meeting. Establish a timeline for project completion.

Content: Writing of a short report presenting the objectives of the project as well as the main results obtained since the last committee meeting on one page and, on a second page, the work to be done to bring the project to its conclusion. Discussion with the committee on the progress of the research and the objectives to be achieved by the next meeting. Consider the possibility of going directly to the doctorate.

Date of the meeting **Click or tap here to enter text.**

Feedback:

* Clearly defined timelines for completion of the research:

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Research progress (quantity and quality):

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Are there any concerns or issues at the student level?

Yes,  No (if yes, provide clear recommendations)

**Click or tap here to enter text.**

* Were the committee's recommendations to address the issues or concerns identified at previous meetings followed?

Yes,  No (if yes, provide clear recommendations)

**Click or tap here to enter text.**

* The committee discussed with the candidate in absence of the supervisor (or supervisors) : Yes  No

**Click or tap here to enter text.**

* The committee discussed with the supervisor (or supervisors) in absence of the candidate  Yes  No

**Click or tap here to enter text.**

Monitoring Committee Recommendations to the Student:

The committee considers the overall pathway to be satisfactory

The committee considers the pathway to be borderline satisfactory

The committee considers the pathway unsatisfactory

**Click or tap here to enter text.**

* The monitoring committee recommends the direct passage to the doctorate

Yes  No

The detailed description can be found in the "Master's Degree in Chemistry" document.

[Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)

**Important notes:**

* If the committee recommends direct passage to the doctorate, it must inform the DGSC, which will appoint a jury to evaluate the request for accelerated passage (made up of the MSc monitoring committee plus a third professor). The jury evaluating the request for direct passage must complete the evaluation report available on the intranet (see link above) and send it to the academic coordinator.
* If the accelerated passage is accepted, the training plan will have to be updated (supervision committee, financing section...) and discussed in the follow-up committee at the latest during the 2nd mandatory meeting of the PhD. The first meeting may be postponed.
* If expedited passage is accepted, the direct passage application does not substitute for the doctoral research project defense activity (2nd mandatory doctoral meeting).
  1. **3rd mandatory meeting - before the end of the 4th session**

Training Target(s): Present the status of the project since the last committee meeting. Establish a new project timeline for the coming year.

Content: Writing of a short report presenting the main results obtained since the last committee meeting on one page and, on a second page, the work to be done to bring the project to its conclusion. Discussion with the committee on the research progress and the objectives for the end of the master's degree. Consider the possibility of going directly to the doctorate. Tentative advice on writing a traditional dissertation or by inserting articles (see session 3.1.5).

Date of the meeting **Click or tap here to enter text.**

Feedback:

* Research progress (quantity and quality):

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Are there any concerns or issues at the student level?

Yes,  No (if yes, provide clear recommendations)

**Click or tap here to enter text.**

* Were the committee's recommendations to address the issues or concerns identified at previous meetings followed?

Yes,  No (if yes, provide clear recommendations)

**Click or tap here to enter text.**

* The committee discussed with the candidate in absence of the supervisor (or supervisors) : Yes  No

**Click or tap here to enter text.**

* The committee discussed with the supervisor (or supervisors) in absence of the candidate  Yes  No

**Click or tap here to enter text.**

Monitoring Committee Recommendations to the Student:

The committee considers the overall pathway to be satisfactory

The committee considers the pathway to be borderline satisfactory

The committee considers the pathway unsatisfactory

**Click or tap here to enter text.**

* The monitoring committee recommends the direct passage to the doctorate

Yes  No

The detailed description can be found in the "Master's Degree in Chemistry" document.

[Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)

**Important notes:**

* If the committee recommends direct passage to the doctorate, it must inform the DGSC, which will appoint a jury to evaluate the request for accelerated passage (made up of the MSc monitoring committee plus a third professor). The jury evaluating the request for direct passage must complete the evaluation report available on the intranet (see link above) and send it to the academic coordinator.
* If the accelerated passage is accepted, the training plan will have to be updated (supervision committee, financing section...) and discussed in the follow-up committee at the latest during the 2nd mandatory meeting of the PhD. The first meeting may be postponed.
* If expedited passage is accepted, the direct passage application does not substitute for the doctoral research project defense activity (2nd mandatory doctoral meeting).
* Provisional opinion on the writing of the brief

Classic  By article insertion (see section 5.5.)

The detailed description can be found in the "Master's Degree in Chemistry" document.

[Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)

**Important note:** After meeting 3, the committee must meet at least once every 6 months until the brief is submitted.

* 1. **Additional meetings (if needed)**

**Additional meeting 1**

Description : **Click or tap here to enter text.**

Date of the meeting : **Click or tap here to enter text.**

Result : **Click or tap here to enter text.**

**Additional meeting 2**

Description : **Click or tap here to enter text.**

Date of the meeting : **Click or tap here to enter text.**

Result : **Click or tap here to enter text.**

**Additional meeting 3**

Description : **Click or tap here to enter text.**

Date of the meeting : **Click or tap here to enter text.**

Result : **Click or tap here to enter text.**

* 1. **Request to write the brief by inserting articles**

Procedure for requesting authorization to file a brief by inserting articles

"Chemistry Master's Course of Study.

* [Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)
* The student will be required to provide a document to his/her monitoring committee detailing, for each paper, his/her explicit contribution to (i) the organization of the paper (argument, writing, etc.) as well as (ii) the experiences described in the paper.
* For each paper, the starred author (correspondent) will be required to certify to their committee that the student's contributions to the experiments and writing as described by the student in their paper.
* For each published article, the student will provide the committee with the DOI (hyperlink to the article)
* For each accepted but unpublished paper, the student will be required to provide their committee with the letter of acceptance of the paper from the publisher.
* For each paper submitted, the student will need to provide their committee with the submission confirmation with the submission number.
* The supervisory committee reviews all of the documentation provided by the student and decides whether or not to forward the application for an article to the departmental SSC. The Chair of the Mentoring Committee transfers the request and all documentation to the Departmental SSC.
* The departmental SSC informs the student and the student's supervisor of the decision made based on all the documents/information received.

Date of the meeting : **Click or tap here to enter text.**

Result: The supervisory committee recommends writing the thesis by inserting articles

Yes  No

1. **Training path and report of the monitoring committee - Doctorate -**
   1. **1st mandatory meeting - before the end of the 3rd month of registration**

Training Target(s): Establish the timeline for doctoral educational activities, define the required training activities (courses, lab techniques, safety, etc.) and the framework for conducting the doctorate, and discuss projects that may be targeted.

Content: Use of the training plan and its timetable to define with the principal the conditions under which the work and activities required to obtain the diploma will take place. Confirmation of the agreed-upon timeline in a meeting with the follow-up committee. Discussion of the steps to be taken to best prepare for the general examination.

The committee also validates that the student has completed the EDI training form and returned it to the committee chair. The "*Equity, Diversity and Inclusion (EDI) Awareness and Training*" form is available on the Chemistry Department intranet.

[Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)

Date of the meeting : **Click or tap here to enter text.**

Feedback:

* Discussion of the training plan with the committee:  Yes,  No,  TO BE COMPLETED,

**Click or tap here to enter text.**

* Discussion with the committee of expectations for RPD (6.2):  Yes,  No,

**Click or tap here to enter text.**

* EDI form completed and returned:  Yes,  No
* The newcomer laboratory checklist has been completed and returned : Yes  No
* The candidate followed the mandatory Safety Training : Yes  No
* The committee discussed with the candidate in absence of the supervisor (or supervisors) : Yes  No

**Click or tap here to enter text.**

* The committee discussed with the supervisor (or supervisors) in absence of the candidate  Yes  No

**Click or tap here to enter text.**

* 1. **2nd mandatory meeting - Definition of the research project - before the end of the 6th month of registration - Non-credit activity**

Training target(s): the student specifies his or her vision of the originality of the project, the incorporation of his or her project into the supervisor's research program, the challenges he or she expects to face, the expected benefits, the publication strategy.

Content: Oral presentation followed by a discussion period with the monitoring committee. The candidate presents the context of the research project, the main research question, the objectives, the hypotheses and the methodology. The candidate presents the originality of the work and how it is integrated into the research group research program. **During this meeting, the research director should ideally not intervene.** If this point is respected, the measure of the doctoral student's level of understanding for his or her project and his or her degree of ownership of the project become clear, and it becomes much easier to orient subsequent scientific discussions with the student so that the project is clearly defined.

Date of the meeting **Click or tap here to enter text.**

Feedback:

* Ownership of the research topic:

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Mastery of the literature and concepts related to research:

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Identification of research challenges (and proposed alternatives):

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Clear definition of expected impact and publication strategy:

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Timeline Definition:

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Discussion with committee of expectations for general review (6.3):  Yes,  No,

**Click or tap here to enter text.**

* The committee discussed with the candidate in absence of the supervisor (or supervisors) : Yes  No

**Click or tap here to enter text.**

* The committee discussed with the supervisor (or supervisors) in absence of the candidate  Yes  No

**Click or tap here to enter text.**

Recommendations of the supervisory committee to the student:

The committee considers the overall pathway to be satisfactory

The committee considers the pathway to be borderline satisfactory

The committee considers the pathway unsatisfactory

**Click or tap here to enter text.**

* 1. **3rd mandatory meeting and General Exam - before the end of the 3rd session**

Training Target(s): Present the status of the project since the last committee meeting. Establish a timeline for the project for the coming year. For the general review, see the detailed description in the "Doctor of Philosophy in Chemistry Course of Study" document.

[Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)

Content: The general examination consists of a written and an oral part. For more details, see the detailed description in the document "Course of the PhD in Chemistry".

[Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)

Following the general review, discussion with the committee on research progress and goals to be achieved by the next meeting.

Date of the meeting : **Click or tap here to enter text.**

Feedback:

* Research progress (quantity and quality):

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Are there any concerns or issues at the student level?

Yes,  No (if yes, provide clear recommendations)

**Click or tap here to enter text.**

* Were the committee's recommendations to address the issues or concerns identified at previous meetings followed?

Yes,  No (if yes, provide clear recommendations)

**Click or tap here to enter text.**

* Discussion with committee of expectations for Seminar 2 (6.4):  Yes,  No,

**Click or tap here to enter text.**

* The committee discussed with the candidate in absence of the supervisor (or supervisors) : Yes  No

**Click or tap here to enter text.**

* The committee discussed with the supervisor (or supervisors) in absence of the candidate  Yes  No

**Click or tap here to enter text.**

Recommendations of the supervisory committee to the student:

The committee considers the overall pathway to be satisfactory

The committee considers the pathway to be borderline satisfactory

The committee considers the pathway unsatisfactory

Click or tap here to enter text.

* 1. **4th mandatory meeting - Seminar II - before the end of the 6th session**

Training Target(s): Present the status of the project. Establish a new project timeline for the coming year.

Content: Presentation of research progress (see CHM 803 course outline for details). Discussion with the committee on the progress of the research and the objectives for the end of the thesis.

Date of the meeting : **Click or tap here to enter text.**

Feedback:

* Research progress (quantity and quality):

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Clearly defined timelines for completion of the research:

Meets expectations,  needs improvement,  Insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Are there any concerns or issues at the student level?

Yes,  No (if yes, provide clear recommendations)

**Click or tap here to enter text.**

* Were the committee's recommendations to address the issues or concerns identified at previous meetings followed?

Yes,  No (if yes, provide clear recommendations)

**Click or tap here to enter text.**

* Discussion with committee of expectations for Seminar 3 (6.4):  Yes,  No,

**Click or tap here to enter text.**

* The committee discussed with the candidate in absence of the supervisor (or supervisors) : Yes  No

**Click or tap here to enter text.**

* The committee discussed with the supervisor (or supervisors) in absence of the candidate  Yes  No

**Click or tap here to enter text.**

Recommendations of the supervisory committee to the student:

The committee considers the overall pathway to be satisfactory

The committee considers the pathway to be borderline satisfactory

The committee considers the pathway unsatisfactory

**Click or tap here to enter text.**

* 1. **5th mandatory meeting - before the end of the 8th session**

Content: Validation of the seminar topic III (research proposal) with the follow-up committee. For more details on the activity, please refer to the course outline (CHM804) and to the document "progress of the PhD in Chemistry" on the intranet.

Date of the meeting : **Click or tap here to enter text.**

Brief description of the research proposal: **Click or tap here to enter text.**

* Monitoring committee validates research proposal topic:  Yes,  No,
* Intellectual property issues discussed:  Yes,  No

* 1. **6th mandatory meeting - before the end of the 9th session**

Training Target(s): Present the status of the project since the last committee meeting. Establish a new project timeline for the coming year.

Content: Writing of a short report presenting the main results obtained since the last committee meeting on one page and, on a second page, the work to be done to bring the project to its conclusion. Discussion with the committee on the research progress and the objectives for the end of the thesis. Provisional opinion on writing a conventional thesis or by inserting articles (see session 3.2.7). *Note: it is strongly recommended that this meeting coincide with Seminar 3, however, these two activities are separate.*

Date of the meeting : **Click or tap here to enter text.**

Feedback:

* Review of learning with committee following seminar 3:  Yes,  No,

**Click or tap here to enter text.**

* Research progress (quantity and quality):

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Clearly defined timelines for completion of the research:

meets expectations,  needs improvement,  insufficient (provide clear recommendations)

**Click or tap here to enter text.**

* Are there any concerns or issues at the student level?

Yes,  No (if yes, provide clear recommendations)

**Click or tap here to enter text.**

* Were the committee's recommendations to address the issues or concerns identified at previous meetings followed?

Yes,  No (if yes, provide clear recommendations)

**Click or tap here to enter text.**

* The committee discussed with the candidate in absence of the supervisor (or supervisors) : Yes  No

**Click or tap here to enter text.**

* The committee discussed with the supervisor (or supervisors) in absence of the candidate  Yes  No

**Click or tap here to enter text.**

Recommendations of the supervisory committee to the student:

The committee considers the overall pathway to be satisfactory

The committee considers the pathway to be borderline satisfactory

The committee considers the pathway unsatisfactory

**Click or tap here to enter text.**

* Provisional opinion on the writing of the brief

Classic  By article insertion (see section 6.7.)

The detailed description can be found in the "Master's Degree in Chemistry" document.

[Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)

**Important note:** After meeting 5, the committee must meet at least once a year for the following years until the thesis is submitted.

* 1. **Additional meetings (if needed)**

**Additional meeting 1**

Description : Click or tap here to enter text.

Date of the meeting : Click or tap here to enter text.

Result : Click or tap here to enter text.

**Additional meeting 2**

Description : Click or tap here to enter text.

Date of the meeting : Click or tap here to enter text.

Result : Click or tap here to enter text.

**Additional meeting 3**

Description : Click or tap here to enter text.

Date of the meeting : Click or tap here to enter text.

Result : Click or tap here to enter text.

**Additional meeting 4**

Description : Click or tap here to enter text.

Date of the meeting : Click or tap here to enter text.

Result : Click or tap here to enter text.

**Additional meeting 5**

Description : Click or tap here to enter text.

Date of the meeting : Click or tap here to enter text.

Result : Click or tap here to enter text.

**Additional meeting 6**

Description : Click or tap here to enter text.

Date of the meeting : Click or tap here to enter text.

Result : Click or tap here to enter text.

* 1. **Request to write the thesis by inserting an article**

Procedure for requesting authorization to deposit a thesis by inserting articles

"Ph.D. Chemistry Course of Study.

* [Études supérieures - Département de chimie - Université de Sherbrooke (usherbrooke.ca)](https://www.usherbrooke.ca/chimie/etudiants-actuels/etudes-superieures)
* The student will be required to provide a document to his/her monitoring committee detailing, for each paper, his/her explicit contribution to (i) the organization of the paper (argument, writing, etc.) as well as (ii) the experiences described in the paper.
* For each paper, the starred author (correspondent) will be required to certify to their committee that the student's contributions to the experiments and writing as described by the student in their paper.
* For each published article, the student will provide the committee with the DOI (hyperlink to the article)
* For each accepted but unpublished paper, the student will be required to provide their committee with the letter of acceptance of the paper from the publisher.
* For each paper submitted, the student will need to provide their committee with the submission confirmation with the submission number.
* The supervisory committee reviews all of the documentation provided by the student and decides whether or not to forward the application for an article to the departmental SSC. The Chair of the Mentoring Committee transfers the request and all documentation to the Departmental SSC.
* The departmental SSC informs the student and the student's supervisor of the decision made based on all the documents/information received.

Date of the meeting : **Click or tap here to enter text.**

Result: The supervisory committee recommends writing the thesis by inserting articles

Yes  No

1. **Annexes**

Appendix A: Plagiarism Integrity Statement (required)

Appendix B: Company Hosting (if applicable)

Appendix C: Dissemination of the brief (optional)

Appendix D: What is plagiarism?

Attach any other required attachments, identifying them separately, in free format.

**Appendix A**



**Appendix B**

Hosting at the company (if applicable)

Person responsible for the supervision of the student in the company

Enter the text Enter the text

Name Title

Enter the text Enter the text

Email Phone

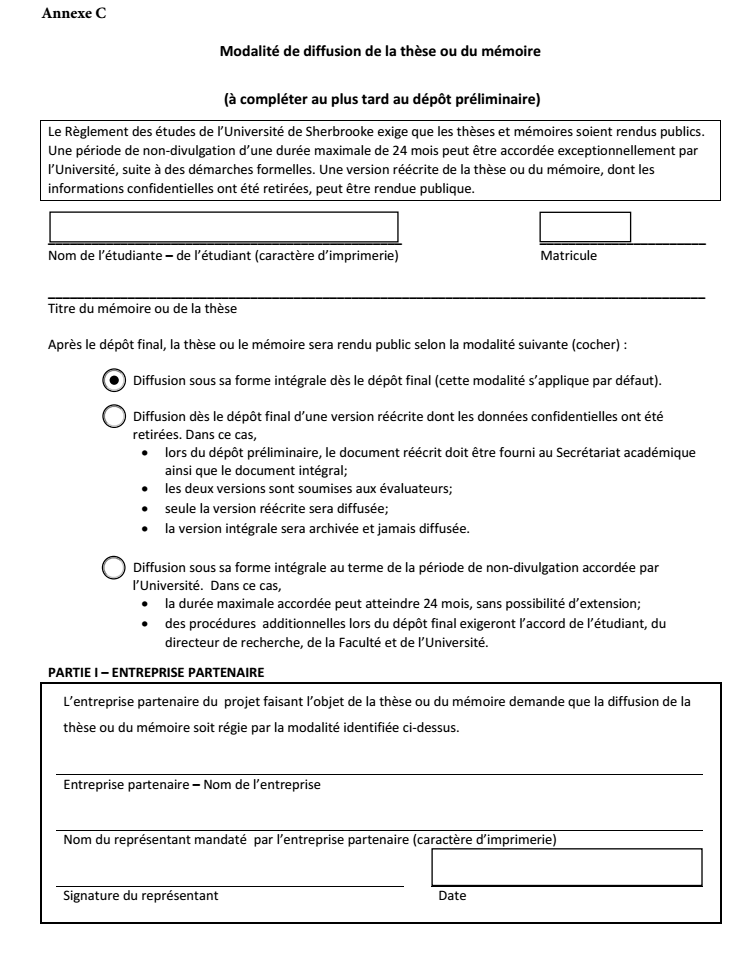
Person authorized to validate compliance with the company's privacy policies for any documents produced by the student:

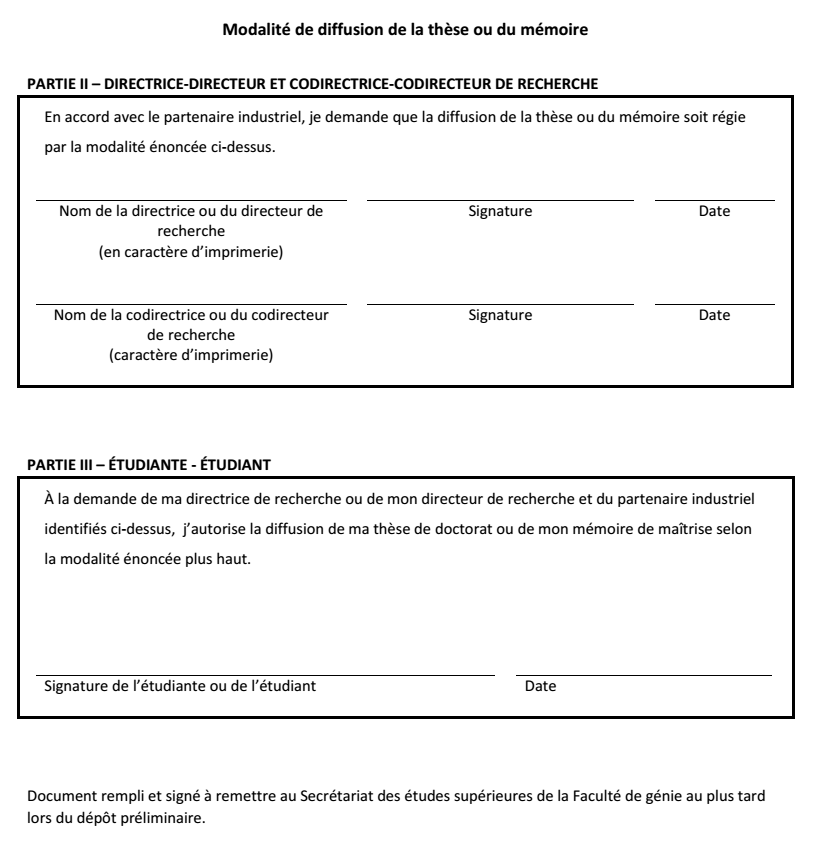
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Name Title

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Email Phone





**Appendix D**

**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, passages or ideas, taken from the work of another (which 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.

A link to a **plagiarism awareness "quiz"** is included below. It may help you distinguish some ambiguous cases.

**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 decision with reasons; 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 Ombudsperson** 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 included 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 professor 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](https://www-usherbrooke-ca.translate.goog/ssf/enseignement/evaluation-des-apprentissages/passeurs-integrite/ressources/antiplagiat?_x_tr_sl=auto&_x_tr_tl=en&_x_tr_hl=en&_x_tr_pto=wapp)
* UdeS training support service: https:[//www.usherbrooke.ca/ssf/](https://www.usherbrooke.ca/ssf/)
* Student Ombudsman: https:[//www.usherbrooke.ca/ombudsman/](https://www.usherbrooke.ca/ombudsman/)
  + 819 821-7706 1 800 267-8337, ext. 67706
  + [ombudsman@usherbrooke.ca](mailto:ombudsman@usherbrooke.ca)