

**POLICY 2500-005**

<b>TITLE:</b>	<b>Policy for hosting and supporting postdoctoral fellows</b>	
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## **PREAMBLE**

The University values the presence of postdoctoral fellows and strives to facilitate their integration into the University community by:

- defining their status, their relationship of support, their rights and their responsibilities;
- clearly setting out the role and responsibilities of the University, the faculties and the professors in welcoming and supporting them;
- contributing to their training; and
- encouraging their participation in university life.

A postdoctoral fellowship is defined as a limited period of training during which a person who has recently obtained a doctorate pursues, as part of a generally remunerated training period, an autonomous research project under the supervision of a professor who is a specialist in that particular area of research. Completing a research project in the context of the postdoctoral fellowship is normally considered to be a full-time occupation. The remuneration of the postdoctoral Fellow (hereafter the "Fellow") may be in the form of a scholarship/bursary (including a nominative scholarship or bursary originating directly from a granting agency) or a salary, depending on the form of support agreed with the aforementioned professor.

### **1. SCOPE OF APPLICATION**

This policy:

- applies to all persons who have obtained the status of Fellow according to Article 2 of this policy;
- is binding on all members of the university community.

### **2. STATUS OF THE POSTDOCTORAL FELLOW**

To obtain the status of Fellow, a person must meet the following conditions:

- be the holder, for less than five (5) years, of a Ph.D., a post-graduate doctorate or its equivalent, which includes all professional specialty diplomas in medicine; the period of eligibility may be extended to ten (10) years in the case where the person concerned has left the job market and ceased active research owing to major unforeseeable events (childbirth, raising children, etc.);
- provide confirmation that a professor at the Université de Sherbrooke is willing to assume responsibility for the Fellow and offer him or her a (normally) full-time fellowship to acquire more specialized or complementary research expertise;
- supply proof, jointly with the professor who agrees to assume the supervisory responsibility, that he or she has sufficient financial resources to cover the entire period of the fellowship, which is assumed to be the case when the conditions for financing and remuneration meet the requirements of Article 6 of this policy.

### **3. ADMISSION AND REGISTRATION**

Each Fellow must be admitted and enrolled at the University. To do so, he or she must complete the Postdoctoral Fellowship Admission and Registration Form (Appendix), as well as any other document which may be required according to the rules in force, and submit them to the management of the faculty which will forward it to the authorities concerned.

### **4. DURATION**

Ideally, each postdoctoral fellowship should last for two (2) years, renewable for an additional year upon assessment, for a maximum of three (3) years. In all cases, the minimum duration must be no less than six (6) months. In the case of a justified interruption (sickness or maternity leave, for example) the fellowship may be extended. In certain cases, a request for an extension not exceeding a total fellowship duration of five years may be addressed directly to the Vice-President in charge of research, indicating the grounds for the requested extension. Extension requests are exceptional.

## 5. SHARING OF RESPONSIBILITIES

### 5.1. The faculty

The faculty:

- ensures that the Fellow meets the qualification criteria described in Article 2 of this policy;
- proceeds with the admission of the Fellow in collaboration with the Office of the Registrar;
- proceeds with the enrolment of the Fellow each trimester, with the exception of the first enrolment, which is carried out by the Office of the Registrar;
- sends the copies of the admissions and enrolment forms for the Fellow to the Office of the Registrar and Financial Resources Services;
- informs the Office of the Registrar and Financial Resources Services of the end of a postdoctoral fellowship as soon as this news is known;
- keeps an updated list of postdoctoral fellows;
- ensures that the future Fellow is sent the institutional documents necessary for his or her welcome and information, including:
  - an offer of admission, accompanied by the form called for under Article 10.1, setting out the duration and conditions of the postdoctoral fellowship;
  - a list of the policies, rules and procedures governing the postdoctoral fellowship, including this policy;
  - information about the management of postdoctoral scholarships/bursaries and the conditions for remuneration, if applicable;
  - information about the training offerings available to the future Fellow;
  - an analytical grid in order to establish the type of support and method of remuneration applying to the Fellow.
- assists the international Fellow<sup>1</sup> (if applicable) in obtaining a certificate of qualification in order to be exempted from the taxes he or she might have to pay;
- maintains a document signed by the Fellow and the person responsible for the fellowship which broadly identifies their common expectations so that fellowship goals are met. This document may be part of the training plan within the training program offered to the Fellow;
- conserves copies of all periodic evaluations concerning the reaching of objectives by the Fellow. These documents may be part of the pedagogical activities within the training program.

### 5.2. The professor responsible for supervising a Fellow

The professor who agrees to supervise a Fellow is the person chiefly responsible for welcoming, integrating and supporting him or her. The professor agrees to:

- ensure, to the degree that resources are available, that the Fellow has access to the material resources needed for the smooth completion of research activities, including adequate working space and standard office equipment (telephone, photocopy machine, computer, email use, etc.);
- provide the international Fellow (if applicable) with a letter of invitation for his or her work permit;
- see to it that the Fellow has access to the financial resources needed to carry out the fellowship work in conditions favourable to its success;
- be assured that the Fellow completes, at the latest on his or her arrival, the admission and enrolment forms needed for the postdoctoral fellowship;
- complete, together with the Fellow and at the latest on his or her arrival, the analytical grid establishing the type of support and method of remuneration suitable to the working relationship between the Fellow and the individual supporting him or her;

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<sup>1</sup> In this context, "international" designates a person who is neither a Canadian citizen nor a permanent resident in the sense of the law on immigration in Canada (S.C. 25-26 El, II, ch. 52) and the regulations adopted under its authority, nor an Indian in the sense of the Indian Act (R.S.C., 1985, ch. I-5), and who is enrolled in a university institution.

- be assured that the Fellow is enrolled in pedagogical activities, in accordance with the established type of support;
- help the Fellow integrate into his or her research environment;
- establish with the Fellow the scientific exchanges needed to prepare his or her scientific career in research, whether that career is in a university or non-university environment;
- help familiarize the Fellow with the university community and the social and cultural environment of the region;
- help promote the work and achievements of the Fellow;
- evaluate, at regular intervals and according to the terms set out in Article 1x0.3, the progress and achievement of the Fellow in order to foster the fellowship's success.
- if applicable, evaluate and approve follow-up documents keeping track of the Fellow's progress in the training program.

### **5.3. The Fellow**

The Fellow agrees to:

- carry out his or her research in a spirit of respect for colleagues, laboratories (if applicable), and the environment in which the fellowship work is being carried out;
- become familiar and comply with the content of the host institution's policies, rules and administrative procedures which are pertinent to the completion of his or her fellowship;
- return the duly completed admission and enrolment forms to the faculty, according to the established procedure;
- return the duly completed analytical grid, which establishes the type of support and method of remuneration, to the faculty, according to the established procedure;
- complete, if applicable, the training documents related to the Fellow's development plan;
- enrol in the various pedagogical activities set out in the development plan, if applicable, in order to maintain the Fellow's status of bursary/scholarship holder. In the event of a failure to enrol each trimester, the Fellow's status will go from bursary/scholarship holder to salaried person;
- undergo a periodic evaluation process, which is considered necessary to maintain his or her status, within prescribed timeframes;
- notify the faculty and the person responsible for the postdoctoral fellowship, in writing and at least two weeks beforehand, of any premature end or interruption of the fellowship work.

### **5.4. Financial Resources Services**

Financial Resources Services:

- takes note of the financial commitments taken with regard to the Fellow, the amount in question and the period covered by the scholarship/bursary (including a nominative scholarship or bursary) or salary, no later than the moment of enrolment;
- maintains, in the Fellow's file, a copy of the analytical grid establishing the Fellow's type of support and method of remuneration;
- if applicable, reserves the necessary funds to be able to meet the financial obligations that have been taken with regard to the Fellow, according to the appropriate internal rules.

## **6. FINANCING AND CONDITIONS FOR REMUNERATION**

### **6.1. Financing**

As a general rule, the admission of any Fellow must be accompanied by confirmation of financial support, which is generally awarded in the form of a scholarship/bursary or salary depending on the agreed relationship of support. This financial support is offered for the entire duration of the fellowship and may come in whole or in part from:

- an external organization;
- the University;
- research grants or contracts held by one or more members of the teaching staff;
- other organizations;
- any combination of the above-mentioned sources.

The remuneration offered to any Fellow should normally be the equivalent of that paid by the granting agencies for their sector. The person responsible for the Fellow must inform Financial Resources Services so that the offer of admission is binding on the University.

The remuneration offered to any Fellow may be a scholarship/bursary (including a nominative scholarship or bursary) or a salary, in accordance with the analytical grid pertaining to support and remuneration, and must comply with the requirements of government authorities.

In certain cases, the Fellow will require no financial assistance. The Fellow must, in this event, provide a letter explaining the nature of his or her self-funded fellowship, and must secure the approval of the Vice-President, Research.

### **6.2. Benefits**

If the financial support for the Fellow comes from a scholarship or bursary, the Fellow is not eligible for the government benefits reserved by law for salaried persons.

However, if the financing for the Fellow comes from a salary that is being paid out, the Fellow, whether international or not, is considered, in a tax sense and with respect to this share of the Fellow's income, as a salaried person, and for this reason will be eligible for the public benefits program where applicable. Standard fiscal and social charges, for example federal and provincial taxes as well as employment insurance premiums, are deducted upon payment of the Fellow's salary.

### **6.3. Insurance issues**

Any international Fellow must sign up for a special health and accident insurance plan and pay the premium during enrolment. The University insurance and fees will be removed upon the Fellow's submission of proof of insurance.

The Fellow, once enrolled at the University, is covered by the institution's public liability insurance according to the limitations contained therein.

### **6.4. Vacations and statutory holidays**

The professor and the Fellow agree to the conditions for taking vacations and statutory holidays, which are listed in the Fellow's file. As a general rule, for a fellowship that lasts less than a year, the Fellow has the right to a single day of holiday per month of continuous work. For a fellowship that lasts more than one (1) year, for each year completed, the Fellow may benefit from a vacation period which varies between two (2) and four (4) weeks, on the condition that the rules of the granting agencies for nominative scholarships or bursaries and the *Act respecting labour standards* are respected.

### **6.5. Parental leave**

Any Fellow who receives his or her funding in the form of salary may take advantage of the parental leave offered if the conditions established by the Quebec Parental Insurance Plan are

met. The Fellow who plans to take this leave must reach an understanding with the professor who is responsible for his or her fellowship, regarding the time period in question. The *Act respecting labour standards* contains provisions concerning parental leave.

When funding for the fellowship comes as a scholarship or bursary from a granting agency, the terms of this holiday period are subject to the conditions set out by the granting organization itself. In this case, the Fellow who would like to take the leave must take the necessary steps required by the granting agency jointly with the supervising professor. The leave is granted on a trimester basis.

## **7. ADDITIONAL SERVICES OFFERED TO POSTDOCTORAL FELLOWS**

During his or her enrolment, the Fellow is responsible for all student fees, except for tuition, on a basis of nine (9) credits (in accordance with Appendices 4, 5 and 6 of the University's academic regulations [regulation no. 2575-009]).

The Office of the Registrar will provide the Fellow with a student card which gives him or her access, on the condition that the procedures for activating it are followed, to the various University libraries. The card will also give the Fellow access to other services in accordance with certain terms and conditions, such as Sport and Physical Activity Services and public transportation.

Postdoctoral fellows may refer to the student association that represents graduate students.

## **8. TRAINING**

The University recognizes that many postdoctoral fellows aspire to high-level professional careers in various settings, and would accordingly like to assist them in acquiring the professional skills needed to get off on the right foot, whether as a researcher or a research manager, coordinator or facilitator. In light of the significant intellectual contribution they represent for Fellows' research, creation, innovation and training activities, the University encourages Fellows to participate, free of charge, in workshops on university-level teaching that are offered to the teaching staff by the training support service. The University also requires the Fellows which it remunerates via scholarships and bursaries originating from the research funds of professors to participate, free of charge, in the training programs it offers them, and likewise encourages all other postdoctoral fellows to participate therein.

## **9. ACCOMPLISHMENT OF SPECIFIC ACADEMIC TRAINING TASKS**

Depending on University needs and the Fellow's personal educational objectives, he or she may be invited to perform specific training tasks, including teaching at the undergraduate or graduate level, preparing educational material, providing support for study projects, helping to supervise research projects, or any other contribution which might involve providing support at the graduate level.

Any such task assigned to a Fellow are subject to the conditions of the collective bargaining agreements and protocols established between the Université de Sherbrooke and its staff, as well as to the requirements of the organizations that fund postdoctoral fellowships.

## **10. ADMINISTRATIVE FOLLOW-UP**

### **10.1. Offer of admission for a postdoctoral fellowship**

Offers of admission for a postdoctoral fellowship are transmitted by the faculty to designated Fellows.

### **10.2. Enrolment**

The Fellow must complete the Postdoctoral Fellowship Admission and Registration Form (see Appendix) and signs three (3) copies thereof, which must also be co-signed by the professor responsible for the fellowship and the responsible faculty representative. Each signatory keeps

a copy for their respective records. The Faculty will provide one copy of the admissions form to the Office of the Registrar and another copy to Financial Resources Services.

With the exception of the first enrolment which is carried out by the Office of the Registrar, the faculty must proceed with the enrolment of the Fellow each trimester for the duration of his or her fellowship. All internal administrative units that might be concerned by the fellowship conditions or the Fellow are notified of the commitments made with regard to him or her, no later than the moment of enrolment.

### **10.3. Remuneration**

To determine the method of remuneration that applies to him or her, the Fellow must, together with the professor responsible for the fellowship, complete an analytical grid in accordance with the type of support agreed by the two parties or with the source of the Fellow's remuneration, and submit it to the faculty. Financial Resources Services will be informed, at the latest at the time of enrolment, of financial commitments concerning the Fellow, the method of remuneration established, and the amount and period covered by the scholarship/bursary or salary. If the Fellow and professor responsible must modify the conditions of support and remuneration initially agreed, including in the event of any changes to research funding sources, a new analytical grid must be completed.

### **10.4. Evaluation**

If the planned duration of a postdoctoral fellowship is more than one (1) year, a progress evaluation must be carried out at regular intervals by the professor responsible for the fellowship. This evaluation may be performed within a training program.

There should be at least one periodic evaluation of the Fellow's learning progress and achievement each six-month period. Following an evaluation, the professor responsible sends a copy to the Fellow and to the faculty which submits it in the Fellow's file. A Fellow who feels the evaluation to be inadequate may submit a complementary letter of explanation in his or her file.

### **10.5. Ending or interrupting the postdoctoral fellowship**

Any interruption of the fellowship, its related remuneration, or any other condition set out in the initial agreement for the Fellow, following a request by the professor responsible, may be authorized by the University only in the event of major unforeseeable circumstances. Such circumstances may include:

- immediate and unforeseeable funding cuts to the research project, in the case of an external source of funding;
- the incapacity of the Fellow to reach the objectives set out in the document submitted during the first enrolment. This incapacity must be supported by an evaluation report the contents of which he or she is aware.

No postdoctoral fellowship creates an employment relationship between the University and the Fellow. Because of this, postdoctoral fellows are not eligible for the usual employee benefits programs.

The Fellow may momentarily interrupt his or her fellowship owing to either medical reasons or major unforeseeable circumstances. Depending on the situation, he or she notifies the professor responsible for the fellowship as soon as possible. Unless there is an agreement to the contrary or there are previous obligations set out by the rules of the granting organization, the person responsible for the postdoctoral fellowship is not required to maintain remuneration during these interruptions.

Notice of any interruption of a fellowship, or important changes to its conditions as established upon admission of the Fellow, must be provided to the Fellow at least twenty (20) working days prior to the date of the desired interruption.

Any notice of interruption of the fellowship must be provided to the Fellow by the faculty concerned, after consultation with Financial Resources Services, to which a copy of the notice must be supplied.

## **11. ATTESTATION**

On recommendation of the faculty, having itself earlier received the favourable recommendation of the professor responsible for the fellowship, the University delivers an attestation to the Fellow who has completed the requirements of the fellowship. This official certificate describes the nature, the location, the department, the faculty, the length of the postdoctoral fellowship and the name of the supervising professor.

## **12. IN THE EVENT OF A DISAGREEMENT**

When it comes to settling a disagreement, the University prefers to seek a solution that has been negotiated with professionalism and in good faith between the parties.

In the event of a misunderstanding relative to the application or interpretation of this policy, the parties are invited to try and settle their differences in an informal fashion by submitting their case to the Vice-Dean, Research, at the faculty in question. This person sees to it that the matter is followed up and then reports to the Dean.

In the eventuality where a serious disagreement persists, the Fellow may bring a complaint to the Vice-President in charge of research. The complaint must be made in writing and include the following elements:

- a description of the pertinent facts;
- identification of the person or the entity responsible for the violation of one of the rights set out in the policy;
- specification of the pertinent provisions in the policy that he or she is invoking to support the complaint.

On reception of the complaint, the Vice-President in charge of research, studies the matter, informs the University Executive Committee and proposes solutions. To facilitate the resolution of the disagreement, the University Executive Committee may take steps to get help or expertise from an institution or qualified person. The solution that has been arrived at by the University Executive Committee is then proposed to the parties.

If the parties refuse the solution proposed by the University Executive Committee, the Vice-President in charge of research, initiates a mediation process according to the procedures described in the policy that applies to the protection of intellectual property for students enrolled in the postdoctoral fellowship program at the Université de Sherbrooke (Policy 2500-011).

## **13. RESPONSIBILITY**

The Vice-President in charge of research, is also responsible for the application, distribution and updating of the Policy for hosting and supporting postdoctoral fellows (Policy 2500-005).

## **14. ENTRY INTO FORCE**

This Policy came into force on September 1, 2000; the latest modifications to its content were approved by the University Council on June 14, 2017.

**APPENDIX – POSTDOCTORAL FELLOWSHIP  
ADMISSION AND REGISTRATION FORM**



**Section to be completed by the Fellow**

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

Student n° \_\_\_\_\_

Employee n° \_\_\_\_\_

MELS Permanent code \_\_\_\_\_

**Sociological Information**

Female  Male

Date of birth \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Year Month Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Canadian Social Insurance Number (optional)

Surname: \_\_\_\_\_

Given name: \_\_\_\_\_

City and country of birth: \_\_\_\_\_

Mother's surname and given name: \_\_\_\_\_

Father's name and given name: \_\_\_\_\_

**Address in Quebec**

N°, Street, apart.: \_\_\_\_\_

Municipality: \_\_\_\_\_

Postal code: \_\_\_\_\_

Telephones: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Other: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Permanent address**

N°, Street, apart.: \_\_\_\_\_

Municipality: \_\_\_\_\_

Province / State: \_\_\_\_\_

Postal code: \_\_\_\_\_

Country: \_\_\_\_\_

**Languages**

Mother tongue: \_\_\_\_\_

French

English

Other (please specify): \_\_\_\_\_

Language spoken most often at home: \_\_\_\_\_

French

English

Other (please specify): \_\_\_\_\_

**Status in Canada**

Canadian citizen

Permanent resident (you must present your permanent resident card of the IMM-1000 form from Citizenship and Immigration (Canada))

Other country

Other (residence) permit

Country of citizenship: \_\_\_\_\_

**CODE**

**ACADEMIC MANAGEMENT INFORMATION**

**Granting of the doctorate**

Year: \_\_\_\_\_ Institution: \_\_\_\_\_

Country: \_\_\_\_\_

Program: \_\_\_\_\_

**ADMISSION WITH PROVISIONAL STATUS: Only for doctoral students at the Université de Sherbrooke**

Date of the initial submission of the thesis: \_\_\_\_\_

Trimester planned for obtaining the doctorate: \_\_\_\_\_

Director of research: \_\_\_\_\_

<sup>1</sup> This form may be modified by the University Executive Committee.



## APPENDED DOCUMENTS (only supply these documents during the first enrolment)

- Birth certificate (with identification, surname and given name of father or mother). In the event that a birth certificate cannot be presented, a copy of the current passport will be accepted.
- Doctoral diploma for persons who did not obtain their doctorate at the Université de Sherbrooke
- Copy of your work permit if you do not have Canadian citizenship or if you are not a permanent resident
- Photocopy of your health insurance card, proof that you belong to a collective health insurance plan

### PROTECTION OF PERSONAL INFORMATION

Except for any indication to the contrary, the information gathered on the occasion of your request for admission is mandatory. Anyone who refuses to supply this information may be admitted to the Université de Sherbrooke.

The *Act respecting Access to documents held by public bodies and the Protection of personal information* (R.S.Q., c. A.-2.1) protects the confidentiality of the nominative information that you must provide to the University as well as the information that will be put in your file afterwards. This information will be used to manage your file and your participation in various University structures. Only staff authorized to manage student files and records have access to this information.

You may obtain the right to access your file from the Office of the Registrar and rectify information that concerns you, if needed. **Only a candidate who has submitted a request for admission has access to the information concerning his or her file.**

#### Communication of nominative information

The Université de Sherbrooke will transmit the necessary information for the creation and validation of the MEES permanent code, pursuant to an agreement authorized by the commission for access to information. Also, the University will supply your address, telephone number, date of birth, program or status identity to organizations or persons who request them, for the following specific reasons:

- to a student association recognized by the University, for the purposes of allowing such an association to communicate with you;
- to the Ministry of Citizenship and Immigration of Canada, for the purpose of fellowship services and placement;
- to the educational institution you attended, for statistical purposes;
- to a professional corporation or organization, to potentially register with this corporation or organization;
- to a corporation or professional organization, for the purpose of recruiting candidates for potential employment or for distributing non-commercial information;
- to an alumni(ae) association representing the graduates of the Université de Sherbrooke, for purposes relating to social and other networking events, reunions, service proposals and so on;
- to the Université de Sherbrooke foundation for the purposes of communication and outreach;
- in the case of non-Quebec students, to the government of Quebec, the organization which funds you or the accredited representatives of the government, for the purpose of confirming your status;
- to a financial aid organization, for the purpose of identifying candidates for a potential granting of a scholarship or for confirmation of your student status;
- to a professor of the University, for the purpose of research required to complete certain types of work.

You may however oppose the transfer of nominative information that concerns you by signing the following declaration.

### Act respecting Access to documents held by public bodies and the Protection of personal information

I refuse that the nominative information that the Université de Sherbrooke has about me be sent to persons or organizations which might request it, a list of which appears above, at the end of the last paragraph of the *Communication of nominative information* section of this application form for admission.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*