

## DIRECTIVES REGARDING THE STATUS OF POSTDOCTORAL FELLOWS

DECISION (DATE):	Graduate Studies Subcommittee (May 24, 2000)
	Curriculum Committee (September 18, 2000)
	ADD (August 22, 2001)
APPROVAL (DATE):	ADD – August 22, 2001

### **Background**

A postdoctoral fellowship marks the transition from graduate student to independent researcher in a university, institutional or industrial setting. The appointment allows the candidates to acquire diverse research experience as they complete their training. Postdoctoral fellows in turn contribute to their host institutes by bringing to the table experience acquired elsewhere, and fostering the dissemination of new ideas.

The role of the postdoctoral fellow in the advancement of knowledge and the education of students has expanded along with the growing complexity of research processes and the increasing importance of research teams to which the postdoctoral fellow is often a vital addition.

Each year, École Polytechnique de Montréal welcomes numerous postdoctoral fellows who, through their diverse experience and skills, help develop and fulfil the School's research initiatives while enriching the education of its students.

REGARDING École Polytechnique de Montréal's desire to facilitate the integration of postdoctoral fellows into the university community, the School hereby adopts the following guidelines pertaining to the status of postdoctoral fellows.

### **Article 1 – Recognition of the status of the postdoctoral fellow**

- 1.1 On the recommendation of the department head concerned, who in turn is likely to have acted on the favourable recommendation of the faculty member (professor or researcher) responsible for supervising the postdoctoral fellow, the Associate Dean of Studies/Director of Graduate Studies grants the status of postdoctoral fellow to candidates who fulfil the conditions listed in Paragraph 1.3. As required, the Associate Dean of Studies/Director of Graduate Studies will send a letter of invitation to the candidate.

- 1.2 Prior to confirming the invitation, the Associate Dean of Studies/Director of Graduate Studies must have received the following from supervising faculty member concerned:
- a) Confirmation of the appointment's start date and duration;
  - b) Confirmation that the postdoctoral fellow will be receiving an award or stipend for the duration of the appointment (the source of the funding must be mentioned);
  - c) Confirmation that the department concerned has the necessary resources to support the fellowship;
  - d) Written recommendation from the supervising faculty member and authorization of the department head concerned, along with the candidate's curriculum vitae and proof of completion of doctoral degree requirements.
- 1.3 The Associate Dean of Studies/Director of Graduate Studies grants the status of postdoctoral fellow to candidates who:
- a) within the last five years have been awarded a formal research degree (PhD or equivalent) from a recognized university (official documentation required);
  - b) under the supervision of a professor or researcher, are doing a full-time internship, normally lasting from six months to two years, aimed at acquiring expertise in a specialized field or complementary area;
  - c) if non-Canadian residents, hold a valid work permit for the full duration of the tenure (see Article 9).
- 1.4 Paragraphs 1.3 a) and b) notwithstanding, under exceptional circumstances, a candidate who has held the required certification at least five years but not exceeding 10 years may be granted the status of postdoctoral fellow if, subject to the satisfaction of the Associate Dean of Studies/Director of Graduate Studies, he/she can justify the additional years through the interruption of research activities (i.e. due to maternity leave, home-schooling a child, or relevant employment with a government or industrial organization for a period not exceeding one year).
- 1.5 Following the recognition of fellowship status by the Associate Dean of Studies/Director of Graduate Studies, the postdoctoral fellow must register with the School. Upon arrival at the School, all postdoctoral fellows must complete and sign the appended *Fiche d'identification du stagiaire postdoctoral* (Postdoctoral Fellow Identification Form), which will then be sent to the registrar's office.

## ***Article 2 – Award or stipend***

- 2.1 Postdoctoral fellowship awards or stipends from the School may be issued from different sources, including:
- a) the supervisory faculty member's research fund;
  - b) one of the School's research units;
  - c) research contracts obtained by one or more professors or researchers;
  - d) any other award program under the aegis of École Polytechnique or a given department.
- 2.2 A postdoctoral fellowship stipend may also come from outside funding sources, including:
- a) direct funding from an external organization (i.e. NSERC, FQRNT);
  - b) an employment contract with a government or industrial organization.
- 2.3 The School's departments and supervising faculty members normally establish internal awards based on the minimum stipend granted to postdoctoral fellows by external funding bodies.

## ***Article 3 – Identification card***

The department concerned must fill in the identification card request form to authorize the issue of an identification card (group No. 3) to the postdoctoral fellow. The identification card attests to the candidate's status as a postdoctoral fellow at the School. This card is valid only for the duration of the tenure and must be returned to the department when the term comes to an end.

## ***Article 4 – Reception by the School***

- 4.1 The supervising faculty member welcomes the postdoctoral fellow to the School and the department concerned. He/she must ensure that the postdoctoral fellow has sufficient resources throughout the appointment, based on availability within the department.
- 4.2 The host department must inform the registrar's office of the postdoctoral fellow's arrival at the School by submitting the identification form and supporting documentation.

### ***Article 5 – Benefits***

- 5.1 The postdoctoral fellow has full access to the School's computer services and library.
- 5.2 Eligible postdoctoral fellows whose stipends or awards are from the NSERC may apply for paid parental leave based on the terms and conditions set out by the NSERC. In all other cases, the fellow and his/her supervisor must come to an agreement. The Associate Dean of Studies/Director of Graduate Studies and the registrar's office must also be informed.
- 5.3 A postdoctoral fellow may attend a course, subject to the instructor's consent; but cannot obtain credits unless he/she enrolls as an independent student.
- 5.4 The postdoctoral fellow whose status is recognized by the School is covered by any civil and professional liability insurance that the School may hold.

### ***Article 6 – Teaching***

As per the collective agreements currently in effect at the School, and subject to the approval of the supervisory faculty member, the postdoctoral fellow may, during the course of his/her tenure, be invited by the department head to engage in teaching, in the context of the fellowship and as a means of personal development.

### ***Article 7 – Letter of reference***

The supervising faculty member may, after assessing the term of appointment, draft a letter of recommendation for the postdoctoral fellow when the fellowship is completed. This letter will specify the nature of the work undertaken as well as the institution, department and duration of the tenure.

### ***Article 8 – Compliance with the School's policies and regulations***

The postdoctoral fellow must respect the present guidelines as well as all official School policies and regulations, notably regarding technological intellectual property and standards of academic integrity.

Based on the funding sources for projects in which the postdoctoral fellow is involved (including industrial contracts), agreements regarding confidentiality and transfer of intellectual property rights, duly authorized by the BRCDT (Bureau de la recherche et Centre de développement technologique), may be required by the School. In such cases, the postdoctoral fellow must be informed by the supervising faculty member and the required documents signed at the start of the tenure or project.

### **Article 9 – Non-Canadian candidates**

- 9.1 Fellowship candidates who are not Canadian citizens must make the necessary inquiries with Canadian authorities. In such cases, the *Directive concernant l'embauche du personnel étranger* (Directive Concerning the Hiring of Foreign Personnel), which falls under the responsibility of École Polytechnique's Human Resources Department, must be applied.
- 9.2 All non-Canadian postdoctoral fellowship candidates must hold a valid work permit upon arrival at École Polytechnique.
- 9.3 Postdoctoral fellows benefit from provincial health insurance (RAMQ) coverage during their stay in Québec. However, there is a mandatory waiting period of 90 days from the date of arrival in Québec during which the postdoctoral fellow is obliged to purchase private health and hospitalization insurance.

### **Article 10 – Responsibility**

- 10.1 Responsibility for the present guidelines lies with the Associate Dean of Studies/Director of Graduate Studies; the departments and services concerned are responsible for its application. The host department will forward all required documentation to the Assistant Dean of the Department of Training and submit the postdoctoral fellow's identification form to the registrar's office.
- 10.2 The registrar's office will see to the administrative follow-up and must be informed of the presence of all postdoctoral fellows throughout their tenure at the School.

# APPENDIX

## POSTDOCTORAL FELLOW IDENTIFICATION FORM

**POSTDOCTORAL FELLOW IDENTIFICATION FORM**

<b>REFERENCE</b>

**CANDIDATE'S IDENTIFICATION**

FAMILY NAME AT BIRTH		GIVEN NAME(S)	
DATE OF BIRTH (year/month/day)	PLACE OF BIRTH (CITY/COUNTRY)		CANADIAN SOCIAL INSURANCE NUMBER (SIN)
SEX	STATUS IN CANADA		CITIZENSHIP (if non-Canadian)
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Canadian citizen <input type="checkbox"/> Permanent resident/landed immigrant	<input type="checkbox"/> Work permit for term of appointment <input type="checkbox"/> Other permit/visa	
FATHER'S FULL NAME		MOTHER'S FULL NAME	
MOTHER TONGUE (first language learned and still understood)		LANGUAGE SPOKEN (language primarily spoken over the last three years)	
<input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> Other:		<input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> Other:	

**ADDRESS IN QUÉBEC – MANDATORY FOR THE TWO MONTHS FOLLOWING THE APPOINTMENT START DATE**  
(include telephone number and/or fax number and/or e-mail address)

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**APPEND PROOF OF CANADIAN CITIZENSHIP OR, FOR NON-CANADIANS, A PHOTOCOPY OF YOUR PASSPORT, BIRTH CERTIFICATE, AND ANY VISAS/WORK PERMITS VALID FOR THE APPOINTMENT TERM. A COPY OF THE HEALTH INSURANCE CARD MUST BE SUBMITTED WHEN RECEIVED.**

**DOCTORAL STUDIES (must have held a PhD or equivalent degree for less than five [5] years as of the termination date of the fellowship)**

University:	Type of degree (PhD, doctoral, etc.):
Speciality:	Date obtained (month and year):

**INCLUDE PROOF OF COMPLETION OF DOCTORAL REQUIREMENTS (MANDATORY)**

## POSTDOCTORAL FELLOWSHIP

Location of appointment (department, section, unit):	Fellowship supervisor's name and department:
Appointment term (renewable one time, maximum two (2) years): Start date: (yr-mo-day)      End date: (yr-mo-day)	Award/stipend amount: \$                  per
I confirm that the information provided in the present document is truthful and authentic and I personally undertake to comply with the <i>Directives Regarding the Status of Postdoctoral Fellows</i> as well as with all other official policies and regulations of École Polytechnique, notably the <i>Politique sur la propriété intellectuelle technologique</i> (Policy on Technological Intellectual Property Ownership) and <i>Politique en matière de probité</i> (Policy on Probité) regarding technological intellectual property and academic integrity.	
Candidate's signature _____	Date _____

**APPEND A COPY OF THE LETTER OF INVITATION RECEIVED  
FROM THE ASSOCIATE DEAN OF STUDIES/DIRECTOR OF GRADUATE STUDIES (MANDATORY)**

### SIGNATURES – École Polytechnique

I hereby confirm the availability of adequate financial resources and facilities to support the candidate for the duration of the appointment.	
I hereby undertake to inform and/or supervise the candidate in all issues pertaining to ethics, confidentiality, information regarding and results of work, and the transfer of intellectual property rights, should these be deemed necessary due to the nature of a project in which the candidate is involved.	
Signature (supervising faculty member) _____	Date _____
I consider that the candidate holds the qualifications required for a postdoctoral fellowship in my department and I confirm the availability of the resources needed to allow the candidate to carry out his/her duties. I therefore recognize this candidate as a postdoctoral fellow.	
Signature (department head) _____	Date _____
I recognize the above-named candidate as a postdoctoral fellow.	
Signature ( <b>Associate Dean of Studies/Director of Graduate Studies</b> ) _____	Date _____