**COLLABORATION PLAN**

**Between a student and his research supervisor**

**MASTER WITH THESIS IN (Indicate program name here)**

**ACCOMPANYING DOCUMENT**

* APPENDIX 1 – GENERAL REMINDER
* APPENDIX 2 - Guide WITH PROGRAM-SPECIFIC INFORMATION
* APPENDIX 3 – PROCEDURE FOR MANAGING THE COLLABORATION PLAN

**APPENDIX 1 – General reminder[[1]](#footnote-1)**

The [*Politique d'encadrement des étudiants à la maîtrise avec mémoire et au doctorat*](https://www.ulaval.ca/fileadmin/Secretaire_general/Politiques/Politique_d_encadrement_des_etudiants_maitrise_memoire_et_doctorat__CU-2015-75.pdf) considers that the collaboration plan is an « essential instrument for ensuring progress according to specified time limits » (article 6.1). The purpose of a collaboration plan is to establish a productive and satisfactory work organization for students and their research supervisors. To the extent that it results from a reciprocal commitment, a collaboration plan facilitates communication and clarifies the expectations and responsibilities of everyone.

The suggested collaboration plan model is based on the framework of articles 244 to 248 of the [*Règlement des études de l’Université Laval*](https://www.ulaval.ca/fileadmin/Secretaire_general/Reglements/Reglement_des_etudes.pdf), as well as on the [*Guide de référence sur les compétences à développer à la maîtrise et au doctorat*](https://www.fesp.ulaval.ca/sites/default/files/documents/Publications_avis_rapports_FESP/guide_de_reference_competences_a_developper_m_et_d_cetudes_20150521_et_0604_fesp20150721.pdf).

It is presented as a template that suggests points to be considered, but which may be adapted according to specific requirements, situations or programs.

The FESP suggests updating the collaboration plan at least once a year, concurrently with the research supervisor’s evaluation of the student's progress (article 247h).

# Préambule

## La formation à la recherche à la maîtrise

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| Objective | The student must complete in a thorough manner the steps involved in  research under the supervision of experts and participate in thedevelopment of scientific, technological or artistic knowledge.[[2]](#footnote-2) |
| Training Approach | Attain the objective by completing successfully course work and a research  project which is clearly defined in its scope and time limit under the supervision of an expert in the field. |

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| Skills to be Developed |
| Professional know how and specialized knowledge certified by the diploma. |
| 1. Locate, manage and analyze information and documentary resources relevant to the student’s research project |
| 1. Delineate a comprehensive research problem and determine the research objectives |
| 1. Have a thorough knowledge of and justify the research method used |
| 1. Établir un échéancier réaliste et mener son projet de façon à le respecter |
| 1. Comply with standards, rules of ethics and integrity in research and in disseminating knowledge |
| 1. Analyze the results and evaluate them in relation to the pertinent literature |
| 1. Communicate newfound knowledge |
| For more information : <http://www.fesp.ulaval.ca/competences-developper> |

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| **Complementary skills to be developed during training according to the student’s professional career objectives.** |
| Acknowledge the value and limits of their skills and experience |
| Engage in a continuous learning and improvement process to develop know how and maintain employability |
| Initiate the implementation of their professional research network |
| Practice their profession as a researcher in various environments |

## Roles and responsibilities of the student and their research supervisor

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| **Student** | **Research supervisor** |
| The student's first responsibility is to take an active role in their training and to take all means required for success. This involves a sense of responsibility, a commitment and a pronounced interest in their study program. In such a context, the student is the primary person responsible for their study program and for conducting research and creation activities for writing a Ph.D. dissertation.  • Recognizes that their study program is their priority and is diligent in completing their assignments;  • Reads and understands the policies and regulations which are in effect at Université Laval as well as the various communications which are sent to them;  • Accepts advice and suggestions from their research supervisor, program director, or any other professor involved in their training, while maintaining and developing their independence so as to react accordingly if necessary;  • Together with their research supervisor, reports on the progress their work according to their specific program conditions;  • Seeks assistance from their research supervisor or program director, especially when they have to make decisions about their progress in their study program and in defining their Ph.D. dissertation project;  • Is available for meetings required to update their progress in their study program, namely the preparation and drafting of the Ph.D. dissertation without undue delay;  • Submits written assignments and compositions within a time limit which allows for proper reading and evaluation;  • Reports to the program director, as soon as possible, any problem occuring during their study program;  In case of extended absence, rapidly advises their research supervisor;  • Is aware of Université Laval plagiarism policy ([Règlement disciplinaire à l'intention des étudiants et étudiantes de l'Université Laval](https://www.ulaval.ca/fileadmin/Secretaire_general/Reglements/Reglement-disciplinaire.pdf)) | The primary responsibility of a research supervisor is to guide the student, support them in their intellectual progress, direct their work and see to it that they make continuous progress.  In addition to this primary responsibility, the research supervisor encourages student contact with research and professional environments to allow them to acquire the knowledge and skills which are sought after in the labour market.  • Assists the student in defining their academic program;  • Assists the student in planning their research project and establishing a realistic timetable;  • Ensures that the planned Ph.D. dissertation properly corresponds to the number of credits awarded and that it does not encroach on the academic program and the time allotted;  • Foresees the physical resources required for the progress of the student's work;  • Helps the student obtain financial assistance;  • Holds regular meetings with the student to evaluate progress;  • Helps the student report on the progress of their work according to conditions defined by the study program;  • Comments, within a reasonable time limit, the various versions of the student's written assignments (time limit agreed upon by both parties);  • Assesses the student's progress and advises the program director about the progress at least once a year and decides on appropriate measures to be taken to ensure better progress, if required;  • Encourages the student's independence;  • Advises the student in preparing and drafting their Ph.D. dissertation or a scientific article;  • Establishes an action plan to overcome possible difficulties;  • Refers a student in difficulty to appropriate assistance resources;  • In case of an extended absence, provides for supervision alternatives. |

### **APPENDIX 2 - Guide with program-specific information**

### **Master with thesis in** (Indiquez le nom du programme ici)

This guide was developed from documents from a variety of sources: existing collaboration plans at the Faculty of Science and Engineering (FSG) (in biology for example) and other faculties, as well as the results of a FSG working committee. It is intended as a means to assist students and their supervisors in completing the collaboration plan, by providing information, points to consider, food for thought, instructions and examples. Certain elements of this guide are general and concern all the programs of the FSG while others may be specific to certain programs and will therefore be edited and updated by each of these program's director.

1. Identification

Indicate clearly the name of the student, their NI, first registration session, the name of the research supervisor, names of the co-supervisor and / or members of the supervisory committee and their full contact details and affiliation where appropriate.

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

1. Title of the research project

Indicate the title of your research project in its current state (it may change)

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

1. Summary description of the research project (200 words max.)

Indicate the research subject as defined at the beginning of the program. The text can be shorter than the maximum 200 words allocated

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

1. Schedule of activities and deadlines

For example: preparatory courses, submission of the research project proposal, research ethics declaration, program courses enrollment, training required, major steps of the research project, progress reports and seminars, fieldwork, study stay or off-campus research internships, development of professional skills, initial submission of thesis or dissertation, etc.

Example of the activities and mandatory steps of the program:

*Compulsory courses - 9 credits*

*AAA-6001 : Master Project Presentation*

*AAA-6002 : Master Seminar*

*Optional course – 5 credits*

*Research Credits - 76 crédits*

*AAA-6811 : Research activity – Thesis 1*

*AAA-6812 : Research activity – Thesis 2*

*AAA-6813 : Research activity – Thesis 3*

*AAA-6814 : Research activity – Thesis 4*

*Please check your progress report in CAPSULE to make sure you follow the right courses and blocks of research*

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

1. Supervision modalities

For example: specify the role and involvement of the research director in the design of the project, frequency and form of meetings (in person, at a distance, in a group, at the request of the student or professor, following a major progress step, follow-up process), deadlines for submission of texts before meetings, deadlines for correction or feedback, evaluation of the progress of work, participation in a research group and mode of operation (laboratory notebook, meetings, etc. .), responsible research conduct, etc.

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

**Where applicable, specify the role of the co-supervisor and the terms of his supervision and his contribution.**

For example: tasks and respective areas of expertise, procedures for monitoring and meetings with the student, particularities in terms of resources offered by each, sharing of intellectual property, etc.

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

1. Achievements of the student

For example: time of completion of courses, additional courses to be taken; participation in research seminars, conferences or congresses, in the activities of the research center; expected availability and hours of presence normally required; attendance at meetings; compliance with the internal rules of the laboratory, particularly with regard to safety; declaration of employment activities; expected contributions, number and format of planned productions (articles and presentation at seminars, symposiums, conferences); mode of communication with the research supervisor and follow-up of the progress of the work, writing of articles, etc.

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

1. Financing of studies, material and human resources

* What financial support will the student receive during his studies?

Source of funding: scholarship awarded by the student, fellowship paid by the director, a co-supervisor, an associate of the director, a research center; research and / or teaching assistant positions, FESP scholarship awards whether or not included in the supervisor funding;

Duration of funding: insured for how many years or sessions, subject to grant renewal if applicable;

Conditions of financing: conditions to be met (satisfactory progress of the research project); authorization or not of the concomitant scholarships and if authorized, conditions of this accumulation

* What material resources will be made available to the student during his or her study program?

Access to a desk (normally assigned by the department), a computer, a laboratory, specialized instruments and other equipment, personal security equipment, computer licenses available, access to non-public databases, research results of the director or research group, etc .; laboratory's notebook; field fees; fees for attending symposiums, etc .; insurance costs.

* What human resources will the student benefit from?

Help and support by research professionals, post-docs, technicians, trainees, field helpers, etc.;opportunities for statistical consultation; translation service.

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

1. Intellectual property and ethics

For example:

* In the case of a publication (article, communication, etc.): principles for the recognition and order of authors and co-authors; types and names of scientific journals in which the results could be published, etc.
* Authorizations necessary to perform the work, including: use of animals, research involving humans, sampling permit, etc.
* Return policy for laboratory notebooks.
* Policy and method of archiving and sharing of data and research results during and at the end of the program

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

1. Confidentiality or partnership agreement

For example: special provisions in the context of a subsidized or contractual project, including or not the signature of institutional forms at the [initial filing](https://www.fesp.ulaval.ca/etudiants-actuels/soumettre-a-evaluation); specification in case of patent, etc.

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

1. Other specific agreements to discuss, if applicable

For example: absences, vacations, scheduled leave, parental leave and possible implication on the remuneration; team work; scientific conferences; special circumstances; extension of studies; writing language of the dissertation; supervision during an AER; any other issues raised by one of the parties.

**Specific elements of the program (if any)**

Indicate here the specificities related to your program

**APPENDIX 3 - Collaboration Plan Management Procedure**

1. The study management officer assigned to the student's program of study communicates to every new student, with their research supervisor in copy, the following standard e-mail with the Collaboration Plan form and accompanying document attached;

Courriel type :

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| Ms/Mr <Name of the student>.  Among the first steps of your study program at Laval University, you and your research supervisor are required to complete a collaboration plan that will be included in your student file.  Documents relating to the drafting of the plan are attached to this message. After consultation and discussion with your research supervisor, please complete the form and send it to your research supervisor for approval. The detailed procedure is also provided to assist you with this process.  Best regards,  Signature (name of the study management officer) |

1. Following a meeting with their research supervisor, students complete their collaboration plan to the best of their knowledge and submit it to their research supervisor for review; These revisions can be done during meetings between the student and the research director or by exchange of modified versions of the plan;
2. Once the collaboration plan has been completed by the student and the research supervisor (and the research co-supervisor, if applicable), the latest forwards it to the program director for final approval. If the plan is sent by e-mail, with the student (and the co-supervisor, if applicable) in cc, this e-mail will confirm the agreement of the parties;
3. The program director may in turn suggest changes to the student and the research supervisor;
4. When the program director approves the final version of the collaboration plan, he/she may enter his/her comments and then send the document by e-mail to the study management officer assigned to the program, along with the student, the research director and the co-supervisor (if applicable) in cc;
5. The study management officer transfers the final document to the student file in Pixel; Reminders for students who do not complete their collaboration plan will be send by the study management officer at the end of the semester scheduled by each program for its submission.

1. 1Text from the FESP Collaboration Plan template, version available June 1, 2019 [↑](#footnote-ref-1)
2. Excerpt from [Guide de référence des compétences à développer à la maîtrise et au doctorat](https://www.fesp.ulaval.ca/sites/default/files/documents/Publications_avis_rapports_FESP/rapport_cfesp_-_guide_-_cetudes20150521_et_0604_-_fesp20150721.pdf) [↑](#footnote-ref-2)