

Collaboration plan

Master with thesis in enter the name of the program here

General instructions: Use the attached documents, which contain information specific to your program, to guide you in writing this plan (some sections may not apply to your field of research).

Note:

- *This document is completed by the parties, in good faith, based on the information available to them at the time of writing. It is expected to change depending on the evolution of the research project, as well as other originally non-planned events and it can, therefore, be modified. It is also suggested to update this collaboration plan at least once a year, when the research supervisor assess the progress made by the student (article 247.h of the document “*[*Règlement des études*](https://www.ulaval.ca/fileadmin/Secretaire_general/Reglements/Reglement_des_etudes.pdf)*”).*

## Identification

Student name Enter the name

|  |  |
| --- | --- |
| ID number | Enter the 9-digit ID |

First inscription semester Ex: A19 (A, H, E: Autumn, Winter, Summer)

Research supervisor Enter the name

Co-supervisor and contact information Enter the name and contact information

* Co-supervisor email Enter email address

Members of the supervising committee Enter the name

Program director Enter the name

## Research project title

Enter the title of the research project

## Research project summary (200 words max.)

Enter the project description

## Activity schedule and deadlines

For example: preparatory courses, submission of the research project proposal, statement of research ethics, enrollment in the program courses, other course and training requirements, major stages of the research project, result presentation seminar, field work, off-campus research internships or study stay, development of professional skills, initial submission of the thesis, etc.

Activities and mandatory steps of the program

Enter your text here

Complete the following table indicating the semesters at which the different activities will be taking place.

|  |  |  |  |
| --- | --- | --- | --- |
| **Successive semesters** | **Planned activities** | **Semester**  **(Fall, winter, summer)** | **Year** |
| 1 | Indicate the planned activities here | Choose the semester | Select the year |
| 2 | Indicate the planned activities here | Choose the semester | Select the year |
| 3 | Indicate the planned activities here | Choose the semester | Select the year |
| 4 | Indicate the planned activities here | Choose the semester | Select the year |
| 5 | Indicate the planned activities here | Choose the semester | Select the year |
| 6 | Indicate the planned activities here | Choose the semester | Select the year |

## Supervision modalities

For example: specify the role of the research supervisor in the design of the project. Frequency and form of the meetings (in person, at a distance, in group, at the request of the student or the supervisor, following a major stage of the project research, follow-up modalities). Deadlines for submission of texts before meetings, correction or feedback deadlines, evaluation of the project progress, participation in a research group and method of operation (laboratory's notebook, meetings, etc.), training in responsible conduct in research, etc.

Enter your text here

If applicable, specify the role of the co-supervisor as well as the modalities of his supervision and his contribution.

For example: respective tasks and fields of expertise, follow-up and meeting arrangements, specifics about resources offered by both supervisors, intellectual property management, etc.

Enter your text here

## Student’s expected achievements

For example: deadline for completing the academic program, additional courses to be taken, participation in research seminars, in research centre activities, at conferences or conventions. Expected availability and hours of attendance normally required, reporting activities related to employment, means of communication with the research supervisor and project progress reporting, scientific article writing, etc.

Enter your text here

## Financing of studies, material and human resources

For example:

Funding: student scholarship, scholarship granted by the research supervisor, conditions for the continuation of funding, research, teaching assistant or seasonal positions, employment, FESP scholarship, etc. Specify scholarship and/or other revenue cumulation arrangements.

Material and human resources: access to a workstation, a computer, a laboratory, specialized instruments, non-public databases, research results of the supervisor or research group, other equipment, coverage of field expenses, insurance, personal protective equipment, participation in symposiums, etc. Support provided to the project by technicians, trainees, etc.

Enter your text here

## Intellectual property and ethics

For example: how will the authors of publications be recognized and in what order, how will the results be archived? What is the return policy for laboratory's notebooks?

The signed "Research Ethics - Student Declaration" is attached to this agreement.

Enter your text here

## Confidentiality or partnership agreement

For example: existing funding or contract research agreements, signature of institutional forms at initial submission, specification in case of patent, etc.

Enter your text here

## Other particular agreements

For example: absences, vacations and anticipated time off, team work, scientific conferences, special circumstances, extension of studies, language of the thesis, parental leave or any issues raised by one of the parties.

Enter your text here

## Signatures

Student's signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Select date

Research supervisor's signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Select date

Co-supervisor's signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Select date

Note: Confirmations by email may be used as proof of the sender’s agreement.

|  |
| --- |
| **Reserved for the program director** comments and suggestions  Enter your text here |

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Collaboration plan FSG – Master

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