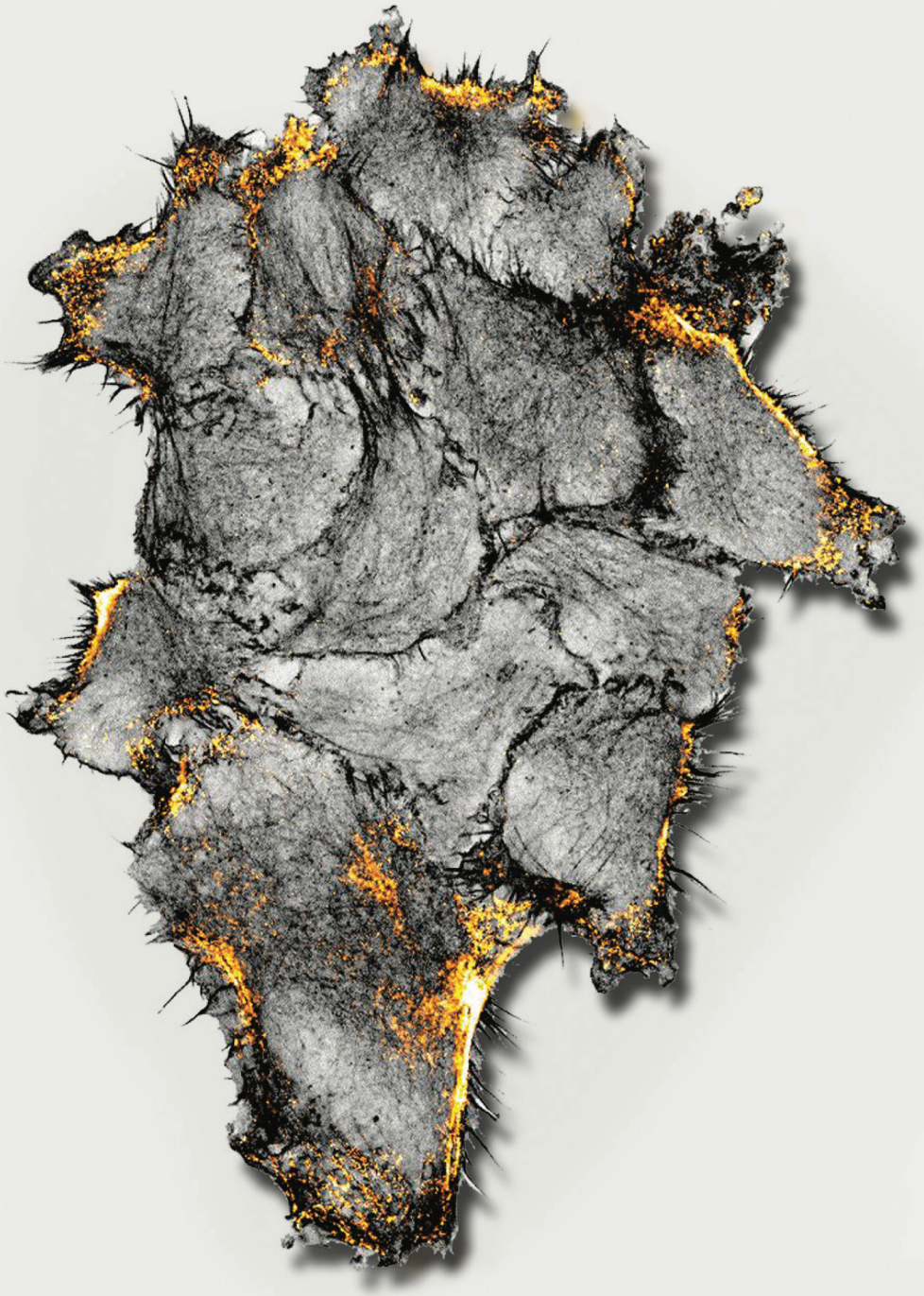
IRIC

INSTITUTE FOR RESEARCH
IN IMMUNOLOGY
AND CANCER



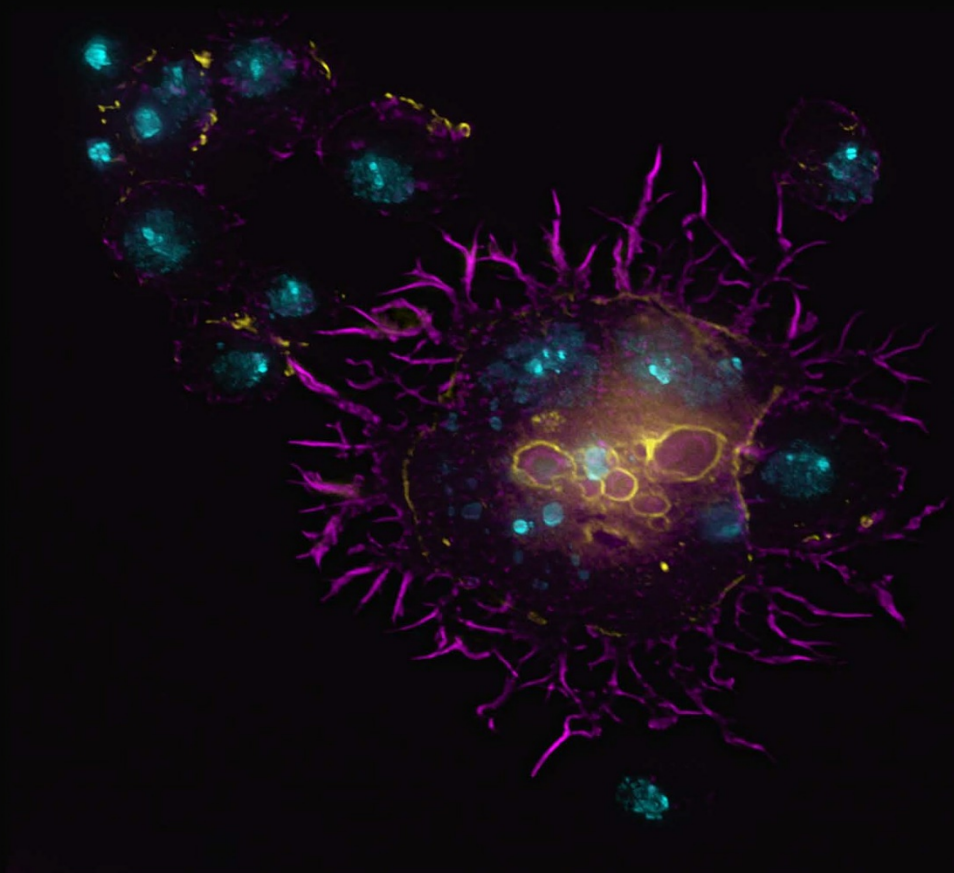
# STUDENT GUIDE

Université de Montréal

Student guide for graduate studies at IRIC

The IRIC student guide has been written using the principles of inclusive writing. The members of the Academic Affairs Office want the IRIC student community to feel heard and represented, no matter what gender individuals identify with. By renouncing the use of the generic masculine, we wish to contribute to the fight against the inequalities that exist between men and women.

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Sources images : Camille de Jamblinne de Meux, Cedric Plutoni, Mathieu Dupont, Gregory Emery, Caroline Baril, Khaled Ben El Kadhi, et Rana Amini

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1. AIM OF THE STUDENT GUIDE

2. THE INSTITUTE FOR RESEARCH IN IMMUNOLOGY AND CANCER IN BRIEF

3. IRIC'S OFFICE OF ACADEMIC AFFAIRS



## 1 AIM OF THE STUDENT GUIDE

The student guide is intended as a reference tool for all students pursuing their studies at the Institute for Research in Immunology and Cancer (IRIC) of the Université de Montréal. It contains valuable information about the Institute, about the services offered by Université de Montréal and about the various academic and administrative procedures that students will need to follow during their training at IRIC. In short, the student guide aims to further and facilitate the integration and academic progress of newly recruited students and to assist students from abroad in the immigration process.

## 2 THE INSTITUTE FOR RESEARCH IN IMMUNOLOGY AND CANCER IN BRIEF

An ultra-modern research hub and training center, The Institute for Research in Immunology and Cancer (IRIC) of the University of Montreal was created in 2003 to shed light on the mechanisms of cancer and accelerate the discovery of new, more effective therapies to counter this disease. IRIC operates according to a model that is unique in Canada. Its innovative approach to research has already led to discoveries that will, over the coming years, have a significant impact on the fight against cancer.

Cancer is the number-one health problem in Canada. Which is why IRIC has assumed a fundamental mission for the health of the population: the mission of making a significant impact on cancer treatment.

To carry out that mission, IRIC gears its operations to three specific mandates:

- Contributing to the scientific discoveries of tomorrow
- Training the scientists of tomorrow
- Accelerating the development of tomorrow's therapies

The basic values of IRIC and its researchers are excellence and integrity in teaching and in research; creativity and innovation; collaboration and collegiality.

## 3 IRIC'S OFFICE OF ACADEMIC AFFAIRS

The mission of the members of IRIC's Office of Academic Affairs is to offer administrative support to all IRIC students (from admission through departure or graduation), to manage student files, to support the development, progress and evaluation of training activities taking place at the Institute, and to implement various recruitment activities to ensure the constant renewal of the student population. The Office of Academic Affairs is located on the 3rd floor of the Marcelle-Coutu Pavilion (IRIC).

| | |
|---|---|
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# 4. GRADUATE STUDIES AT IRIC



# 4 GRADUATE STUDIES AT IRIC

## 4.1 BEFORE YOUR ARRIVAL AT IRIC

### 4.1.1 Consult the various information guides available to you

- ✓ L'encadrement aux études supérieures (support for graduate students) from Graduate and Postdoctoral Studies (in French, Études supérieures et postdoctorales (ESP))
- ✓ Admission guides for each country, from the Université de Montréal.
- ✓ Guide du candidat étranger (foreign candidate guide) for students outside Québec and international students.

### 4.1.2 Talk to your future research director

To help new students and future research directors in specifying their expectations and desires, IRIC's Graduate Studies Committee has put together a guidance document listing the discussion points that should be addressed prior to any agreement. That document is available in ANNEXE 1.

### 4.1.3 Choose your program of study and first semester of enrollment

Based on your interests and in consultation with your research director, you must decide on which study program to enroll in Table 1: Université de Montréal study programs offered at IRIC (non-exhaustive list) and determine what your first semester of enrollment will be. Your choice must then be communicated to the Office of Academic Affairs.

**TABLE 1: UNIVERSITÉ DE MONTRÉAL STUDY PROGRAMS OFFERED AT IRIC (NON-EXHAUSTIVE LIST)**

| **Biochemistry and molecular medicine** | **Molecular biology, Systems Biology and regular option** | **Bioinformatics** |
|---|---|---|
| M.Sc. - Program description<br>Ph.D. - Program description<br>Department website | M.Sc. - Program description<br>Ph.D. - Program description<br>Program website<br>System Biology Option website | M.Sc. - Program description<br>Ph.D. - Program description<br>Program website |
| **Chemistry** | **Computer Science and Operations Research** | **Microbiology and Immunology** |
| M.Sc. - Program description<br>Ph.D. - Program description<br>Department website | M.Sc. - Program description<br>Ph.D. - Program description<br>Department website | M.Sc. – Program description<br>Ph.D. – Program description<br>Department website |
| **Pathology and Cell Biology** | **Pharmacology** | **Biomedical Sciences** |
| M.Sc. - Program description<br>Ph.D. - Program description<br>Department website | M.Sc. - Program description<br>Ph.D. - Program description<br>Department website | M.Sc. - Program description<br>Ph.D. - Program description<br>Department website |
| **Biomedical Engineering (UdeM)** | **Physics** | **Pharmaceutical Sciences** |
| M.Sc. - Program description<br>Ph.D. – Program description<br>Department website | M.Sc. – Program description<br>Ph.D. – Program description<br>Department website | M.Sc. – Program description<br>Ph.D. – Program description<br>Program website |

### 4.1.4 Getting a recruitment letter

Once you will have determine with your research director your program and your first semester of enrollment, you should send the information to the Office of Academic Affairs and we will be able to provide a official recruitment letter. That letter, also called acceptance letter, will be one of the pieces needed for your admission process. Indeed, you will be required to indicate that information in your application for admission (see 4.1.5).

### 4.1.5 Submitting your application for admission to Université de Montréal

If you are beginning graduate studies and research at IRIC, you must complete and submit an application for admission to Université de Montréal before your arrival at IRIC. You can consult this bilingual document if you need help to fill the admission form. For your application to be considered complete, make sure to send in all the required documents and to pay the applicable admission fees. If you are an international candidate, you must make sure that the degrees you have earned in your country are recognized before presenting your application for admission. To do

so, consult the niveaux d'équivalence par pays pour l'admission (equivalency levels by country for admission) section of the Graduate and Postdoctoral Studies (GPS) website.

**Make sure to visit the page "Tools to help you" from the Admission website.**

Some time after submitting your application you'll receive an email acknowledging receipt from the Université de Montréal's Service de l'admission et du recrutement (Department of Admissions and Recruitment). That email will contain all the information necessary for the next steps in your application for admission. If this is the first time you are submitting an application for admission to Université de Montréal, in a second email you will receive your personal identification code and your personal identification number (UNIP) (see 6.2.2.1.3). With that information you will be able to access your "Centre étudiant" (student center) and track the process and the outcome of your application. When you receive your notice of admission, it is important to accept it in your "Centre étudiant." For international students, the letter of admission is the only document accepted by Canadian and Québec authorities regarding the requirements for entering and staying in Canada.

#### 4.1.6 Determining and communicating the date of your arrival at IRIC

Consult your research director to establish the date of your arrival at IRIC. As soon as possible that date will have to be communicated to IRIC's Office of Academic Affairs so that your access card and key can be prepared, and your scholarship be set up.

#### 4.1.7 Additional procedures for international students

##### 4.1.7.1.1 Getting a scholarship certificate letter

If you are an international student, you may need a scholarship certificate letter attesting to your financial resources. That letter will be one of the pieces needed for obtaining your Québec Acceptance Certificate (CAQ) and your study permit (see 4.1.7.1.2). The letter must contain the duration of your studies, your arrival date, your funding sources and your research project. It must be prepared by your research director. Please contact the Office of Academic Affairs upon receipt of your admission letter to be able to provide a sample letter.

##### 4.1.7.1.2 Obtaining a Québec Acceptance Certificate, a study permit, a work permit

Before arriving in Canada, international graduate students must obtain a Québec Acceptance Certificate (CAQ), plus a study permit, and in some cases an entry visa from the government of Canada. To submit an application for these documents, please get in touch with the Québec and Canadian authorities covering your country of residence (i.e., embassy, high commission, consulate). You will have to provide among other things your letter of admission received from the Université de Montréal Department of Admissions and Recruitment (see 4.1.4) along with the recruitment letter prepared by your research director (see 4.1.6).

You can also request a study permit and/or a work permit for the members of your immediate family who will be accompanying you to Québec. You will have to provide the government authorities with personal information concerning each of the family members and be able to demonstrate that you have sufficient financial resources at your disposal to cover their needs. If you plan enrolling your child or children in a primary or secondary school in Québec, you must absolutely obtain a CAQ and a study permit for each child before your arrival in Canada.

For all details about applications for CAQs, study permits or work permits, consult:

- UdeM International website
- Québec immigration authorities website
- Canadian immigration authorities website

Please note that you must plan about six months for getting a study visa and for fulfilling all the formalities surrounding your stay in Québec.

It is strongly recommended that you do not purchase flight tickets until you have received your study permit.

##### 4.1.7.1.3 Requesting a differential tuition fees exemption grant

Please consult the Scholarships section (see 5.2).

##### 4.1.7.1.4 Registering with Accueil Plus to plan your arrival

Accueil Plus is a service offered each year to new international students who are arriving at Montréal-Trudeau Airport with the intention of studying at a Québec university. That service will guide you through the different processes with the office of the Canada Border Services Agency, and the Service d'accueil of the Québec Ministry of Immigration, Diversity and Inclusion. The Accueil Plus service is managed by the Bureau de coopération interuniversitaire and Concertation Montréal. Click here to register for it.

#### 4.1.8 Completing your student file at IRIC

No matter what your academic status at IRIC, the Office of Academic Affairs will email you a student file form shortly before your arrival. In order to complete the recruitment procedure and to permit the setting up of your scholarship, you must fill out and return this form to the Office of Academic Affairs as soon as possible (see 4.3.1). Please note that, as long as your studies last, you will be responsible for updating your student file when changes occur in terms of personal information or your academic situation (see 4.3.1).

#### 4.1.9 Applying for scholarships, even before you get here!

Whatever stage you are at in your academic career, it is important to keep an eye on the scholarship opportunities that are available. It is your responsibility to apply to scholarship competitions for which you are eligible. It is likely that you will only be able to apply to certain scholarship competitions before the start of your study program. Feel free to talk to your research director about the various possibilities.
Consult section 5 for more information about scholarships.
The Office of Academic Affairs can also help you take the right steps: do not hesitate to contact us.

### 4.2 STARTING OUT AT IRIC

#### 4.2.1 Your first day at IRIC

On your first day at IRIC you must stop in at IRIC reception to pick up your key. Please note that you will be asked for a $20 cash deposit. That deposit will be refunded when you leave the Institute for good. You can then visit the Office of Academic Affairs (rooms 3303 and 3304) to meet its members and, if necessary, complete the recruitment process.

#### 4.2.2 Configuring your computer access

As soon as you start at IRIC, it is extremely important to quickly activate and configure your computer profile on the Université de Montréal network. Indeed, this step is essential in order for you to use your institutional email and access the IRIC network and computers. To do this, you must:

- ✓ Get your "matricule" (see 6.2.2.1.1)
- ✓ Get and modify your temporary UNIP (see 6.2.2.1.3)
- ✓ Access your "Centre étudiant" at Université de Montréal via "Mon UdeM" (see 6.2)
- ✓ Activate your institutional inbox (see 6.2.2.1.5)
- ✓ Send your institutional email address to IRIC's Office of Academic Affairs

For any problem concerning your access to the IRIC computer network, contact Frédéric Levesque (ext. 15796) and Ganda Rioult (ext 0647), IT support technicians at IRIC, in room 2375.

#### 4.2.3 Making your course selection

The choice of courses and registration in graduate school are done independently of the application to a study program. Once you have received your official letter of admission from the Université de Montréal Department of Admissions and Recruitment, you must complete your registration by making your course selection, **according to the guidelines and advice of the academic coordinator of your department or your study program**. Verification of your registration status can be done at any time through your "Centre étudiant" via "Mon UdeM." For further details, visit the "Inscription aux cours" (course registration) section on the Université de Montréal website or get in touch with the academic coordinator of your department or your study program.
For Master's or Ph.D. students in Molecular Biology, course selection is done via the "feuille de cheminement" (M.Sc. or Ph.D. plan). You will have to download that sheet on the molecular biology programs site. Deadlines will be automatically displayed when you will select a term and a year. If a choise is possible please indicate in the "effective date" columne the trimester in which you will follow the course. You can contact Virginie Mondin if you have any questions about your course selection.
The "feuille de cheminement" completed must then signed by yourself and your research director (and co-director, if applicable). Once signed, you must email it to Academic Affairs Office which will validate it and obtain the signature of the head of your home unit. You will then need to forward it to your program administrator (TGDE), who can proceed with your official registration.
Remenber to save the completed form so you can keep it and refer to it throughout your academic path.

#### 4.2.4 StudiUM

Université de Montréal makes a digital environment for learning and collaboration available to professors, instructors and students. StudiUM is the platform used to circulate course outlines, course materials, and so on.
You can access StudiUM through the Internet site https://studium.umontreal.ca/, or through "Mon UdeM"

#### 4.2.5 Completing your file on your student center (for international students)

You must complete your student file by uploading your valid immigration documents (CAQ, study permit, visa depending to your situation) directly in your Student Centre (Centre étudiant) under the "Certificat d'acceptation du Québec" and "Permis de séjour" tasks. You will not be registered and receive your student card until this procedure is complete. Kindly consult the UdeM international site to learn what steps need to be taken.

#### 4.2.6 Set up and payment of your scholarship

Once you will be registered, the Office of Academic affairs will be able to set up your scholarship. In order to receive your scholarship, you must make sure that your information is up to date in your "Centre étudiant." Please consult section 5.8 in this regard.

#### 4.2.7 Participating in different UdeM open houses

At the start of each session, different UdeM departments and faculties organize open houses for students. We strongly suggest that you attend those events, where you'll find information on the various services available to students on campus and different important procedures to follow before the start of your courses.

- ✓ The student services (SAÉ) organized notably a welcome week that offers various activities to new students, including campus visits, film screenings, helpful hints and tips on lodging and food shopping, neighborhood visits, and everything needed to make your stay at UdeM a success!

#### 4.2.8 Getting your UdeM card

Distributed free of charge to students, the UdeM card has various uses (e.g., proof of identity recognized by the University, loan of materials at the library, discount for photocopies and printing, access to reduced fares offered to the university community, management of your file at the Information Technologies (TI) services, request for an official attestation or for an official transcript).
IMPORTANT: the UdeM card will allow you to access to IRIC outside the regular hours, as well as access to some specific rooms (see 6.1.2).
To get the student card, you can make an online request.

#### 4.2.9 Learning about UdeM regulations, guidelines, policies and procedures

This section contains certain UdeM regulations. You will find the complete list of policies and regulations on the Internet site of the UdeM General Secretariat.

##### 4.2.9.1.1 Educational regulations of the Graduate and Postdoctoral Studies (ESP)

The Educational Regulations of the ESP are the official compendium of regulations, guidelines, policies and procedures pertaining to graduate study. This document is a reference of primary importance for graduate students. We recommend that you familiarize yourself with it thoroughly. Everything is covered in it. This document will provide answers to many of your questions. Consult it often. You will find it useful throughout your academic career here. And don't forget to consult the regulation specific to the study program you've chosen.

##### 4.2.9.1.2 Policy on plagiarism, fraud and integrity

All students are requested to consult the Université de Montréal General Secretariat's Règlement disciplinaire sur le plagiat ou sur la fraude concernant les students aux cycles supérieurs (disciplinary regulation on plagiarism or fraud with respect to graduate students) in order to acquaint themselves with the actions and conduct that are considered to be plagiarism, and the procedure and applicable sanctions in cases of misconduct. The Université de Montréal research website also offers information on research policies and regulations at UdeM. The website on integrity, fraud and plagiarism, meanwhile, provides information, thoughts, advice and references on these matters.

##### 4.2.9.1.3 Guidelines for the appropriate use of generative artificial intelligence (AI) in higher education

In response to the rapid evolution of the use of numerous generative artificial intelligence (AI) tools in academic and educational settings, the Associate Vice-Rectorate for Graduate and Postdoctoral Studies is proposing guidelines for the writing of tutorials, master's dissertations, doctoral essays, and doctoral theses at the Université de Montréal.

These guidelines will be updated based on needs and evolving practices. They are intended for the student community, master's and doctoral directors, graduate studies committees, and academic units.

#### 4.2.9.1.4 Conflicts of interest

In order to demonstrate transparency and integrity while at the same time respecting university autonomy, Université de Montréal decided to adopt a regulation designed to prevent situations of conflict of interest and, where relevant, in such a way as to protect both people and the institution. This regulation imposes on every member of staff, every undergraduate student taking part in research projects, every graduate student and every postdoctoral fellow the obligation to report activities likely to place them in real, potential or apparent conflicts of interest. That regulation also stipulates the manner in which such reports are handled. Thus, in February of each year you will have to report the activities and ties you may have with external organizations or companies likely to put you in a situation of conflict of interest. To that end, a document will be forwarded to you by internal email every year that will have to be signed and returned to the Office of Academic Affairs as well as to your study program.

#### 4.2.9.1.5 Intellectual property

Research directors are free to make public the results of their team's research work. The time of publicizing or publishing as well as the form and content of the communication are at their discretion, subject to the rights of other collaborators, including students. Moreover, research directors are free to decide whether or not to commercialize the results of their team's research work, once again subject to the rights of other collaborators. We invite you to consult the policy of Université de Montréal on intellectual property.

Other policies

Other regulations and policies are important and must be consulted at least at the beginning of your career at UdeM:

- Security policy
- Anti-harassment policy
- Etc.

## 4.3 During your studies at IRIC

### 4.3.1 Updating your student file

In order to allow IRIC's Office of Academic Affairs and the various Université de Montréal departments to communicate with you and offer you the best possible guidance, you must make sure, for the entire length of your studies, to keep your student file up to date with these parties. Hence, for updating your file at IRIC, please inform the Office of Academic Affairs of any change of a personal or academic nature. For updating your file at Université de Montréal, visit your "Centre étudiant" (see section 6.2).

Examples of personal or academic changes to your file:

- ✓ Change of mailing address
- ✓ Change of telephone number or email address
- ✓ Change of status in Canada (e.g., becoming a permanent resident)
- ✓ Obtaining a social insurance number
- ✓ Change of student status (e.g., moving from master's to doctorate, graduation, discontinuing)
- ✓ Change of study program
- ✓ Organization of formative assessment, monitoring or thesis committee, comprehensive examination (predoctoral)
- ✓ Submission of master's or Ph.D. thesis and thesis defense

### 4.3.2 Fulfilling each of the academic procedures stipulated for graduate students

In the course of their academic careers, graduate students must perform certain mandatory assessment activities (presented below). It is your responsibility to contact the academic coordinator of your department or study program to make sure that those activities are organized and carried out. You must also inform IRIC's Office of Academic Affairs of the organization and performance of each of those activities. The Office of Academic Affairs is there to support you in your academic career; do not hesitate to be in touch with us.

#### 4.3.2.1.1 Advisory committee

The goal of the advisory committees is to help assess the students' progress throughout their academic career.

You must organize a committee each year. You will have to contact your study program to find out the procedures in place for the meeting of these committees. For students enrolled in Molecular Biology master's or doctoral programs,

please contact the Office of Academic Affairs for information about the procedure in place at IRIC. We can also assist you in reserving a room for the committee meeting.

#### 4.3.2.1.2 Qualifying Exam

The goal of the qualifying exam, which must be taken before the end of the sixth session of Ph.D. enrolment, is to assess students' scientific knowledge and their ability to progress in the research area.

- ✓ Molecular Biology programs
- ✓ For other programs, ask your academic coordinator.

To find out about the procedures in place at IRIC, we invite you to contact the Office of Academic Affairs the semester before your qualifying exam.

#### 4.3.2.1.3 Writing a thesis or dissertation

Master's theses and Ph.D. dissertations must rigorously adhere to the presentation standards contained in the Guide de présentation des mémoires et des thèses (presentation guide for theses and dissertations) of the Faculty of Graduate and Postdoctoral Studies (ESP). The UdeM libraries provide students with Word and LaTeX templates to easily create a document that meets the requirements of the ESP, as well as a lot of information about softwares to use and copyright. The NPO Thèsez-vous supports students and researchers in academic writing, from the Master thesis to the Ph.D. thesis, including scientific articles, scholarship applications, semester work, the comprehensive exam or the internship report. Do not hesitate to learn about the different services offered.

#### 4.3.2.1.4 Submitting a Master or a Ph.D. thesis

To avoid delays with regard to thesis or dissertation evaluation, students must send a submission notice to the academic coordinator of their department or their study program at least two months before the anticipated submission date. Please note that your jury has 90 clear days after the submission of your thesis manuscript for a first feedback, and 30 days in the case of a master's thesis (articles 90 and 137 of the ESP academic rules). After evaluation, the thesis or dissertation is deposited on Papyrus. In this regard, please consult the library guide.

#### 4.3.2.1.5 Ph.D. defense

Ph.D. defense comprises the final stage in doctoral studies. This oral presentation, whose aim is to convey the research work carried out in the framework of a Ph.D. project, takes place before a jury made up of specialists in the field along with the research director.

You must contact your study program for all administrative formalities related to the thesis defense. You should inform the Office of Academic Affairs that can help you notably find a room.

#### 4.3.2.1.6 Extension

If you think that you will not be able to deposit your Master or Ph.D. before the scheduled end date, it is important to contact your program of study the trimester preceding the theoretical date of submission. Formalities exist for extension requests. Please note that any extension request must be authorized by the Associate Dean of the Faculty. In addition, please note that requesting an extension may have several consequences: tuition fees, temporary suspension of scholarship payments, etc. If you have any questions, do not hesitate to contact the Office of Academic Affairs.

#### 4.3.2.1.7 Suspension

During your studies, you can apply for one or more trimester of suspension. There are three categories of interruptions: parental leave, sick leave and suspension. In all cases, registration, research direction and all academic activities are suspended during the session of interruption. During this period, no stipend can be paid. Please contact your study program to learn how to proceed.

### 4.3.3 Follow-up meetings with academic affairs

During your stay at IRIC, on an optional basis and regardless of your degree program, you will be invited to annually follow-up meetings with Virginie Mondin These follow-up meetings are usually take place the trimester following your thesis committee.

During these meetings, any relevant topic related to the academic and professional path may be addressed (supervision, writing dissertation / thesis, future professional, etc.).

### 4.3.4 Paying your tuition

Each semester, all students must pay their tuition before the deadline set by Université de Montréal. Table 2 presents the tuition fees required of students each semester in 2026-2027.

**TABLE 2: TUITION FEES REQUIRED EACH SEMESTER (UPDATE – FALL 2026)**

| Status | Master's program (M.Sc.) Fulltime (per semester) | Doctoral program (Ph.D.) Fulltime (per semester) | Writing semester (thesis or dissertation) (per semester) |
|---|---|---|---|
| Quebecer<br>Canadian residing in Québec*<br>Permanent resident residing in Québec*<br>French or Belgian French-speaking citizen | **$2,260.42** ($1,558.80 + other charges $701.62) | **$2,260.42** ($1,558.80 + other charges $701.62) | **$745.15** ($554.38 + other charges $190.77) |
| Canadian outside Québec<br>Permanent resident outside Québec | $2,260.42 – basic tuition<br>$3,306.45 – differential tuition fees<br>**$5,566.87** ($4,865.25 - total + other charges $701,62) | **$2,260.42** ($1,558.80 + other charges $701.62) | **$745.15** ($554.38 + other charges $190.77) |
| International Student | $2,260.42 - basic tuition<br>$9,115.5 - differential tuition fees<br>**$11,375.92** ($10674.30 - total + other charges $701.62) | $2,260.42 - basic tuition<br>$8,022.60 - differential tuition fees<br>**$10,283.02** ($7049.30 - total + other charges 701.62) | **$745.15** ($554.38 + other charges $190.77) |

*Considered a resident of Québec if, during the last 12 months of residence in Canada, his or her province of residence was Québec, and his or her studies were not his or her principal activity.
Health and dental insurance as well as insurance for international students are not included in the estimate.

Details about the various fees payable are available on the website of the Université de Montréal's Bureau du registraire (registrar's office).
Please note that master's students are considered "fulltime" for three semesters. Ph.D. students are considered "fulltime" for six semesters or until they pass the qualifying exam (see section 4.3.2.1.2) should that occur later than the sixth semester. Students are afterwards considered to be "en redaction" ("in writing") and pay tuition corresponding to that status.
Automatic non-obligatory contributions (so-called CANO fees) are invoiced automatically each semester according to the student's status and number of credits. You can nevertheless decide to not contribute by following the withdrawal procedure in place for each of the fees. Note that withdrawal periods exist for each fee, and that withdrawal requests must be made every semester.
A notice will be sent to your institutional address informing you that your invoice is available in your "Centre étudiant." Your payment must necessarily include your student "matricule," which you will find in the "Données personnelles" (personal data) of your "Centre étudiant."
Every semester you must pay the amounts owing by the stipulated deadlines, these being October 15 for the fall semester, February 15 for the winter semester and June 15 for the summer semester. Failure to respect these dates will entail an interest charge set at 10.75%. Also, an unpaid balance at the end of the semester automatically entails disenrollment for the following semesters. Please allow a delay of three to five days for the processing of your payment. To get all the details about methods of payment, visit the Université de Montréal "registraire" website.

#### 4.3.5 Renewing your Québec Acceptance Certificate (CAQ) and your student permit (for international students)

The Québec Acceptance Certificate (CAQ) and student permit are issued for a given period, place and academic status. You must therefore see to renewing them (including those of your family members) if your study sojourn must be extended or if you change your level of study or your university. It is recommended that you begin the process about six months before the expiration of your residence permit. For all details, consult the "Renewing your CAQ and your study permit" section on the UdeM international website.

### 4.4 AFTER YOUR STUDIES AT IRIC

#### 4.4.1 Your last day at IRIC

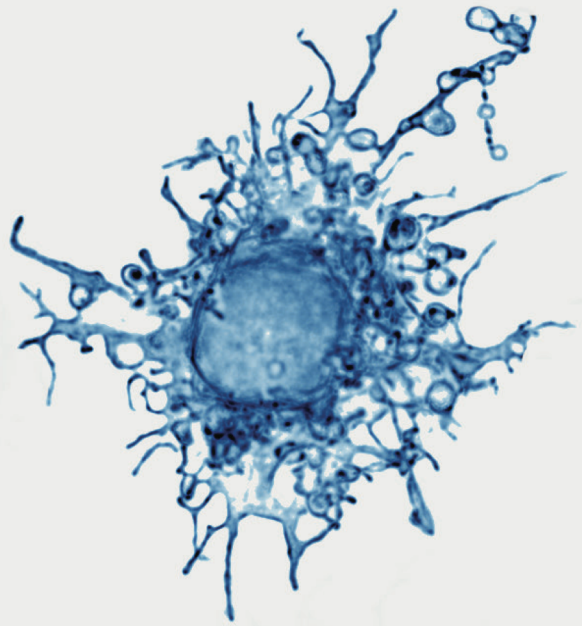
Whatever the reason is that you are leaving IRIC for good (e.g., end of your studies, end of your internship, discontinuing your studies) you must so inform IRIC's Office of Academic Affairs and hand in your key at the reception.

#### 4.4.2 Your life after IRIC

After you leave IRIC for good, we urge you very strongly to keep IRIC's Office of Academic Affairs informed of any changes in your personal contact information. That information will be necessary in the event we have to forward certain documents to you (e.g., tax documents, invitations), or simply to get in touch with our graduates. We invite

you also to share your post-IRIC career with us (start of a new job, continuation of your studies at another institution) so that we can keep the database on our graduates up to date.

# 5. SCHOLARSHIPS



# 5 SCHOLARSHIPS

## 5.1 GUIDELINES FOR SCHOLARSHIP PAYMENTS

At IRIC, the Graduate Studies Committee has developed guidelines for the payment of scholarships to master's and Ph.D. students, research interns and postdoctoral fellows. That document is a reference for students and their research director, and is available at all times at the Office of Academic Affairs. You will also find it in ANNEXE 1.

## 5.2 DIFFERENTIAL TUITION FEES EXEMPTION GRANTS

In addition to the tuition fees normally requested of Québec students (see 4.3.3), international students, Canadian students outside Québec and permanent residents outside Québec must pay an additional fixed amount in order to do their studies in Québec, unless they are studying at the University under an official student exchange agreement.

### 5.2.1 For Canadian master students who are not Québec residents – Scholarship D

The Graduate and Postdoctoral Studies (ESP) offers master's scholarships for Canadian students who are not Québec residents. These scholarships, offered at admission, cover the differential tuition fees and run for three semesters. You must consult the ESP site for information about this scholarship. To be eligible, you should notably not be eligible for the bourse d'exemption de la Charte de la langue française.

### 5.2.2 For international students

In light of the additional tuition that master's and Ph.D. students are required to pay, there are a number of exemption grants available:

- **UdeM exemption scholarship for international students**

As of Fall 2020, the University of Montréal has implemented a new tuition exemption scholarship program for international students. All the files of candidates eligible for the UdeM exemption scholarship will be assessed when applying for admission. You therefore do not have to apply for this exemption scholarship.

  - Master students

To support the success in your graduate project as an international master's student, you are offered a partial exemption scholarship for the additional tuition fees required of international students.
The Faculty of Medicine offers an additional scholarship equivalent to the residual amount of additional tuition fees. Be sure to monitor the application deadline.

  - Doctoral students

To support your research project as an international doctoral student, you are offered a scholarship for total exemption for the additional tuition fees normally required of foreign students.

- **Exemption for additional tuition and scholarships**

Some countries have signed cooperative arrangements with the government of Québec and as a result make exemption grants to their citizens. You must consult the list of countries that are signatories issued by the Québec Ministry of Education and Higher Education to find out if you are eligible for such grants.
There are other reasons why you may be exempt for the additional tuition fees charged to international students. You should consult the website of the registrar's office on this subject.

## 5.3 MERIT SCHOLARSHIPS

Every trimester, the Faculty of Medicine offers merit scholarships to students entering a graduate program at UdeM. The application deadline is always in the semester preceding the start of your program. You will find more information on the Faculty of Medicine Internet site.

## 5.4 INTERNAL-SCHOLARSHIP COMPETITIONS

For a number of years, IRIC has been running different internal-scholarship competitions.
IRIC Master and Doctoral scholarships. The aim of these scholarships is to support excellent students who do not benefit from a major nominative award. Frequency of the competition: once a year. Date of competition: autumn.
Travel awards. These scholarships enable master's and Ph.D. students and postdoctoral fellows to present their research results at conferences outside Québec. Frequency of competition: twice a year. Date of competition: autumn and winter.

### 5.5 STUDY PROGRAM AND ESP SCHOLARSHIPS

- **Study program scholarships**

There are agreements in place between the ESP and the various programs to present merit awards to students (Molecular Biology programs, Department of Biochemistry). For details on these grants, please get in touch with your program coordinator.

- **ESP scholarships**

The ESP offers numerous scholarships throughout students' academic careers: Ph.D access scholarships (direct access from a bachelor's; accelerated passage from master's to doctorate), maternity grants, end-of-study scholarships and merit awards.

### 5.6 OTHER SCHOLARSHIPS

The ESP and the SAÉ grant service list all the scholarship competitions open to graduate students and to postdoctoral fellows. The ESP also produces an annual calendar of grant competitions as well as a practical guide for preparing your application file for the different competitions.
You can additionally consult the following websites to learn more about the principal scholarship programs offered:

- ✓ Natural Sciences and Engineering Research Council of Canada
- ✓ Fonds de recherche du Québec – Health fund
- ✓ Fonds de recherche du Québec - Nature and Technologies fund
- ✓ Canadian Cancer Society Research Institute
- ✓ Canadian Institutes of Health Research
- ✓ Cole Foundation
- ✓ Cancer Research Society
- ✓ Leukemia and Lymphoma Society of Canada

### 5.7 NOTIFYING US OF A SCHOLARSHIP OR AN AWARD

In the event that you earn a nominative award from a funding agency or a private foundation, or an award from a competition or scientific activity (e.g., conference, scientific day), we invite you to so inform IRIC's Office of Academic Affairs, who will be happy to add that achievement to your file.

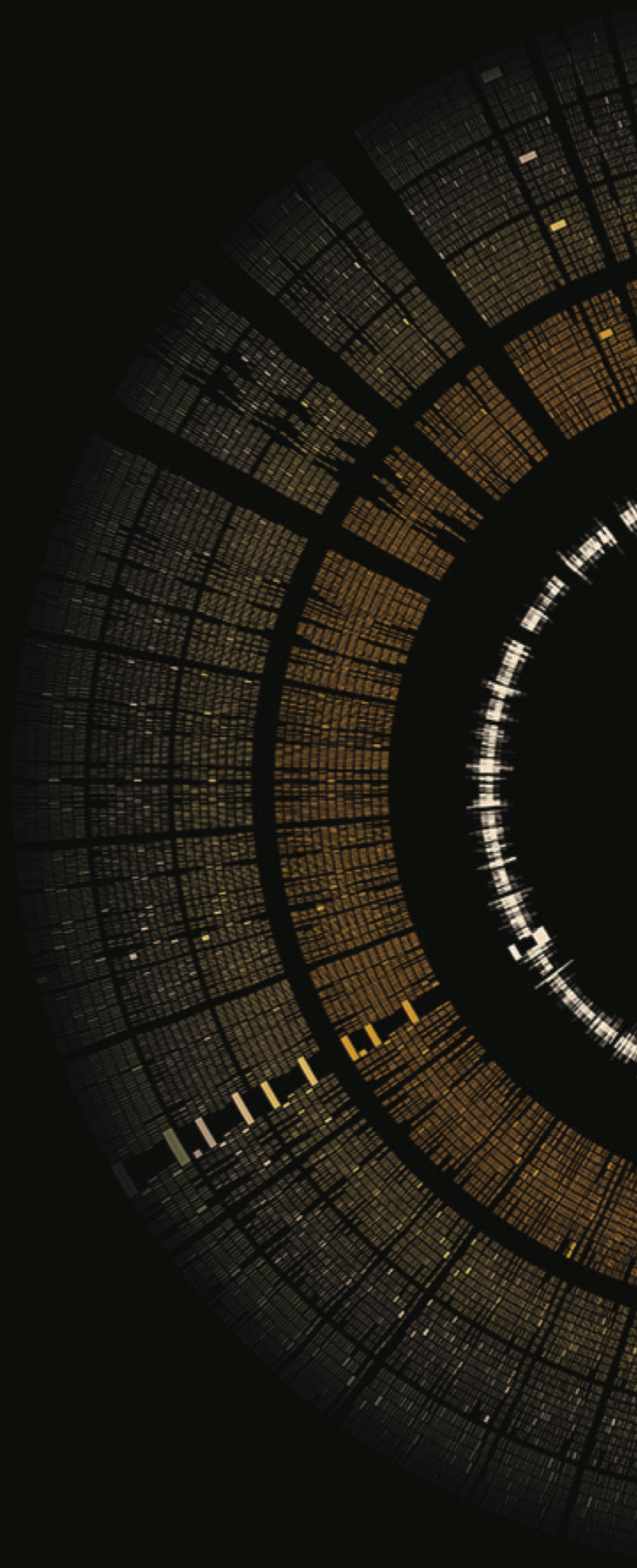
### 5.8 RECEIVING PAYMENT OF THE SCHOLARSHIP

Payment of your scholarship will be spread out over the entire length of your studies at IRIC, at the rate of two payments per month (on the 1st and the 15th).
By default, payments of your scholarship will be made by cheque. On the 1st and 15th of each month, a cheque will be issued in your name and be sent to you by mail to the address provided in your "Centre étudiant." That address can be changed at any time when you log on to your "Centre étudiant." If you finish your studies and leave Montréal before receiving your final cheque, it is your responsibility to change your address at least three weeks before your departure.
**Highly recommended:** students can also opt for payments by direct deposit into their bank account. To do so, please log on to your Centre étudiant;and 1) click on the drop-down arrow on the right in *Finances* section, 2) select the *Inscription dépôt direct* option, 3) enter your bank account information and click on *Suivant*, 4) Click on *Aller à dépôt direct,* then on the summary page of bank accounts, click again on *Aller à dépôt direct*; 5) Select the bank account to design it for the scholarship/price/reimbursement payment and click on next, and 6) Select the acceptation of the conditions and click on *Soumettre.* You should receive two confirmation emails for each step completed.

### 5.9 CONTACT AT IRIC

Should you have any questions about the payment of your scholarship, please get in touch with Claudia Nita, Office and Administration Technician - Finance; room 3306-18; ext. 55307, ileana.claudia.nita@umontreal.ca

# 6. GENERAL INFORMATION



# 6 GENERAL INFORMATION

## 6.1 IRIC

IRIC is located at 2950 Chemin de Polytechnique in Montréal, in the Marcelle-Coutu Pavilion (pavilion #22), on the south side of the Université de Montréal campus.
Map of the campus

### 6.1.1 Getting to IRIC

#### 6.1.1.1.1 Public transit

Université de Montréal is served by 3 Métro stations on the blue line (Université-de-Montréal, Édouard-Montpetit and Côte-des-Neiges) and by bus routes 51, 119 and 165. For all details, consult the internet site of the Société de transport de Montréal (STM).
Fulltime students under 26 years of age enrolled in a Université de Montréal master's or Ph.D. program and who live on the Island of Montreal benefit from a reduced rate on their monthly transit pass. Please consult the STM website for conditions of obtaining the reduced fare.

#### 6.1.1.1.2 Parking

At Université de Montréal, various paid parking spots are available to students, employees and visitors, including the Louis-Colin garage. You can pick up an annual reduced-rate parking permit at the Bureau du stationnement. Please note that the number of parking permits for students is limited. Also, drivers of hybrid vehicles may benefit from a discount on parking fees.

#### 6.1.1.1.3 Carpooling and car sharing

The Université de Montréal Department of Sustainable Development offers a carpooling service to students and employees of the University and its affiliated schools (HEC Montréal and École polytechnique) as well as those of the Centre hospitalier de l'Université de Montréal (CHUM).
Communauto has all the advantages of the automobile without the bother (purchase, financing, registration, insurance, routine maintenance, repairs…). This car sharing service is available on the Island of Montreal either with or without reservation.

#### 6.1.1.1.4 Bicycles

In addition to bicycle racks installed in different spots, the Université de Montréal campus is served by stations in the BIXI bike share system. The BIXI service makes 5,200 bikes available, spread over 460 stations on the Island of Montreal. The concept is simple: users rent a bike at the closest station and drop it off at any station in the network. This service is designed for shorter rides, and rates are set accordingly. To find out the details about subscribing to the BIXI service and the location of stations, consult the BIXI Montréal website.
UniverCyclo, created in 2015 by UdeMonde, is a used-bicycle rental service for the Université de Montréal community. The rent-a-bike service, by offering the use of a personal bicycle, is intended as an alternative to buying one, for a brief period of time, and to the use of a bike share system with its time and distance constraints. The service sees to the maintenance and repairs of the fleet in collaboration with Biciklo. The campus repair shop means we get to benefit from the technical assistance of the volunteer mechanics on hand.

#### 6.1.1.1.5 Transportation adapted for people with disabilities

An adapted transportation service is offered free of charge to people with disabilities for their travel from one of the University's pavilions to the other. For more information, consult the website of the Support for students with disabilities.

### 6.1.2 Access to IRIC

The UdeM card, allowing to unlock doors equipped with an optical reader, will give you access to IRIC at all hours of the day and night (via doors 1100, 1300 and S1-40) and the "laboratory" part of the Institute. To get access to IRIC's different core facilities, you must apply to the facility managers (see Table 4). Additional access privileges may be granted to you. If you experience a problem with your card or your key, please get in touch with Stéphane Pinsonneault (ext. 0593, room 1358).
Access to IRIC varies based on the door used:

- The main entrance, 1100 Jean-Coutu Pavilion, is unlocked from 7:00 a.m. to 9:00 p.m., Monday to Sunday inclusively, except for holidays;
- The door of the Aisenstadt tunnel is unlocked from 6:00 a.m. to 11:00 p.m., Monday to Friday inclusively;

- IRIC's main entrance is unlocked from 5:00 a.m. to 5:00 p.m., Monday to Friday inclusively, except for holidays;
- The door located at the level of the Goodman Agora, IRIC S1-40, is unlocked from 7:00 a.m.to 5:30 p.m., Monday to Friday inclusively, except for holidays;
- The door of IRIC's administrative wing is unlocked from 8:30 a.m. to 12:00 p.m. and from 1:30 p.m. to 5:00 p.m., except for holidays.

Please note that security guards may ask you to identify yourself with your Université de Montréal card and to sign a register if you are visiting the Institute at night, on the weekend or on holidays.
As for IRIC visitors, these must report to IRIC reception (room 1306) to identify themselves and state the reason for their visit. Outside regular hours, guests are requested to identify themselves and to register with the security guard (room located at the entrance to the Jean-Coutu Pavilion at the top of the agora escalator). It is strictly forbidden to bring a person into the Institute who does not possess a magnetic card, who has nothing to do with IRIC and who has not duly identified himself with the guard. In case of doubt, a security guard may recommend that the person in question leave the premises.
Please note that IRIC is proud to support you in your scientific collaborations with research teams outside IRIC. Even if access and the use of common equipment are often an important component of those collaborations, it is essential to control such use. To avoid loss, breakage stemming from poor knowledge of the equipment, and hazardous waste left on site, you must formalize this collaboration by sending an email to those in charge of the facilities concerned (see Table 4). That email must summarize the access needs, the pieces of equipment involved, the training you will be providing and the management of hazardous waste. Following their initial training, your guests will have to report to the receptionist to identify themselves and to receive a temporary access card, and do this every time they visit.

## 6.2 YOUR PERSONAL INFORMATION

### 6.2.1 Your student file at Université de Montréal

At all times, students may consult and change their student file at Université de Montréal via the site "Mon UdeM." In addition to containing your personal information and contact information, this site presents a variety of academic information (e.g., registration, course schedules, transcripts, tuition fee statements). The first time you access the "Mon portail UdeM" site, you'll have to use your "matricule" (see 6.2.2.1.1) and your UNIP (see 6.2.2.1.3) to confirm your identity.

### 6.2.2 Your computer profile

The information presented in this section (and more still!) can also be found in the Guide des services informatiques offerts aux étudiants de l'Université de Montréal produced by UdeM's Information Technologies (TI) services.

#### 6.2.2.1.1 Your "matricule"

The "matricule" is your student file number at Université de Montréal.
Among other ways you can consult your "matricule" is in your "Centre étudiant" in the following places:

- ✓ In the "Données personnelles" section by clicking on the link "Données personnelles";
- ✓ In the "Finances" section, in the box "Sommaire compte";
- ✓ On your invoice, by selecting "Frais exigibles" in the "Finances" section.

Take note, it will prove useful to you in your communications with the academic coordinator of your department or your study program, with the Office of the Registrar and as a reference for your bank tuition payments online.

#### 6.2.2.1.2 Access code

The access code is a unique identifier from the Information Technologies (TI) service assigned to all members of the university so that they can access the various services offered, including at "Mon UdeM" and thus at your "Centre étudiant," at Université de Montréal computers, on different pieces of IRIC equipment, at IRIC servers, and so on. That code (starting with the letter p, followed by 7 digits) will remain with you throughout your studies at Université de Montréal.
It should be noted that the Information technologies (TI) service site works with the browsers Firefox and Explorer, but doesn't work with the browsers Chrome and Safari.

#### 6.2.2.1.3 Your UNIP

Your UNIP is a personal password that allows you to have access to a number of services offered by Université de Montréal (e.g., student file, institutional email, wireless networking). Students who have applied for admission to a

graduate program receive a temporary UNIP by email about 72 working hours after the submission of their application online.
Once in possession of your temporary UNIP you must personalize it before being able to use it. In addition, your UNIP must be changed every six months. In either case, the creation or modification of your personalized UNIP can be done directly online when a "Mon UdeM" session is opened ("Modifier UNIP" [Modify UNIP] instead of validating). Please note however that your personalized UNIP must comply with certain strict rules (Table 3: Rules to respect in creating or modifying a personalized UNIP).
In the event that you lose or forget your UNIP, you will have to answer predetermined personal questions.

**TABLE 3: RULES TO RESPECT IN CREATING OR MODIFYING A PERSONALIZED UNIP**

| Your UNIP must… | Your UNIP must not… |
|---|---|
| Consist of 8 characters and be different from previous UNIP(s);<br>✓ lowercase unaccented characters from a to z<br>✓ uppercase unaccented characters from A to Z<br>✓ digits from 0 to 9<br>✓ special characters | ✓ be made up of personal information like your family name, first name or access code;<br>✓ contain spaces or the following special characters:<br>! * # @ $ - " |

**6.2.2.1.4**

**6.2.2.1.5 Institutional email address**

Enrolled students are assigned an institutional email address. This is the institutional email address to which IRIC's Office of Academic Affairs, professors and the other Université de Montréal resource people will send their communications having to do with your coursework and for the administration of your student file.
It's your responsibility to activate your institutional inbox as quickly as possible before or shortly after your arrival via the "Mon profil TI" site. Once your inbox is activated, you will be able to access it at all times:

- ✓ via the Web: https://outlook.umontreal.ca/
- ✓ via Outlook or on mobile devices

You will also have the possibility of redirecting your email to an external supplier rather than choosing the mailbox offered by the University. It is nevertheless your responsibility to supply a functional email box and to keep it active. You must visit the "Courriel" tab on "Mon profil TI."

**6.2.2.1.6 Office 365**

Microsoft Office 365 is a service offered to the university community. The offer includes several applications, including the Microsoft Office suite, the cloud computing institutional email service, Teams, Forms, OneDrive storage space (1 TB). To access Office 365 of the Université de Montréal, you must authenticate yourself on the http://o365.umontreal.ca page using your access code and your UNIP/password. You can consult the Office 365 installation guide.

**6.2.2.1.7 Access to the IRIC network**

As far as storing your data is concerned, when the VPN is active or if the computer is on the UdeM network, the following spaces are available. For a machine integrated into the network, partitions will be connected automatically:

- User file (U:): intended to store the work data of each user
- Group file (G:, M: or N:): intended to store group data, accessible by all members of the laboratory
- Share file (P:): intended to facilitate data sharing among users, accessible by the entire Institute

For a personal machine, you will have to know the direct links to servers. In Windows, the following addresses have to be used to log on and confirm your identity with (SIM\pxxxxxx):

- User file: \\serv05.iric.ca\Usager
- Group file: \\serv05.iric.ca\Groupe or \\serv04.iric.ca\Labo
- Share file: \\serv05.iric.ca\Public

In MacOs or Linux, on the other hand, you have to use the following links and specify the secured domain in the required box during authentication:

- User file: smb://serv05.iric.ca/Usager
- Group file: smb://serv05.iric.ca/Groupe or smb://serv04.iric.ca/Labo

- Share file: smb://serv05.iric.ca/Public

#### 6.2.2.1.8 Access to PubMed (scientific articles) off campus

You can access scientific publications and electronic library resources off campus by using the UdeM proxy.

#### 6.2.2.1.9 Computer support at IRIC

For services from IRIC's information technology team, it's possible to place a service call by visiting the IRIC site or simply by sending an email to this address: support-ti@iric.ca.
If you have problems with your personal computer, you can ask for help from the computer technician (Frédéric Levesque, ext. 15796). His office is located on the second floor, in room 2375.
Also, if you need a portable computer for an oral presentation or any other use (PC or Mac), the computer technicians can help you out.

### 6.2.3 Tax returns

A tax return is mandatory for any person who works in Canada. As a scholarship student, you do not have worker status in Canada. Therefore, you are not obliged to file a tax return. We suggest all the same that you file a return, as this will be advantageous to you when you enter the workforce in Canada.
On the other hand, if you have been a teaching assistant (or held any other job) at Université de Montréal in the previous year, you'll be getting a T4 tax statement (federal government) and a Relevé 1 (provincial government). You must therefore file an income-tax return.

#### 6.2.3.1.1 Access to your tax slips for tuition fees

To declare your tuition fees, you need to have your T2202A (federal government) and your Relevé 8 (provincial government). For access to these tax slips, there are two possibilities: 1) on your "Centre étudiant" or 2) by mail.
To access your tax slips on your "Centre étudiant," you must agree to have access only electronically. To do so, you have to click on *Donner votre consentement* (Give your consent) under the heading "interrogation de solde" and then Dépôt direct/Désistement CANO/Relevés pour fin d'impôt. If you wish to get your tax slips by mail, make sure that the address on your "Centre étudiant" is the right one. You should receive them during the month of March.

#### 6.2.3.1.2 Access to your tax slips for a teaching assistant position

You can get access to your tax slips on the "Synchro employé" site. The same applies for your tuition fees tax slips: you can access them electronically or by mail. Make sure you give your consent for the electronic slips or have the right mailing address to get them by mail.

#### 6.2.3.1.3 Deadline for filing tax returns

The deadline for sending in your tax returns is April 30 each year.

## 6.3 Student Association

The mandate of the members of the IRIC Student Association (AEIRIC) is to represent IRIC students and postdoctoral fellows with the Institute's official bodies. In addition to organizing a variety of activities open to all IRIC members (barbecue, ski outings, movie evening, lunch session, and so on), AEIRIC contributes to the development of IRIC and to maintaining the quality of student life through active participation in carrying out institutional projects and by promoting interactions among students, postdoctoral fellows and other members of the IRIC team. AEIRIC also manages the student lounge *Incubateur*, located in room S1-305.
To enjoy your stay at IRIC even more, we strongly encourage you to get involved with the Student Association. Your social commitment may be very well received on your CV when you apply for a scholarship, or when seeking a postdoctoral fellowship or employment.

## 6.4 Internal mail, external mail and courier service

At IRIC reception (room 1306) you will find boxes intended for internal mail (that is, for recipients on the Université de Montréal campus) and for external mail (via Canada Post).
If you have to send mail or a package outside UdeM by way of a courier service (Globex or FedEX), please consult Lynda Landry at the reception for help with the different procedures.

## 6.5 Request for official documents from the University

For an official transcript or a certificate of enrollment, the request must be made through your "Centre étudiant" on the "Études/Vos données études" tab. You will then have the choice of picking up the documents on site or having

them sent to you at the address of your choosing (in which case expect a short wait). Please note that fees apply for each request. More details are available on the Bureau du registraire website.

### 6.6 Request for a signature, attestation, and official certification of documents

For all requests for signatures in the context of scholarship applications, please see IRIC's Office of Academic Affairs. Study attestations can be supplied by your study program. For official certification of documents, contact Mira-Sue Mallet (ext. 0317, room S1-406-10). In all cases, expect a reasonable delay for the processing of your request.

### 6.7 Participation in a conference or printing a poster

Before making any expenses deriving from an activity underwritten by the funds of your research director (such as a conference or printing a poster), you must contact your PI and the Office administration technician (TBA) assigned to your laboratory in order to check whether the expense can be paid directly from the fund and to determine which documents will be needed to treat your file (for example, boarding passes for the flights to and from your conference, your credit card statement, and so forth). In case you need to advance the money, it's possible to request a prepayment for all expenses incurred more than 30 days before the scheduled date of travel. For this, please contact the TBA assigned to your laboratory.
You will have to prepare requests, completing expense forms and turn over your invoices and/or detailed receipts.

### 6.8 Locker, refrigerators and microwaves

You have access to a locker, refrigerators and microwave ovens in rooms S1-301 and S1-401. To get a locker for the length of your studies at IRIC, please request one at IRIC reception (room 1306).

### 6.9 Lost and found

Found objects must be brought to IRIC reception (room 1306). When valuable objects, keys or any other object deemed to be important are involved, an email will be sent to the entire Institute. For an object judged to be less important, it's possible that no email will be sent. To claim a lost object, again come to IRIC reception.

### 6.10 Posting

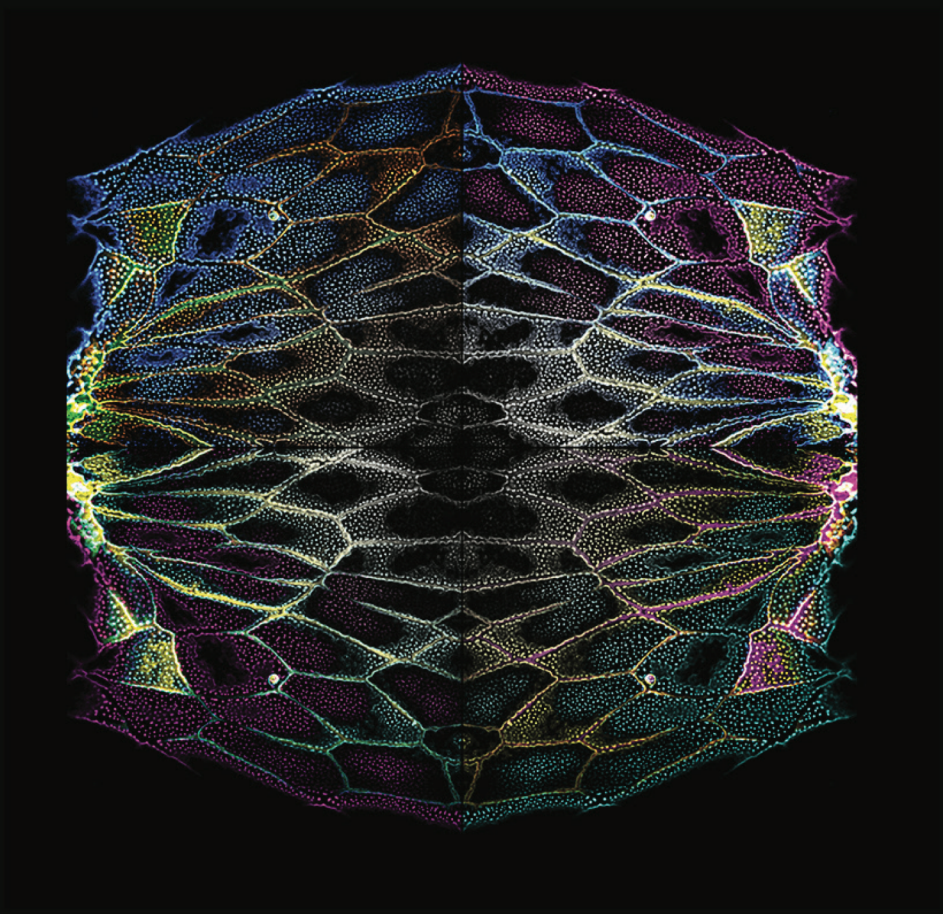
#### 6.10.1 Posting on IRIC bulletin boards

For all requests concerning posting on IRIC bulletin boards, please contact the reception or the IRIC communication team.

#### 6.10.2 Posting on IRIC TV monitors and social networks

Concerning any requests to post on IRIC's TV monitors or social networks, please contact the IRIC Communication team (room S1-406-2).

# 7. RESEARCH ACTIVITIES



# 7 RESEARCH ACTIVITIES

## 7.1 PRINCIPAL INVESTIGATORS AND RESEARCH FOCUSES

IRIC at this point brings together 28 principal investigators from Canada, the United States and Europe whose work is organized around five research axis: “Bioinformatics and Artificial Intelligence”, “Targeted Therapies and Diagnostics”, “Cancer Genomics and Epigenetics”, “Immunology and Hematopoiesis” and “Signaling and Cell Biology”.

## 7.2 CORE FACILITIES AND ANIMAL FACILITY

IRIC is home to 10 core facilities at the cutting edge of technology and one Drug Discovery Unit. Headed by teams of highly qualified researchers, these installations are designed to support integrative research, and they contribute to the chain of discovery of new therapeutic and diagnostic targets, and to the development of new drugs. For all details on the features of the facilities and on their use, contact the people in charge of the facilities that interest you (Table 4).

In addition to the research infrastructures listed above, IRIC and Maisonneuve-Rosemont Hospital jointly support the operations of the cytogenetics platform of the Québec Leukemia Cell Bank (QLCB.) That platform is accessible to researchers from IRIC and from Université de Montréal as well as to those from the university research community. For further details, visit www.bclq.org.

TABLE 4: LIST OF THOSE IN CHARGE OF IRIC’S CORE FACILITIES AND AFFILIATED CENTERS

| Core facility | Person in charge | Mail address | Telephone number |
|---|---|---|---|
| In vivo Biology | Julie Gervais | j.gervais@umontreal.ca | Ext. 0516 |
| Bio-imaging | Christian Charbonneau | christian.charbonneau@umontreal.ca | Ext. 0681 |
| Bioinformatics | Patrick Gendron | patrick.gendron@umontreal.ca | Ext. 0596 |
| Biophysics | Michael Osborne | michael.osborne@umontreal.ca | Ext. 0534 |
| ChemoGenix | Thierry Bertomeu | thierry.bertomeu@umontreal.ca | Ext. 7780 |
| High-throughput screening | Simon Mathien | simon.mathien@umontreal.ca | Ext. 0649 |
| Cytogenetics | Josée Hébert, Directrice BCLQ<br>Claude Rondeau, Coordonnateur administratif | bclq@ssss.gouv.qc.ca | 514-252-3400 ext. 3327 |
| Flow cytometry | Annie Gosselin | annie.gosselin.2@umontreal.ca | Ext.8094 |
| Genomics | Raphaëlle Lambert | raphaelle.lambert@umontreal.ca | Ext.53313 |
| Histology | Julie Hinsinger | julie.hinsinger@umontreal.ca | Ext. 0503 |
| Proteomics | Éric Bonneil | eric.bonneil@umontreal.ca | Ext. 0646 |
| Drug Discovery Unit | Madeleine Héroux | madeleine.heroux@umontreal.ca | Ext. 30057 |

## 7.3 IN THE LABORATORY

### 7.3.1 Laboratory notebooks

Throughout your studies at IRIC you are required to keep an up-to-date laboratory notebook. That notebook should contain all the details of your research activities (e.g., dates, experimental protocols, observations, results achieved, photos or other relevant documents). Please note that these notebooks remain the property of IRIC and must stay at the Institute at all times. To get a notebook, speak directly to the person in charge of your laboratory.

### 7.3.2 Health and safety at work

IRIC is subject to all municipal, provincial and federal regulations concerning the use, storage and disposal of biological, chemical and radioactive products. In that light, the Université de Montréal Department of Workplace Health and Safety (SST), whose mandate is to maintain at the highest level the quality of life on the University campus, acts as advisor to the research units. For any question or concern pertaining to your health or safety in the workplace or to get help in case of an accident, you can contact one of the following resource people:

- ✓ Stéphane Pinsonneault (in charge of IRIC’s first-aid responders): ext. 0593
- ✓ Patrick Lafrance (SST; Radiation protection): ext. 4003
- ✓ Nancy Persico (SST; Biosecurity): ext. 4001

We invite you to take note of the location of the safety devices on every floor (i.e., extinguishers, showers, eye wash fountains, first-aid kits) as well as the procedures to follow in case of emergencies (see Table 5).

### 7.3.3 Take some biosecurity and radiation protection training

With the goal of you being familiar with the chemical and biological risks in a research laboratory and being fully informed as to Université de Montréal regulations concerning chemical and biological waste, we recommend that you do training in chemical and biological risks in the laboratory. You will also have to take basic training in radiation protection if your research project obliges you to handle radioactive products. That training, provided by the Office of Prevention and Safety, is offered free of charge to all Université de Montréal students and employees.
We invite you to talk to the person in charge of the laboratory in your research unit at IRIC to find out current procedures there.

### 7.3.4 Lab coat and gloves

Clean lab coats in different sizes as well as bins reserved for soiled coats are available to you in room S1-301. In view of your knowledge of your work environment and the risks associated with your research activities, we rely on your judgment to decide on the right time to have your lab coat washed.
On the other hand, according to regulations laid down by Health Canada and by the CSST:

- ✓ it is prohibited to wear open-toe shoes in the laboratories;
- ✓ lab coats must be worn buttoned up at all times in the laboratories;
- ✓ lab coats must remain at all times in the laboratory spaces. It is prohibited to wear them in offices, in the Goodman Agora or in meeting rooms;
- ✓ laboratory gloves must be removed when the user has to turn door handles, whether in the common circulation areas or in his or her own laboratory, or touch the buttons on IRIC's different elevators. Reminder notices to this effect are affixed to certain common doors.

Please note that, in some cases, more specific or stricter procedures are in effect for work in certain areas (e.g., animal facility, level P2 cell-culture room).

### 7.3.5 Food and drink

For safety reasons, it is strictly forbidden to consume or store food or drink in the laboratories and other rooms located on the secured side of the building (e.g., student offices, meeting room, facilities).

### 7.3.6 Common equipment

IRIC places at the disposal of all members of its research teams numerous pieces of equipment and common areas. To ensure the maintenance of a work environment that is pleasant and safe for everyone, all users must follow certain basic guidelines when using the equipment or common areas. Failure to observe these rules could lead to the loss of your rights to use the equipment and common areas:

- ✓ Take appropriate training and consult operating manuals before using equipment.
- ✓ Reserve the common equipment you intend using (via Outlook or on the print calendar located by the equipment).
- ✓ Cancel your reservations the moment you decide not to use a piece of common equipment.
- ✓ Sign the equipment "logbook" after each use.
- ✓ Turn off and clean apparatuses after each use according to established cleaning procedures.
- ✓ Clean your work space and put away the material used.
- ✓ Correctly identify any container (e.g., tube, flacon, Petri dish) placed in common areas.
- ✓ Respect the areas reserved for contaminated material.
- ✓ Report equipment failure to a person in charge (the research officer in your laboratory or in the laboratory responsible for the equipment). If you are not sure whom to notify, contact Stéphane Pinsonneault at ext. 0593.

### 7.3.7 Carbonic ice (dry ice)

You can get dry ice from the freezers located in room S2-424-17. Take what you need. It is your responsibility to note your consumption in the register. The cost is calculated by the "shovelful" and prorated according to rates in effect and losses. Merchandise reception hours are Monday to Friday from 7:30 a.m. to 4:00 p.m. Outside those hours you can open this door with your card.

### 7.3.8 Laundry service

The mandate of IRIC's laundry service is to supply research teams with clean and sterile tools. This service is also delegated to dispose of biomedical waste and to maintain the common-equipment rooms. To better plan your research activities, find out about the availability of laundry staff members as well as how long it might take to clean your material.

### 7.3.9 Waste collection

Given the broad range of waste generated by the laboratories and their respective types of disposal aimed at minimizing their impact on the environment, your cooperation is requested for source separation. Do not hesitate to consult the hazardous materials management section of the Prevention and Safety Department website as well as the Procedures guide for the management of chemical residual materials in the laboratory (Guide de procédures de gestion des matières résiduelles de nature chimique en laboratoire)

These are some procedures to follow:

- ✓ Cartons must be emptied of their non-recyclable content and piled up in an adequate space. Building management will pass by once a day to make sure the corridors are free of clutter. If need be, contact building management (ext. 7544) for a special pickup.
- ✓ Biological waste is collected daily by laundry service staff. You are responsible for preparing the bags (maximum size, 24 in. x 36 in.) and depositing them at the agreed-to place. With the exception of "P2s," no waste can will be emptied by laundry service staff.
- ✓ Level 2 (P2) biological waste is picked up daily by laundry service staff. You are responsible for preparing the waste cans, and depositing them at the agreed-to place.
- ✓ Sharp and cutting waste (blades and Pasteur pipettes, etc.) contaminated by only one biological substance must be placed in biohazard sharps collectors, which the laboratory is responsible for acquiring, and will be picked up daily at the place agreed to by laundry service staff.
- ✓ Sharp and cutting waste (blades and Pasteur pipettes, etc.) contaminated by a combination of (biological and/or chemical and/or radioactive) substances must be placed in biohazard sharps collectors (4L or 1L size, supplied by the DPS, or any other container previously approved by the DPS) and turned over to the DPS by calling ext. 4000 or by depositing the containers in the applicable freezer at room S2-424-17. You must make sure that the container is clearly identified with a "Résidus biologiques" (Biological Residues) or "Résidus chimiques" (Chemical Residues) label.
- ✓ Uncontaminated broken-glass waste must be placed in clearly identified boxes. DPS-SST can supply you with these boxes at no cost. This waste is picked up daily and in the evenings by building management staff. The boxes must be closed with the use of industrial sticky tape (wide self-adhesive tape) and weigh no more than 15 kilograms.
- ✓ Contaminated broken-glass waste must be placed in clearly identified boxes. These are collected by laundry service staff and autoclaved. The DPS-SST can provide you with these boxes at no cost.
- ✓ Empty solvent bottles (4L) are picked up as is. It is recommended that they first be ventilated overnight under the chemical extractor hood.
- ✓ Contaminated chemical and radioactive waste and sharp and cutting waste is picked up every Wednesday afternoon by DPS-SST. DPS-SST supplies the appropriate containers free of charge. You are responsible for preparing this waste in such a way as to facilitate collection. Refer to procedure PA-305 and to the radiation protection manual.

Should you have any questions or the slightest doubt about the procedure to follow, do not hesitate to contact your laboratory head or Stéphane Pinsonneault (room 1358, ext. 0593).

### 7.3.10 Insurance

As a Université de Montréal student you have free insurance coverage in case of an accident during any of your activities on campus, as well as during your travels back and forth from home. Your insurance begins on the date that you are enrolled in your courses and ends on the date on which you graduate or give up your student activities at Université de Montréal. For international student with the Université de Montréal health insurance will begin 15 days before the start of the term. By "student" is understood any person enrolled or in the process of enrolling as a fulltime or part-time student or who is writing a master's thesis or Ph.D. dissertation at Université de Montréal, including postdoctoral person and visiting researchers. Information concerning the scope of the guarantee, insurance company benefits, exclusions, settlement procedures and attestation letters is available on the internet site of the Finance Department of Université de Montréal.

### 7.3.11 Emergency measures

In the event of a **serious emergency**, please contact 911. In the event of a **minor emergency**, contact security at ext. 7771. The Université de Montréal security service will take charge of contacting 911 if need be and will provide the operator with clear indications as to the emergency.

**TABLE 5: PROCEDURES TO FOLLOW IN CASE OF EMERGENCY**

# EMERGENCY 911

## SECURITY UDEM 514 343 - 7771

### FIRE

1. Activate the nearest fire alarm.
2. Call the UdeM Security at 514 343-7771.
3. Try to extinguish the start of a fire with a fire extinguisher if you have been trained to do so or know how to do it. Get out quickly if the fire spreads.
4. IMMEDIATELY evacuate the building according to the evacuation procedure.

### EVACUATION

1. When ordered to evacuate, remain calm and proceed to the nearest emergency exit.
2. Help people with disabilities to evacuate the premises or to go to a place of refuge (emergency stairwell).
3. Leave the building through the emergency exits. Never use elevators.
4. Head to one of the outdoor meeting places and wait for instructions from the evacuation personnel.

### MEDICAL EMERGENCY

1. Dial 911 and calmly explain the situation.
2. Call UdeM Security at 514 343-7771 if it is possible to do so without leaving the person alone.
3. Call in emergency responders if it is possible to do so without leaving the person alone.
4. Stay calm and stay with the person until help arrives.

### FRAUD / THEFT / VANDALISM

**If you are a victim or witness of one of these acts:**

1. Call the UdeM Security.
2. Describe what happened and listen to the instructions.
3. Do not intervene by putting your life in danger.
4. Stay there and wait for the security officers.

### ARMED INDIVIDUAL

1. Sneak out of sight of the individual and flee if you can do it without risk.
2. Dial 911 and calmly explain the situation. Then call the UdeM Security at 514 343-7771.
3. If you cannot escape, confine yourself to the nearest room with the most people in your immediate environment.
4. Close and lock the door once the last person has entered the room. If the door cannot be locked, try to block it with all the equipment at your disposal.
5. Turn off the lights, lie on the floor, and put your cell phone on silent.
6. Pay attention to the instructions and information that will be posted on UdeM's various platforms (website, computer screens, audio messages, mobile application, social media.).
7. Wait for a police officer and UdeM staff to come and pick you up.

### SUSPICIOUS PACKAGE

1. Do not handle the package or the envelope.
2. Call UdeM Security at 514 343-7771.
3. Do not use a cell phone or a headset.
4. Follow the instructions given by the Security

### VIOLENCE AND AGGRESSION

**If you are a victim or witness of one of these acts:**

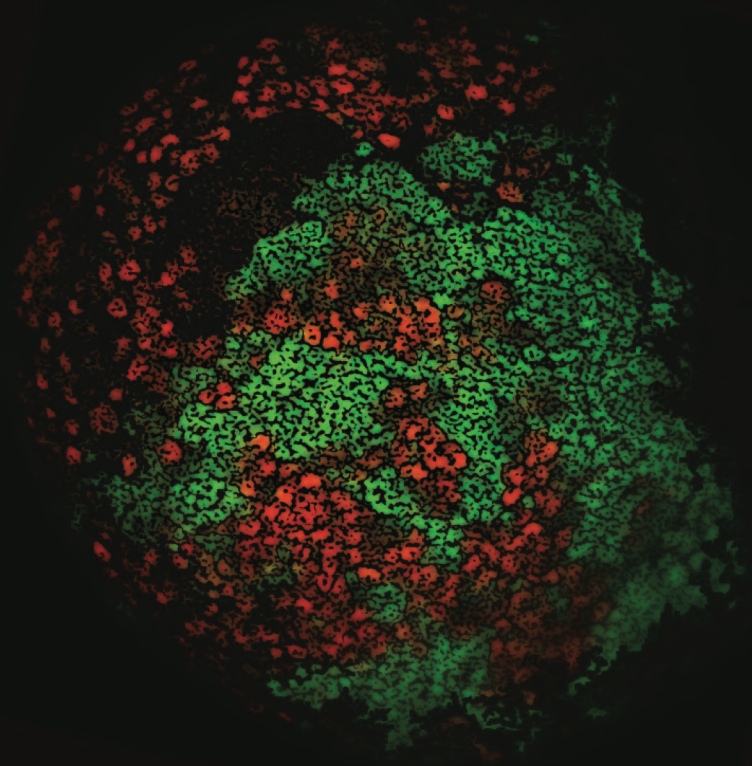
1. Shout, make noise to try to destabilize the abuser and attract other occupants.
2. Flee if possible.
3. Call the UdeM Security.

www.urgence.umontreal.ca

Université de Montréal

Free translation

# 8. ACADEMIC, SCIENTIFIC AND SOCIAL ACTIVITIES



# 8 ACADEMIC, SCIENTIFIC AND SOCIAL ACTIVITIES

## 8.1 ACADEMIC LIFE

### 8.1.1 Summer School in Systems Biology

IRIC's Summer School in Systems Biology offers a series of required and elective theoretical courses (BIM 6064A-B-C-D) that cover various topics related to cellular and molecular biology of cancer, molecular genetics of eukaryotes, immuno-oncology, model organisms and experimental approaches based on systems biology. These courses are open to students in other programs who would like to attend.

The Summer School also includes required and elective practical courses (BIM 6065A-B-C-D-E) that emphasize hands-on laboratory training related to molecular biology (construction of expression vectors, site-directed mutagenesis, DNA sequencing), cell analysis (microscopy, flow cytometry), expression and purification of proteins (FPLC chromatography), analysis of the chemical and biophysical properties of proteins (mass spectrometry, ultracentrifugation, circular dichroism), functional genomics (high-throughput sequencing), bioinformatics (databases, network analysis, modeling of the structure of macromolecules) and the use of model organisms (mouse, yeast, nematode, fruit fly). Throughout these practical courses, students conduct mini-research projects that require the use of IRIC's core facilities.

### 8.1.2 Academic Breakfasts

Once a month, Academic Affairs organizes a breakfast where pastries/snacks, tea and coffee are offered to students of the Institute. Some months, an issue of the reality of graduate students is addressed: stress management, mental health among young researchers, professional development plan, link between physical health and mental health, unconscious bias, etc. The members of the Academic Affairs Office are systematically present, and are committed to creating a friendly atmosphere, favorable to exchanges and confidences. The objectives of these breakfasts are to break the isolation of students, to create a link between the student community and members of academic affairs, as well as to generate discussions on relevant topics.

The day and time of these breakfasts vary each month to encourage the participation of all students.

### 8.1.3 Writing Groups

Writing groups have existed at IRIC since the winter of 2020. The objective of these writing groups is to break the isolation characteristic of the thesis writing period, to reduce drop-outs during the writing period and to create working groups that can serve as a resource for its members. A group is generally made up of 4-5 students at the end of their thesis, who meet every 4-5 weeks, with the head of academic affairs. During these meetings, students share their writing difficulties, their successes, and their goals. Specific themes are also addressed within the framework of this group, such as concentration, the difficulty of setting the task or the impostor syndrome.

The ideal time to join a group depends on each and every one. Some students will join a group as early as their 3$^{rd}$ year of doctoral studies, while others will do so during their 5$^{th}$ year. If you wish to have more information about these groups and/or join one, please contact Virginie Mondin.

### 8.1.4 Student Recruitment Event

The IRIC Student Recruitment Event offers students interested in pursuing graduate cancer-research studies the unique opportunity of participating in a recruitment visit that runs for three days. During that visit, the students, invited by way of a competition, have a chance to visit IRIC, learn more about Master's and Ph.D. projects under way and take part in a complete day of individual interviews with the principal investigators of their choosing. The Student Recruitment Event takes place in June each year.

### 8.1.5 IRIC Next Generation Awards competition

The IRIC Next Generation Competition program offers students a unique opportunity to receive a merit award and to conduct a research internship at IRIC further to a competition. The goal of this program is to attract the best Canadian students to do their internship at a laboratory in our institute, in the hope that those students enjoy the experience so much that they will come back for graduate school!

## 8.2 SCIENTIFIC LIFE

### 8.2.1 Research progress reports

In line with the philosophy of collaboration and multidisciplinarity that characterizes IRIC, students, postdoctoral fellows and staff members are invited, at the rate of two people per week, to present the results of their work to the entire scientific community of the Institute as part of a weekly series. These formal presentations are a major part of student training, since they enable students to fine-tune their communication and science-popularization techniques.

### 8.2.2 Distinguished Scientist lecture series

These lectures are open to graduate students, postdoctoral fellows, IRIC employees and to all members of the scientific community. Addressing the latest breakthroughs in cancer research, they are given by scientists of renown from the four corners of the planet. The lectures are presented every Monday from September to June, except for holidays, at 11:30 a.m. An invitation email will let you know who the guest speaker for the week is as well as the location for the lecture.

### 8.2.3 Scientific days

Whether organized at the institutional or departmental level, the main objective of scientific days is to enable all members of IRIC (e.g., IRIC Scientific Day) and members of IRIC affiliated with a given Université de Montréal department (e.g., Scientific Day of the Molecular Biology programs, Scientific Day of the Department of Biochemistry, Scientific Day of the Department of Pathology and Cellular Biology) to be aware of all the scientific activities in progress and to discuss the most recent developments achieved as part of the participants' research work. Participation in scientific days is an integral part of your training, and we strongly recommend that you submit an abstract in order to present your work orally or in poster form. Prizes are awarded for the best presentations, which may very well enhance your CV and your academic record.

### 8.2.4 Symposiums

Once a year, IRIC researchers organize scientific symposiums that bring together experts from various fields. Besides enabling researchers to confer about their recent discoveries, these symposiums offer everyone a chance to meet leading names in biomedical research.

## 8.3 SOCIAL LIFE

### 8.3.1 IRIC Connection Breaks

IRIC Connection Breaks is a project that allows people working or studying at IRIC to meet monthly and share a tea or coffee to get to know each other better. The objectives of this project are multiple: to promote meetings within the IRIC community, to have a better knowledge of people working or studying at IRIC, to increase the feeling of belonging, to create links between the different members of IRIC, promote the integration of new recruits, etc.
To register and participate in the monthly meetings you must register via the following link. If you have any questions, you can contact the IRIC Connection Breaks team.

### 8.3.2 BBQ

Organized by the AÉIRIC, barbecues are organized during the summer. These take place on the terrace in front of the Agora and are an excellent opportunity to share a friendly moment with other IRIC members.

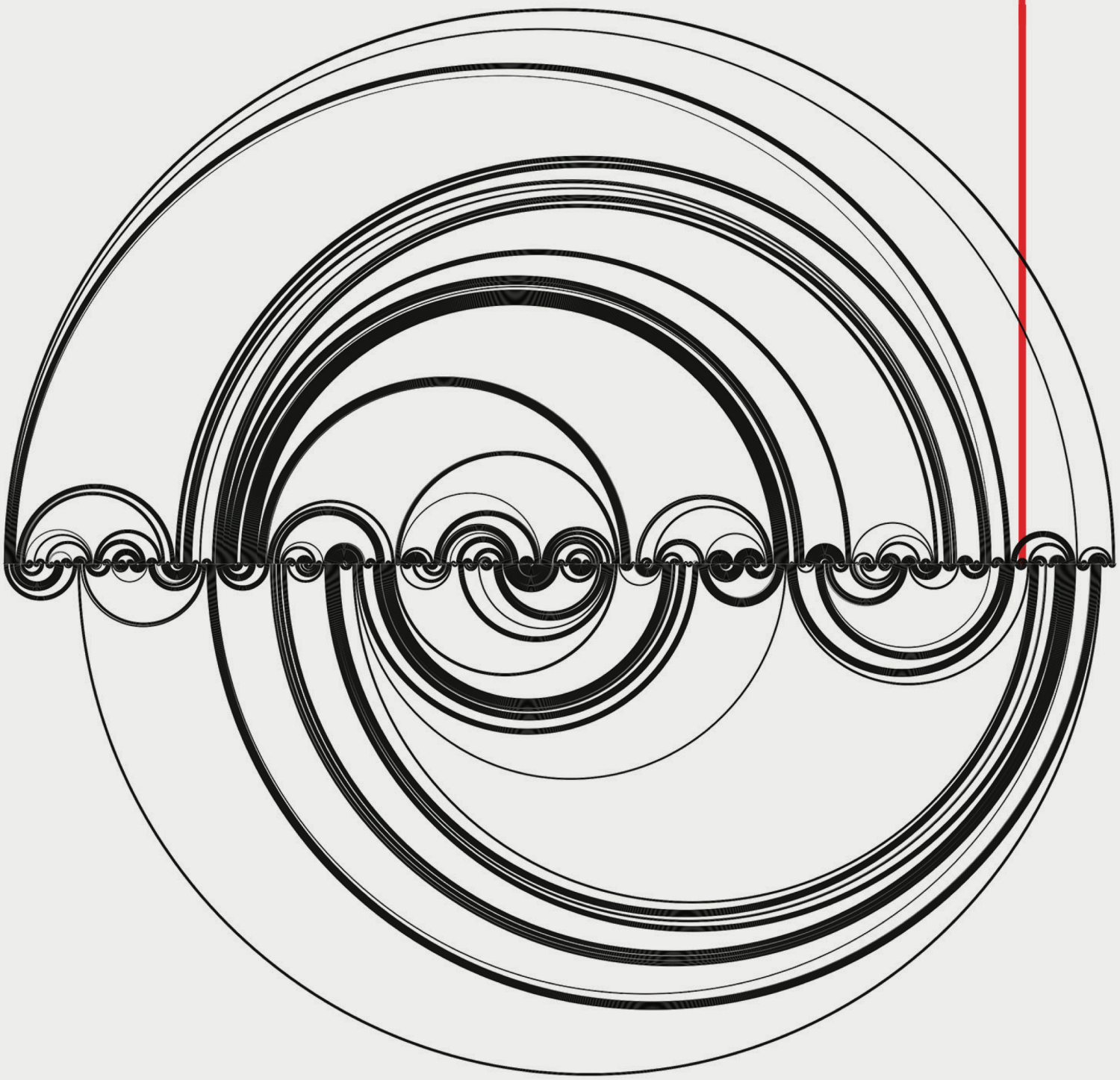
### 8.3.3 Pumpkin decorating competition

Every year, in celebration of Halloween, the IRIC Student Association invites each unit to decorate a pumpkin in an unusual way. The pumpkins are exhibited at a happy-hour type event organized by the members of the Student Association. A jury made up of IRIC members votes for the winning pumpkin, and the creators earn themselves a prize – as well as the honor of pumpkin of the year!

### 8.3.4 Christmas party

Every year in December, IRIC students, employees and researchers get together in the Morris and Rosalind Goodman Agora for a holiday-season evening of celebration. It is an opportunity to thank all the members of IRIC for their work throughout the year. Food, entertainment, dancing and gifts are all part of the evening, which often winds up in the early hours of the morning!

# 9. SERVICES OFFERED TO STUDENTS



# 9 SERVICES OFFERED TO STUDENTS

This section provides a non-exhaustive overview of the services offered to you by Université de Montréal or by IRIC during your training at the Institute. For all other details, consult the Services aux étudiants de l'Université de Montréal (SAÉ) website and the Répertoire des services offerts par l'Université de Montréal (Directory of services offered by Université de Montréal).

## 9.1 FINANCIAL SUPPORT

The Université de Montréal Bureau de l'aide financière (Financial Assistance Office) informs students about the loans and grants program of the Québec Ministry of Education and Higher Education as well as about other available sources of financial support.

## 9.2 HOUSING

The amount of rent for a dwelling in Montreal varies depending on its location and the condition of the building. When you are looking for housing, various elements should be taken into consideration (e.g., average cost of heating in winter, charges for hot water and electricity, proximity to a Métro station and/or bus line, neighborhood quality of life).

- **Searching for housing on different Internet sites**

Various websites can be used to facilitate your search for housing on the Island of Montreal:

- ✓ LesPac
- ✓ Pad Mapper
- ✓ Tout Montréal
- ✓ Louer.ca
- ✓ Kijiji Montreal
- ✓ Craigslist Montreal

- **Off-campus housing office**

The bureau du logement hors campus (off-campus housing office) offers an assistance service for finding housing, making available to students a housing bank as well as computers, telephones and maps.

- **Université de Montréal residences**

The Université de Montréal Service des résidences offers students the possibility of renting entirely renovated studios that include furniture adapted to their needs and shared sanitary facilities (toilets and showers). In certain cases, kitchens containing microwave ovens and stoves are also available to residents. Life in a university residence is an excellent way of building new friendships and facilitating your adaptation to and integration in Montreal.

## 9.3 HEALTH AND SOCIAL SERVICES

- **Medical and dental insurance**

Graduate students who have Canadian-citizen or permanent-resident status automatically belong to the régime annuel de soins de santé et de soins dentaires (annual health and dental care plan) of the Fédération des associations étudiantes du campus de l'Université de Montréal (FAÉCUM – the federation of student associations). They thus have the possibility of enrolling their spouse and child or children in the health and dental care plan for an additional fee. If you already have insurance with your spouse or do not wish to take out this insurance, you must cancel your enrolment by October 15 for the fall session, or before February 15 for those newly registered for the winter session.

**International graduate students** are also automatically enrolled in a group health insurance plan. They cannot withdraw from this plan by taking out private medical insurance here or abroad, unless they belong to one of the categories exempt from medical insurance fees. The cost of this mandatory insurance is added to their tuition fees. The plan covers medical and hospital costs as well as prescription drugs. The plan also includes a repatriation component in the case of death or disability (details). It does not however cover dental care. The FAÉCUM nevertheless offers optional dental insurance. The premium for this dental insurance is added to tuition fees. It should be noted that these insurance plans only cover students enrolled at Université de Montréal: their dependents must take out private insurance.

**Please note that optional insurance (health and dental care for domestic students, dental care for international students) is not available in the 1st term of your study program if it is the summer term.**

Concerning insurance coverage in cases of accidental injury occurring in a place belonging to Université de Montréal, please refer to section 7.3.10.

- **Université de Montréal Physical Education and Sports Centre (CEPSUM)**

The Université de Montréal Physical Education and Sports Centre (CEPSUM) ranks with the largest sports complexes in Québec. You will find modern sports facilities to suit every taste: competition swimming pool and diving pool, skating rink, fitness room, indoor track, dance studios, and so on. In your tuition fees you pay for access to the sports facilities and the swimming pool when you're enrolled fulltime. Otherwise, if you wish to have access to the Gym and to group classes, an extra charge will have to be paid.

- **Health care and psychological counselling center (CSCP)**

The Université de Montréal Centre de santé et de consultation psychologique (CSCP), whose mission is to maintain and improve the physical and psychological health of the campus community, offers to the students and staff of Université de Montréal exclusively a variety of services covered by the Régie de l'assurance maladie du Québec (RAMQ, the Québec Health Insurance Board) or your medical insurance (e.g., medical consultation, dental clinic, nursing care, laboratory analyses, nutrition clinic, physiotherapy clinic, psychological counselling).

For psychological counselling, your first appointment with a psychologist consists of an intake interview during which you talk about your situation, difficulties you are experiencing and your needs. It is also the time to ask your questions. Further to assessment of your request, the psychologist will discuss with you the conclusions of his or her evaluation and the course of action most appropriate to your condition. In accordance with an agreement with the psychologist, your request will be forwarded to the team professional in the best position to respond to it. Based on the needs identified, you can benefit from a maximum of 20 meetings, including the intake interview.

### 9.4 LIBRARIES

Université de Montréal and its affiliated institutions have some 20 libraries. These make available to users hundreds of specialized collections and provide access to numerous electronic resources. You can access all the libraries in the network, and will surely need to use the resources and services of a number of them in the framework of your activities at the University.

In addition, the Université de Montréal libraries offer useful training for bibliographic research. Training on Sofia is necessary for productive research in UdeM libraries. For successful literature reviews, Endnote is an indispensable program in performing automated bibliographies. Also, you can download this program to your personal computer free of charge. To do that, consult the software library on the Information Technologies (TI) service website. It should be noted that there are other programs than Endnote on the Internet. Colleagues will tell you which program is used in the laboratory.

Numerous resources are also available on the health science libraries website. Do not hesitate to consult it.

### 9.5 CAFETERIA

Université de Montréal offers a cafeteria service spread out over the various pavilions on campus. In addition to the food counter located at the Morris and Rosalind Goodman Agora (adjacent to IRIC), you can take advantage of the counters located in the following places:

- ✓ Food counter - Roger-Gaudry Pavilion, sector U, 1st floor
- ✓ "Chez Valère" cafeteria - Pavilion 3200, Rue Jean-Brillant, 2nd floor
- ✓ "Pill Pub" student café (pharmacy) - Jean-Coutu Pavilion, room S1-184
- ✓ "Math-Info" student café (mathematics) –André-Aisensdadt Pavilion, room 1221
- ✓ "L'intermed" student café (medicine) - Roger-Gaudry Pavilion, room X-027
- ✓ "Le macrophage" student café (biochemistry) - Roger-Gaudry Pavilion, room E-212
- ✓ "Le Café-in" student café (chemistry) - Roger-Gaudry Pavilion, room G-717

Student cafés are in most cases less expensive than Université de Montréal food counters.

### 9.6 BOOKSTORE

The Université de Montréal bookstore has two branches, one in the Roger-Gaudry Pavilion and one in the Jean-Brillant Pavilion. The bookstore offers thousands of titles, most of which can be ordered online. It also carries office supplies as well as various items in University colors. When you initially submit your thesis or dissertation, you can pick up University binders at these locations.

### 9.7 Loan of audiovisual equipment

The Information Technologies (TI) service makes audiovisual equipment available to members of IRIC that can be used in the framework of their teaching, research, learning and management work as well as in institutional activities. Some equipment is permanently installed in classrooms and meeting rooms. Other equipment can be delivered on request. The Information Technologies (TI) service technical staff can of course advise you on the types of equipment and how they work.

### 9.8 Daycare

The Université de Montréal Centre de la Petite Enfance (CPE, daycare center) is a non-profit corporation managed by its members, and administratively independent of the University. Daycare is available to children the principal occupation of one of whose parents is at Université de Montréal, either as a student, postdoctoral fellow, teacher, support staff member, executive or professional. For more information: (514) 343-6420. "Le Baluchon" meanwhile is a daycare for student parents offered by the Université de Montréal's Federation of Student Associations (FAÉCUM) and its partners. For further information: baluchon@faecum.qc.ca, (263) 550-1747.

### 9.9 Printing service

The Université de Montréal Printing Service (SIUM) offers the UdeM community high-quality document printing and finishing at extremely competitive rates. With its five branches on campus, you can find their services close to your classrooms and thus avoid unnecessary trips.

### 9.10 FAÉCUM

The mission of FAÉCUM is to represent, through its member associations, the students of Université de Montréal in order to defend their rights and interests, primarily within the university sector, but also at the social, economic, cultural and political levels.

FAÉCUM offers a number of services:

- ✓ Group insurance (Alumo)
- ✓ Scholarships, subventions and awards for activities on the UdeM campus
- ✓ Used books
- ✓ Daycare
- ✓ Ideas on sustainable development, for example, the loan of dishware
- ✓ Academic, juridical and legal advice

### 9.11 Centre étudiant de soutien à la réussite (CÉSAR)

The Université de Montréal Centre étudiant de soutien à la réussite (student success center) offers numerous services to students, such as the Conseils carrière (career counselling), Information scolaire et professionnelle, l'Orientation scolaire et professionnelle (school and professional information), Orientation scolaire et professionnelle, (education and career guidance), Soutien à l'apprentissage (learning support) and Soutien aux étudiants en situation de handicap (support for disabled students).

### 9.12 UdeM ombudsman

The mandate of the Université de Montréal Ombudsman is to ensure the just and fair treatment, by the university administration, of all situations experienced by each member of the university community.

- ✓ It advises members of the university community on the various avenues open to them in a given situation.
- ✓ It processes requests for assistance from members who, after exhausting available internal remedies, believe that they are victims of errors, injustice, unfairness or discrimination on the part of the university administration.
- ✓ It works on improving the University's equitable practice by formulating proposals for changes to University regulations.
- ✓ It informs the University Council of its activities every year via its annual reports.

### 9.13 Bureau du respect de la personne (Office of Respect for Individuals)

The Bureau du respect de la personne – Prevention and fight against harassment, discrimination, racism and sexual violence is the single point of contact for anyone affected by a situation of harassment, sexual violence, discrimination or of racism. Its mission is to contribute to making the Université de Montréal and HEC Montréal open, inclusive and respectful living, studying and working environments, where everyone can expect to receive caring and non-judgmental support respecting their expectations and specific needs.

The Bureau du respect de la personne favors a proactive approach, focused on problem solving and the prevention of violence and harassment.
In carrying out its mission, the Bureau du respect de la personne acts in four areas:

- Prevention, through awareness, education and training;
- Intervention in the community following a report, through reframing, coaching, mediation and problem solving;
- The treatment, by receiving and following up on complaints of harassment, sexual violence, discrimination or racism;
- Accompaniment, through the support provided to complainants, witnesses and defendants.

### 9.14 Student Engagement Center – Recognized students regrouping of UdeM

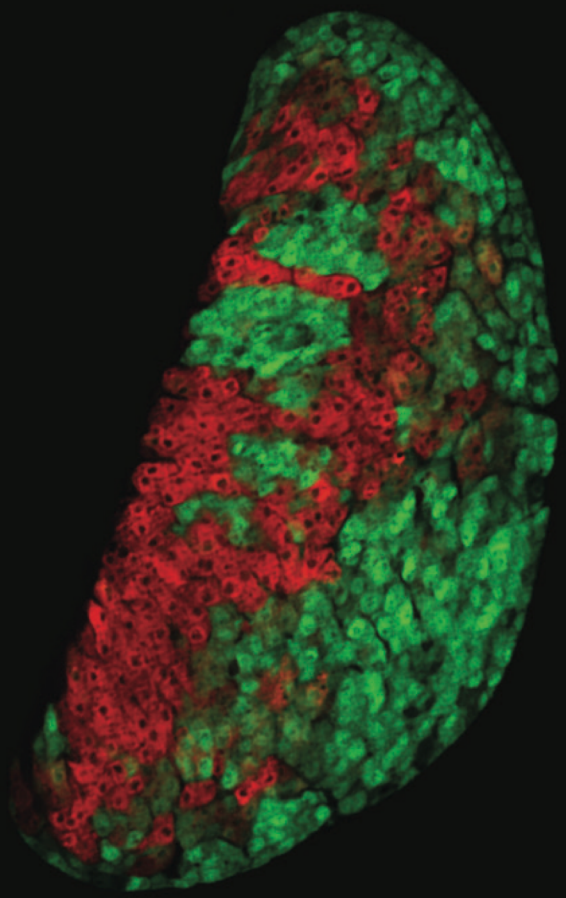
The Student Engagement Center works to enhance campus life by providing professional support and an open, tailored workspace for various student initiatives, including student groups. By promoting a variety of opportunities and providing support resources, the Center is a benchmark for fostering student engagement in an inclusive environment. As a student at the Université de Montréal, you can engage in different student groups on humanitarian and community issues. here are some examples:

- The **Alternative group**, which aims to raise community awareness of LGBTQ issues;
- The **UdeM trans action group**, which aims to better integrate trans people at the Université de Montréal;
- The **stork association**, which aims to help student parents reconcile their studies and their parenting;
- Several **cultural groups**, including Armenian, Haitian, Lebanese and Indigenous student associations.
- Several **spiritual groups**, including the UdeM Muslim Students Association and the UdeM Bible University Group;
- Etc ...

### 9.15 UdeM Food Bank

The UdeM food bank provides free food distribution to students in need. The baskets of foods are varied and composed of dry products, dairy products, fruits and vegetables etc. Distribution takes place every Monday from 3.15 p.m. at 3200 Jean-Brillant, Local Local Cafeteria - North part.
To be eligible for the basket, certain criteria must be met : be a regular student of the Université de Montréal, HEC Montréal or Polytechnique and have an income less than $ 24,347 gross annual before taxes. Please visit the page « Comment ça marche ? » from their website to find out about the registration procedures and how to collect your basket.

# 10. SUPPORT FOR INTERNATIONAL STUDENTS



# 10 SUPPORT FOR INTERNATIONAL STUDENTS

Moving to a new country to pursue one's studies can be a significant source of stress and require good preparation, which can stretch over a number of months. With that in mind, IRIC'S Office of Academic Affairs has assumed the mandate of 1) offering newly recruited international students advice and resources in order to facilitate all immigration and enrolment procedures, and 2) placing at their disposal various resources that will provide them with support throughout their studies at IRIC and ease their integration into Montreal.
In addition to the support of IRIC'S Office of Academic Affairs, international students have access free of charge to a host of services and resources offered by Université de Montréal, by governments and by certain organizations:

## 10.1 SUPPORT FOR THE INTERNATIONAL STUDENT COMMUNITY

Support for the international student community, from Student Life Services, offers support tailored to the needs of UdeM international students in order to promote the success of their study project and their inclusion, both within the institution and in the host society.

## 10.2 UDEM INTERNATIONAL

The UdeM International Immigration team offers a number of information sessions on various topics during the school year (see le calendrier des séances d'information). The information in these sessions will help you on your Québec immigration journey. Topics include:

- Working during your studies
- Renewing your CAQ and study permit
- Working after your studies: the post-graduation work permit
- Living in Québec after your studies: the permanent immigration process

## 10.3 LANGUAGE COURSES

The School of French of Fuculty of Continuing Education offers a variety of language-support tools and workshops to members of the Université de Montréal community. A number of workshops are designed to help most especially non-French-speaking students in oral and written French. It also offers courses in French as a second language, as well as English courses, designed at improving written and/or oral communication.

The Language Centre also offers courses in language and culture in a number of other languages, including English.

## 10.4 APPLYING FOR PERMANENT RESIDENCE

If you wish to settle in Québec permanently, you must submit a request for permanent residency to government authorities. That process consists of two steps: 1) applying for a Québec selection certificate, and 2) applying for permanent residence with the government of Canada. For all details, visit the Internet site of the Government of Québec.

## 10.5 TO-DO LIST

Here is a memo list that was produced by Unain Ansari, former Ph.D. student at IRIC, summarizing the various administrative steps when you arrived in Canada:

- Update your student file by uploading your immigration documents on your Student center
- Get enrolled for the semester (once it shows on your student centre, you can get your student ID and Opus Card)
- Set up of your stipend with the Office of Academic Affairs
- Get an appointment from the bank to set up an account (might take a week to get an appointment)
- Get a Social Insurance Number (Required to get a phone number here if you do not yet have credit card/credit history) [via Service Canada]
- Get a local phone number (Will need your ID and SIN or ID and credit history)
- Set up the direct deposit for stipend on the Student center (Once you have your bank details)
- Get a locker assigned from reception
- Get your UdeM student ID card
- Get the Metro OPUS card (online or in person Berri-UQAM Opus Photo centre, the letter is available on the student centre)

- Collect the Health Insurance card from the International Student Office (after a month, you will get an email) or do the process to obtain the RAMQ if you are eligible.
- Pay your tuition fees before the deadline.

### 10.6 INTERNET RESOURCES TO CONSULT

Consult the following websites for access to various resources that will be useful to you in your immigration proceedings or during your stay in Canada.

**Immigrating to Québec:** Official website of the government of Québec intended for foreign nationals wishing to study or settle in Québec. It contains all details on immigration proceedings and on the steps to take before your arrival, at the moment of your arrival and during your stay. It also presents the information needed for the preparation of an application for permanent residence.

**Immigration-Canada:** Official website of the government of Canada intended for foreign nationals wishing to study or settle in Québec. It contains all details on immigration proceedings and on the steps to take before your arrival, at the moment of your arrival and during your stay. It also presents the information needed for the preparation of an application for permanent residence.

**CREPUQ – Bureau de coopération interuniversitaire:** This website, maintained by the Conférence des recteurs et des principaux des universités du Québec (CREPUQ: Conference of Québec University Rectors and Principals), provides information on pursuing one's university studies in Québec and about organizing your stay. In collaboration with the Conférence régionale des élus (CRÉ) de Montréal, the CREPUQ also offers the *Accueil-Plus* service, which offers new arrivals a personalized welcome that will simplify their arrival at Montréal-Trudeau Airport. Please note that this service is available for the fall semester only.

I choose Montreal website is a good resource if you are thinking of staying in Greater Montreal after your studies.

11. RESOURCE PEOPLE

12. LIST OF USEFUL SITES TO CONSULT

13. IRIC CONTACT INFORMATION

14. ADMINISTRATIVE STAFF

15. APPENDIXES



## 11 RESOURCE PEOPLE

| Whom do I contact if… | Resource person |
|---|---|
| I have a problem enrolling in a course or in my study program? | Coordinator of your study program (List of UdeM des TGDE de l'UdeM) |
| I have a problem with the payment of my scholarship (undergraduate and graduate students)? | Claudia Nita (Room S1-406-2, ext. 55307). |
| I need computer support? | Frédéric Lévesque (Local 2375, ext. 15796)<br>Ganda Rioult (Local 2375, ext. 0647) |
| I have an issue with my access card? | Stéphane Pinsonneault (Local 1358, ext. 0593) |
| I lost a valuable personal item? | Lynda Landry (Local 1306, ext. 51735) |

## 12 LIST OF USEFUL SITES TO CONSULT

ESP academic regulations
Website of the Graduate and Postdoctoral Studies (ESP)
Student's Life Services
UdeM "Études" site
Les saisons des ESP
Immigration team from UdeM International

## 13 IRIC CONTACT INFORMATION

**General numbers**
Telephone: (514) 343-7770
Fax: (514) 343-7780

**Address on the Université de Montréal campus**
Marcelle-Coutu Pavilion
2950 Chemin de Polytechnique

**Mailing address**
IRIC - Université de Montréal
P.O. Box 6128, Downtown Station
Montréal, Québec H3C 3J7 Canada

**Delivery address**
IRIC - Université de Montréal
2900 Boulevard Édouard-Montpetit, Marcelle-Coutu Pavilion, Quai 20
Montréal, Québec H3T 1J4 Canada

**Log on to our social media**

- https://www.facebook.com/iric.umontreal/
- https://twitter.com/IRIC_umontreal
- https://www.instagram.com/iric_umontreal/
- https://www.linkedin.com/company/iric_umontreal/
- https://www.youtube.com/user/IRICMTL?feature=watch

## 14 ADMINISTRATIVE STAFF

### 14.1 MANAGEMENT TEAM

**Chief Executive Officer**

Marc Therrien, principal investigator

**Scientific Director**
Philippe Roux, principal investigator

**Deputy General Director, Operations and Finance**
Jean-François Brodeur

**Director of Academic Affairs**
Sébastien Carréno, principal investigator

**Chief Executive Officer of IRIC – Commercialization of Research (IRICoR)**
Mario Callejo

### 14.2 ADMINISTRATIVE STAFF

Asmaa Faradi, Section Head, Finances
Nancy Deslandes, Section Head, Human Resources
Manon Valiquette, Director – Science Platform Operations
Noémie Desbois Mackenzie, Chief, Communications and Media Relations
Chantal Mallette, Philanthropy and Development Senior Advisor

# 15 APPENDIXES

## 15.1 ANNEXE 1

INSTITUT DE RECHERCHE EN IMMUNOLOGIE ET EN CANCÉROLOGIE

IRIC

Université de Montréal

# Plan IRIC de soutien à la réussite étudiante

***IRIC Plan to support student success***

Avant de s'engager dans une maîtrise et/ou un doctorat, l'étudiant ou l'étudiante et la directrice ou le directeur de recherche concernés doivent discuter des points exposés dans ce plan de réussite, afin de s'assurer de la concordance de leurs attentes respectives. Ces attentes pouvant changer tout au long de leur programme, ce document n'est pas un contrat et est sujet à des révisions périodiques. S'il y a des incohérences entre le présent document et les politiques de l'Université de Montréal, les politiques de l'Université prévalent.

*Before committing to a Master and / or Doctoral degree, the student and the research director must discuss the matters outlined in this document, to ensure that their respective expectations are matched. As the expectations evolve along the graduate's journey, this document is not a contract is subject to revisions annually. If there are inconsistencies between this document and University of Montreal policies, University's policies prevail.*

| Nom de l'étudiant·e :<br>*Student family name :* | Prénom de l'étudiant·e :<br>*Student first name :* | Programme d'études :<br>*Program :* |
|---|---|---|
| | | |
| Directeur/directrice de recherche :<br>*Research supervisor :* | Codirecteur/codirectrice de recherche (si applicable) :<br>*Co-supervisor (if applicable) :* | Date de début du programme d'études :<br>*Starting date of the program :* |
| | | |

Noms et contacts des personnes-ressources :

*Name and contact of the resource persons:*

| | |
|---|---|
| **Direction des affaires académiques :**<br>***Academic Affairs Direction :*** | **Sébastien Carréno**<br>sebastien.carreno@umontreal.ca |
| **Responsable, affaires académiques :**<br>***Head, Academic Affairs :*** | **Virginie Mondin**<br>virginie.mondin@umontreal.ca<br>Bureau \| *Office* 3304<br>Poste \| *Extension* 0542 |
| **Coordonnatrice, affaires académiques :**<br>***Coordinator, Academic Affairs :*** | **France Côté**<br>france.cote.4@umontreal.ca<br>Bureau \| *Office* 3303<br>Poste \| *Extension* 31197 |
| **Analyste ressources humaines, Affaires académiques :**<br>***HR Analyst – Academic Affair :*** | **Melissa Lopez-Castillo**<br>melissa.lopez.castillo@umontreal.ca<br>Bureau \| *Office* 3303/S1-406-3<br>Poste \| *Extension* 0612/36486 |

# LIGNES DIRECTRICES SUR LES CONDITIONS DE RECHERCHE À L'IRIC POUR LES ÉTUDIANTS ET ÉTUDIANTES À LA MAÎTRISE ET AU DOCTORAT ET LES STAGIAIRES DE RECHERCHE.

***Guidelines for research conditions at the IRIC for M.Sc. and PhD students and research interns***

## 1. Lignes directrices pour le versement de bourses pour les étudiants et les étudiantes à la maîtrise et au doctorat et les stagiaires de recherche de l'IRIC

***Guidelines for M.Sc. and PhD students and research intern stipends at IRIC***

- Tous les étudiants et les étudiantes à la maîtrise et au doctorat reçoivent une bourse de recherche.
  *All M.Sc. students and Ph.D. students will receive a research stipend.*

- Toutes les nouvelles personnes étudiantes à la maîtrise et au doctorat, débutant leur programme aux trimestres Automne 2026, Hiver 2027 ou Été 2027, recevront lors de leur premier versement un soutien de démarrage à l'IRIC de 2 000$.
  *All new M.Sc. students and Ph.D. students beginning their program in Fall 2026, Winter 2027 or Summer 2027 trimesters will receive a $ 2 000 IRIC start-up support with their first payment.*

- Les bourses pour les étudiants et les étudiantes à la maîtrise et au doctorat prélevées sur les fonds des chercheurs et des chercheuses sont attribuées selon les taux apparaissant ci-dessous.
  *Stipends for M.Sc. and Ph.D. students paid by the research funds of IRIC investigators are paid according to the rates outlined below.*

- Les étudiants et les étudiantes à la maîtrise et au doctorat qui obtiennent une bourse au mérite (interne ou externe) doivent accepter cette bourse et en informer leur directeur ou leur directrice de recherche, le Bureau des Affaires académiques de l'IRIC ainsi que la technicienne en administration responsable des bourses du Secteur des finances de l'IRIC (Claudia Nita).
  *M.Sc. and Ph.D. students who obtain a competitive scholarship/fellowship (internal or external) must accept it and inform their supervisor, the IRIC Office of Academic Affair and the administrative technician responsible for scholarships of the Finances Sector (Claudia Nita).*

- Les étudiants et les étudiantes à la maîtrise et au doctorat qui obtiennent une bourse d'un organisme subventionnaire doivent suivre les exigences de cet organisme. Ces exigences ont priorité sur les lignes directrices présentées dans le présent document.
  *M.Sc. students and Ph.D. students receiving a scholarship from a granting agency must follow the requirements of that granting agency. These requirements take precedence over the IRIC stipend guidelines.*

- Les étudiants et les étudiantes reçoivent une bourse pendant leur période de rédaction (pour une période recommandée de deux mois au niveau de la maîtrise au programme régulier et de quatre mois au niveau du doctorat).
  *Students will receive a thesis writing stipend (for a two-month period at the M.Sc. level in the regular program and a four-month period at the Ph.D. level).*

- Le directeur ou la directrice de recherche doit fournir un préavis d'une session avant le dernier versement prévu de la bourse lorsque l'étudiant ou l'étudiante termine son programme en vue de l'obtention de son diplôme.
  *The research director must provide one session's notice before the last scheduled payment of the stipend when the student completes his or her program to obtaining his or her diploma.*

- Le montant recommandé pour les bourses est augmenté annuellement, en se basant sur l'inflation des 12 derniers mois. Les augmentations ont lieu le 1er septembre de chaque année n, et le taux d'inflation utilisé sera celui fourni par Statistiques Canada sur la période allant de mai de l'année n-1 à mai de l'année n.
  *The recommended amount for master's and doctoral scholarships will be increased annually, based on inflation for the last 12 months. The increases will take place on September 1st of each year n, and the inflation rate used will be that provided by Statistics Canada for the period from May of year n-1 to May of year n.*

- Les boursHYPERLINK "https://centre-de-langues.umontreal.ca/cours-et-horaires/cours/anglais/"nsi que pour les stagiaires de recherche sont :
  *Recommended stipends for M.Sc. and Ph.D. students and research interns:*

**Étudiants et étudiantes à la maîtrise :** Les étudiants et les étudiantes à la maîtrise reçoivent une bourse de : **26 100,00 $**

**/an**, avec la possibilité de cumuler 20% d'une bourse interne ou externe obtenue au mérite. Ainsi, si un étudiant ou une étudiante à la maitrise obtient une bourse interne ou externe de : **32 625,00 $ /an** ou plus, il ou elle conserve cette bourse; celle-ci devient sa source de soutien financier (son superviseur ou sa superviseuse n'a plus à le soutenir financièrement). Si un étudiant ou une étudiante à la maitrise obtient une bourse interne (excepté Persévérance) ou externe de moins de : **32 625,00 $ /an**, il ou elle conserve cette bourse et il ou elle reçoit un complément de bourse de son superviseur ou sa superviseuse pour que son soutien financier total soit de : **26 100,00 $ /an + 20%** du montant de cette bourse interne ou externe.

***M.Sc. students:*** *M.Sc. students receive a scholarship of $26,100/year. If a M.Sc. student obtains an internal or external scholarship of $32,625.00/year or more, he or she keeps the totality of the scholarship and stops receiving a stipend from his or her supervisor. If a M.Sc. student obtains an internal (except Perseverance) or external scholarship of $32,625.00/year or less, he or she keeps the totality of the scholarship and receives a supplement from his or her supervisor to make the total stipend $26,100/year + 20% of the amount of the internal or external studentship.*

**Étudiants et étudiantes au doctorat :** Les étudiants et étudiantes au doctorat reçoivent une bourse de : **28 570,00 $/an**, avec la possibilité de cumuler 20% d'une bourse interne ou externe obtenue au mérite. Par exemple, si un étudiant ou une étudiante au doctorat obtient une bourse interne ou externe de : **35 712,50 $ /an** ou plus, il ou elle conserve cette bourse; celle-ci devient sa source de soutien financier (son superviseur ou sa superviseuse n'a plus à le soutenir financièrement). Si un étudiant ou une étudiante au doctorat obtient une bourse interne ou externe de moins de : **35 712,50 $ /an**, il ou elle conserve cette bourse et il ou elle reçoit un complément de bourse de son superviseur ou sa superviseuse pour que son soutien financier total soit de : **28 570,00 $/an** + **20%** du montant de cette bourse interne ou externe.

***Ph.D. students****: Ph.D. students will receive a scholarship of $28,570/year. If a Ph.D. student obtains an internal or external scholarship of $35,712.50/year or more, he or she will keep the entire scholarship and will not receive a stipend from his or her supervisor. If a Ph.D. student obtains an internal or external scholarship of $35,712.50/year or less, he or she will keep the entire scholarship and will receive a supplement from his or her supervisor to make the total stipend $28,570/year + 20% of the amount of the internal or external studentship.*

**Stagiaires de recherche** : Les étudiants et étudiantes reçoivent une bourse de stage d'une valeur minimale de **479$/semaine** (1er cycle), **502$/semaine** (2e cycle) ou **549$/semaine** (3e cycle), pour un stage à temps plein. Des exceptions peuvent s'appliquer selon les conditions du programme de l'étudiant ou l'étudiante. S'il s'agit d'un stage de 1er cycle réalisé dans le cadre d'un cours crédité au sein d'une université montréalaise, le versement d'une bourse est laissé à la discrétion de son superviseur ou de sa superviseuse. Les stagiaires qui sont inscrit(e)s dans une autre institution académique doivent obligatoirement s'inscrire comme « stagiaire de formation ou de recherche » auprès des ESP ou bien comme étudiant ou étudiante « en échange » auprès de UdeM International. Le cas échéant, les superviseurs et superviseuses s'engagent à rembourser les frais généraux encourus par les stagiaires lors de leur admission et de leur inscription auprès des ESP. Ces frais sont respectivement de 81$ et de 180$ par stage d'une durée de 4 mois et peuvent être sujets à changement. Selon la politique de l'Université de Montréal, la durée totale du séjour de recherche à l'Université de Montréal pour les stagiaires appartenant à cette catégorie ne peut excéder 12 mois.

***Research interns*** *: Students receive a minimum scholarship of $479/week (undergrad), $502/week (2nd cycle) $549/week (3rd cycle), for a full-time internship. Exceptions may apply depending on the conditions of the student's program. If the undergraduate internship is part of a credited course at a Montreal university, the decision to provide a scholarship is left to the discretion of his or her supervisor. Interns registered in another academic institution must register as a "training or research intern" with the ESP or as an "exchange" student with the UdeM International . If applicable, supervisors agree to reimburse admission and registration fees incurred by interns. These fees are respectively of 81$ and $180 for each period of 4 months internship and are subject to change. Under the Université de Montréal policy, the total duration of a research internship for interns in this category must not exceed 12 months.*

## 2. Vacances

***Holidays***

L'IRIC recommande que les étudiants et les étudiantes à la maîtrise régulière et au doctorat aient 2 semaines de vacances par année (10 jours ouvrables) en plus des vacances institutionnelles (incluant les jours fériés et les vacances de Noël; voir le calendrier universitaire de l'année pour les dates exactes). La période des vacances doit être discutée et approuvée par le superviseur ou la superviseuse de l'étudiant ou de l'étudiante. Des vacances additionnelles et une accumulation des vacances (incluant les vacances de Noël) d'une année à l'autre peuvent être discutées avec le superviseur ou la superviseuse de l'étudiant ou de l'étudiante. Les vacances doivent être organisées de sorte qu'elles aient un impact minimal sur la recherche en cours et sur les autres obligations de l'étudiant ou de l'étudiante à l'Université. Ces lignes directrices ne s'appliquent pas aux étudiantes et étudiants inscrits à la maîtrise en biologie des systèmes avec stages. Ces derniers et dernières doivent respecter le calendrier annuel reçu au début de leur maîtrise.

*IRIC recommends that M.Sc. and Ph.D. students have two weeks of vacation (10 working days) in addition to the university holidays (including statutory holidays and the Christmas holidays; please refer to the university calendar for the year to know the exact dates). Vacation dates must be discussed with, and approved by, the student's supervisor. Additional holidays and accumulation of holidays (including Christmas holidays) can be discussed with the student's supervisor. Vacation dates must be arranged so that there is minimal impact to the student's research and other obligations to the University. These guidelines*

*do not apply to students enrolled in the Systems Biology M.Sc.with internships, who should consult their annual calendar (provided at the beginning of their Master's program) for further details.*

## 3. Vie de laboratoire et institutionnelle:

***Laboratory and institutional life:***

- La formation aux études supérieures qui conduit à l'obtention d'une maîtrise de recherche ou d'un doctorat est propre au monde universitaire. Ces parcours de formation sont longs, exigeants et comptent au nombre des réalisations majeures pour les étudiants et les étudiantes qui les accomplissent et au nombre des fleurons de la carrière universitaire pour les professeurs et les professeures qui les dirigent.

  La réussite de ces études nécessite un engagement important et assidu. Ainsi, l'IRIC recommande que l'étudiant ou l'étudiante se consacre à temps plein à son projet de recherche et aux activités institutionnelles ou académiques (horaire variable selon les contraintes liées au travail expérimental et autres activités connexes (cours, examen, congrès…)).

  *Higher education training that leads to obtaining a research master's degree or a doctorate is unique to academia. These training are long, demanding and are among the major achievements for the students who complete them and among the flagships of the university career for the professors who direct them.*

  *The success of these studies requires a significant and assiduous commitment. IRIC therefore recommends that the student devote himself or herself full time to his or her research project and academic or institutional activities (variable hours depending on the constraints related to the experimental work and other related activities (courses, exams, conferences, etc.)).*

- La présence aux activités scientifiques de l'IRIC (conférences scientifiques émérites, conférences hors-série, Projets en cours, journées scientifiques, symposium) est vue comme essentielle.
  *Attendance at IRIC's scientific activities (distinguished scientific conference series, special conferences, current projects, scientific days, symposium) is viewed as essential.*

- La présence à la journée scientifique de l'IRIC est un critère d'admissibilité pour les bourses internes.
  *Attendance at the annual IRIC scientific day is an eligibility criterion for internal scholarships.*
- La participation à des conférences nationales et internationales et l'application à des bourses sont encouragées.
  *Attending national and international conferences and application of scholarships is encouraged.*
- L'encadrement d'étudiants ou d'étudiantes au laboratoire doit être discuté préalablement avec le superviseur ou la superviseuse.
  *Supervision of students in the laboratory must be discussed beforehand with the supervisor.*
- La participation à différentes activités d'enseignement telles que le tutorat doit être discutée avec le superviseur ou la superviseuse avant tout engagement.
  *Participation in different teaching activities (such as tutoring) must be discussed with the supervisor prior to any commitment.*

- L'engagement des dépenses de recherche (i.e. utilisation des plateformes, formations sur les plateformes, etc.) doit être approuvé au préalable par le superviseur ou la superviseuse de recherche.
  *The use of the financial resources of the laboratory (i.e. fees for the use of platforms, training in the platforms, etc.) must be approved in advance by the research supervisor.*

## 4. Activités de rayonnement et propriété intellectuelle

***Outreach activities and intellectual property***

- L'étudiant ou l'étudiante doit prendre connaissance des politiques institutionnelles en matière de propriété intellectuelle, de plagiat et fraude, de probité intellectuelle en recherche, de conflits d'intérêts, de brevets d'invention, de politique contre le harcèlement; de même que le Règlement pédagogique de la Faculté des études supérieures et postdoctorales.
  *The student must be aware of institutional policies on intellectual property, plagiarism and fraud, intellectual research integrity, conflicts of interest, patents of invention, anti-harassment policy; as well as the Pedagogical Regulation of the Faculty of Graduate and Postdoctoral Studies.*

- L'étudiant ou l'étudiante est responsable de maintenir en tout temps un cahier de laboratoire complet, précis, et compréhensible et de le rendre accessible à son superviseur ou sa superviseuse. Les cahiers de laboratoire sont la propriété de l'Institution et doivent rester en tout temps à l'Institut.
  *The student is responsible for maintaining a complete, accurate and understandable laboratory notebook at all times and making it available to the research supervisor. The laboratory notebooks are the property of the institution and must remain at the Institute at all times.*

- Toutes les données et résultats en lien avec le projet de recherche de l'étudiant ou de l'étudiante doivent être accessibles en tout temps au superviseur ou à la superviseuse.
*All data and results related to the student's research project must be accessible at all times to the supervisor.*

- Toute diffusion des informations (orale, écrite, médias sociaux, etc.) liées au projet de recherche doit être préalablement discutée avec le directeur ou la directrice et le codirecteur ou la codirectrice, le cas échéant.
*Any dissemination of information (oral, written, social media, etc.) related to the research project must be discussed in advance with the director and co-director, as appropriate.*

- La recherche est un domaine d'excellence évalué par les pairs afin d'en garantir la qualité. Malgré tous les efforts fournis par l'étudiant ou l'étudiante et par le superviseur ou la superviseuse, l'acceptation d'un article scientifique, d'une subvention ou d'une bourse pendant le programme d'études n'est pas garantie.
*Research is a peer-reviewed area of excellence to ensure quality. Despite all the efforts made by the student and the supervisor, the acceptance of a scientific article, a grant, or a scholarship during the study program is not guaranteed.*

- Tous les réactifs de nature biologique et chimique produits dans le laboratoire d'accueil sont la propriété de l'institution.
*All biological and chemical reagents produced in the host laboratory are the property of the institution.*

## 5. Encadrement de l'étudiant ou de l'étudiante

*Student supervision*

« Un bon encadrement est au cœur même de la réussite pour tous les étudiants et étudiantes. Bien que l'étudiante ou l'étudiant soit la principale actice ou le principal acteur de son cheminement et de son succès, elle ou il doit être accompagné à toutes les étapes de son parcours avec une supervision modulée selon ses besoins. La compréhension mutuelle des attentes à la fois de l'étudiant ou de l'étudiante et du directeur ou de la directrice de recherche est essentielle dans une telle démarche. Une communication ouverte entre le directeur ou la directrice de recherche et l'étudiant ou l'étudiante permet dans de nombreuses circonstances de prévenir les malentendus qui pourraient survenir autrement. » (Extrait et adapté de Encadrement aux cycles supérieurs - l'étudiant et le directeur de recherche | Bonnes pratiques)

*« Good supervision is at the heart of success for all students. Although the student is the main determinant of his or her progress and his or her success, he or she must be accompanied at all stages of his or her career with supervision adapted according to his or her needs. The mutual understanding of the expectations of both the student and the research director is essential in such an approach. Open communication between the research supervisor and the student in many circumstances prevents misunderstandings that may otherwise occur." (Extracted and adapted from Encadrement aux cycles supérieurs - l'étudiant et le directeur de recherche | Bonnes pratiques)*

### 5.1 Planification du projet de recherche

***Research project planning.***

- Les étudiants et les étudiantes doivent, avec l'aide de leur superviseur ou superviseuse, choisir un projet de recherche dans le but de terminer éventuellement leur diplôme universitaire dans le délai recommandé par l'UdeM.
*Students should, with the help of their supervisor, choose a research project in order to potentially finish their university degree in recommended time limit suggested by UdeM.*
- Le choix du champ du projet de recherche doit tenir compte des installations disponibles et du personnel expérimenté du laboratoire capable de former de nouveaux étudiants ou étudiantes. Si cette expertise n'est pas établie, des collaborations devraient être envisagées.
*The choice of the scope of the research project should also take into consideration the available facilities and experienced staff in the lab who can train new students. In the case that such expertise is not established, collaborations should be considered.*
- L'avancement du projet de recherche est évalué lors des comités de suivi annuels. Si le projet de recherche ne progresse pas bien, un soutien / mentorat supplémentaire devrait être fourni. Si le projet doit être terminé, un autre projet devrait être proposé en accord avec le superviseur ou la superviseuse et l'étudiant ou l'étudiante.
*Research project advancement is evaluated during annual follow-up committees. If the research project isn't progressing well, additional support/mentoring should be provided. If the research project must be terminated, an alternative project should be proposed and agreed upon the student and the supervisor.*

### 5.1 Mentorat de l'étudiant ou de l'étudiante

***Student mentoring***

- L'encadrement doit permettre le transfert de connaissances et d'expertise.
*Supervision should allow transfer of knowledge and expertise.*

- Des rencontres régulières doivent être planifiées entre l'étudiant ou l'étudiante et son superviseur ou sa superviseuse. Ces réunions devraient comprendre des discussions sur le projet de recherche, les progrès de l'étudiant ou de l'étudiante ainsi que sur les objectifs de carrière de l'étudiant ou de l'étudiante.

  *Regular meetings must be scheduled between the student and his or her supervisor. These meetings should encompass discussions about the research project, the progress of the student as well as the student's professional career goals.*

- Les retours sur les progrès académiques de l'étudiant ou de l'étudiante doivent être réguliers à travers l'évaluation formative complétée tous les 6 mois (Pour les étudiants et étudiantes en biologie moléculaire : https://biomol.umontreal.ca/guide-de-letudiant/cheminement-etudiant/fiche-devaluation-formative_mai2017-r/.)

  *The academic progress feedbacks have to be regular through formative evaluation filled every 6 months (For students in Molecular Biology: https://biomol.umontreal.ca/guide-de-letudiant/cheminement-etudiant/fiche- devaluation-formative_mai2017-r/.)*

- Les étudiants et les étudiantes ont besoin de soutien continu durant leurs études supérieures. Les étudiants internationaux et les étudiantes internationales rencontrent des difficultés supplémentaires et peuvent avoir besoin d'un soutien supplémentaire. Il est essentiel que les superviseurs et les superviseuses soient sensibles aux problèmes de santé mentale.

  *PhD students need continuous support during their graduate studies. International students encounter additional difficulties and may need additional support. It is essential that the supervisors be sensitive to mental health issues.*

## 6. Information additionnelle

***Additional information***

Si les étudiants et les étudiantes éprouvent des difficultés au cours de leurs études supérieures ou s'ils ou elles croient que les recommandations ne sont pas respectées, ils ou elles peuvent communiquer avec les Affaires académiques.

*If students have any difficulties during their graduate studies or if they believe that recommendations are not being met, students can contact academic affairs.*

# SUJETS DE DISCUSSION ENTRE L'ÉTUDIANT OU L'ÉTUDIANTE ET SON SUPERVISEUR OU SA SUPERVISEUSE

**DISCUSSION TOPICS BETWEEN THE STUDENT AND HIS OR HER SUPERVISOR**

## 1. Programme d'études

***Study Program***

- ☐ Choix du programme d'études | *Choice of the study program*
- ☐ Choix des cours | *Choice of courses*
- ☐ Échéancier : comités de suivis, examen pré-doctoral, dépôt, soutenance. Dans ce but, remplir le plan d'études du programme d'études (pour les programmes de biologie moléculaire, la feuille de cheminement). | *Schedule: follow-up committees, qualifying exam, thesis deposit, defense. For this purpose, refer to the study plan from your study program (for Molecular Biology programs, the M.Sc. or Ph.D. plan).*
- ☐ Comités de suivi annuels (recommandés pour les étudiants et les étudiantes de l'IRIC) | *Annual follow-up committees (recommended for IRIC students)*
- ☐ Évaluation formative (**à remplir tous les 6 mois**). Tout point litigieux devrait être abordé à ce moment-là. Contactez votre programme d'études pour obtenir le formulaire. | *Formative evaluation (to be completed every 6 months). Any point of disagreement should be addressed at that time. Contact your program of study to get the proper form.*
- ☐ Exigences minimales pour la durée de la thèse et pour l'obtention du diplôme
  Normes minimales de maîtrise. « Le mémoire est la réalisation d'un projet de recherche structuré et rigoureux dans un domaine particulier permettant à l'étudiant·e d'améliorer ses connaissances dans son domaine d'études. Le mémoire de maîtrise doit démontrer que le/la candidat·e possède des aptitudes pour la recherche et qu'il/elle sait bien rédiger et présenter les résultats de son travail. » — RP-ESP, art. 1.17.
  Normes minimales de doctorat. « La thèse de doctorat est le résultat d'une recherche approfondie et originale de la part de l'étudiant·e. Elle doit faire état de travaux de recherche qui apportent une contribution importante à l'avancement des connaissances. » — RP-ESP, art. 1.24
  *Minimum requirements for the duration of the thesis and for graduation.*
  *M.Sc. minimum requirements. « The Master thesis is the realization of a structured and rigorous research project in a particular field allowing the student to improve his knowledge in his field of studies. The Master thesis must demonstrate that the candidate possesses research skills and knows well how to write and present the results of his / her work." — RP-ESP, art. 1.17.*
  *Ph.D. minimum requirements. « The doctoral thesis is the result of extensive and original research by the student. It must include research work that makes an important contribution to the advancement of knowledge." — RP-ESP, art. 1.24*

Commentaires | *Comments* :

## 2. Attentes respectives de l'étudiant ou de l'étudiante et du superviseur ou de la superviseuse

***Respective expectations of the student and the research supervisor***

- ☐ Rencontres superviseur/superviseuse / étudiant/étudiante | *Meetings research supervisor / student*
  - Précisez les attentes respectives, le contenu, la fréquence, etc… | *Specify respective expectations, content, frequency, etc.*
  - Discutez du style d'encadrement (questionnement, rétroaction, explications, échéanciers) | *Discuss the supervision style (questioning, feedback, explanations, timelines)*
  - Dans le cas d'une cotutelle, précisez le rôle de chacun et chacune | *In the case of a cotutelle, specify the role of each one*

- ☐ Présence au laboratoire – Possibilité de télétravail | *Presence in the lab – Possibility of remote work*
- ☐ Projet de recherche (intérêt réciproque, compréhension des règles d'éthiques, processus de définition) | *Research project (mutual understanding, process of definition)*
- ☐ Financement prévisible pour l'étudiant ou l'étudiante | *Predictable funding for the student*
- ☐ Importance de la participation de l'étudiant ou de l'étudiante aux concours de bourses internes et externes | *Importance of student participation in internal and external scholarship competitions*
- ☐ Capacité de rédaction de l'étudiant ou de l'étudiante en français et en anglais | *Student's writing skills in French and English*
- ☐ Laboratoire | *Laboratory*
    - Fonctionnement | *Operation*
    - Personne(s) ressource(s) au laboratoire (autre que le superviseur ou la superviseuse) | *Resource person in the laboratory (other than supervisor)*
    - Horaires et fréquence des réunions de laboratoire | *Schedule and frequency of laboratory meetings*
- ☐ Vie de laboratoire et institutionnelle | *Laboratory and institutional life*
    - Rôle de l'association des étudiants et étudiantes de l'Institut de recherche en immunologie et en cancérologie (AEIRIC) | *Role of the IRIC sudents association (AEIRIC)*
    - Cours et certifications à suivre selon les activités en lien avec le projet de recherche de l'étudiant ou de l'étudiante : radioprotection, éthiques humaine et animale, matières dangereuses, etc. | *Courses and certifications to be followed depending on the activities related to the student's research project: radiation protection, human and animal ethics, hazardous materials, etc.*
- ☐ Consultation du guide étudiant de l'IRIC | *Consultation of the IRIC student guide*
- ☐ Consultation des guides publiés par la FESP (guide de l'étudiant, guide du professeur, bonnes pratiques de l'encadrement aux cycles supérieurs) | *Consultation of the guides published by the FESP (Student guide, Professor guide, good practices for supervision of graduate students)*

**COMMENTAIRES SUPPLÉMENTAIRES (si nécessaire) | *Additional comments (if necessary) :***

**À Montréal le, | *In Montreal, on***

**Signature de l'étudiant ou de l'étudiante**
***Student signature***

**Signature du directeur ou de la directrice de recherche**
***Research director signature***

**Signature du co-directeur ou de la co-directrice de recherche**
***Research codirector signature***