

Bourses de maîtrise et de doctorat en recherche (B1, B2, A2)

PROGRAMS FOR MASTER'S AND DOCTORAL RESEARCH SCHOLARSHIPS (B1, B2, A2)

Program officers

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Master's Research Scholarships (B1) and Scholarships for re-entering the Research Community (A2)
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Financial Assistance for Internships
afs.sc@frq.gouv.qc.ca

Applicants who contact the program officers via e-mail must include a telephone number at which they can be reached. Priority will be given to e-mail requests.

IMPORTANT NOTE

Important changes have been made to the "Applications" section. All required documents must now be transmitted as an attachment to the electronic scholarship application form.

No reminder will be made and no supporting documents may be added after the closing date and time specified for each competition.

All required documents must be received within the prescribed times. Incomplete applications will be deemed ineligible by the Fonds.

DETAILED PROGRAM FALL 2014

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These programs refer to the Common Rules and Regulations ([CRR](#)), which are applicable to all programs of the FRQSC. Only the special conditions applicable to the Programs for Master's and Doctoral Research Scholarships are indicated in this document and prevail over the [CRR](#) (p. 1).

In addition to the [CRR](#), applicants must meet all special eligibility requirements applicable to the program at the time of submission of their application. Likewise, scholarship holders are required to comply with the terms governing the use of the scholarship for its entire duration.

Note: In the event of a discrepancy between the English and French versions of this program, the French version prevails.

1. PROGRAM OBJECTIVES AND TARGET GROUP

1.1 PROGRAM OBJECTIVES

Foster student interest in research.

Financially assist the best applicants in undertaking or continuing a master's or doctoral program in disciplines related to the social sciences, humanities, arts and literature.

The Fonds encourages students to lead and carry out transfer activities whenever relevant.

1.2 TARGET GROUP

Master's (B1) and doctoral (B2) research scholarships

Students seeking to undertake or pursue a graduate program in the social sciences, humanities, arts or literature.

Scholarships for re-entering the research community (A2)

Individuals who earned a university degree (undergraduate or graduate level) or university credits at least five years prior to the competition deadline and who wish to re-enter the research community by carrying out master's or Ph.D. studies.

Financial assistance for internships

Holders of a Fonds Société et Culture Doctoral scholarship (B2) who are currently pursuing doctoral studies in a Québec university.

2. ELIGIBILITY

Applicants must meet all eligibility requirements by the application submission deadline on October 8, 2014, at 4 pm. for master's scholarships or October 9, 2014, 4 p.m., for doctoral scholarships.

2.1 CITIZENSHIP AND PLACE OF RESIDENCE

As indicated in section 2 of the CCR, the applicant must:

- Be a Canadian citizen or permanent resident within the meaning of the *Immigration and Refugee Protection Act, 2001, c. 27*. If the applicant is not a citizen or permanent resident, he/she must provide proof that a permanent resident application has been submitted to the proper authorities (e.g. a Québec Selection Certificate).
- Be deemed to be domiciled in Québec for at least six months at the competition closing date. The applicant must demonstrate that he/she is domiciled in Québec (a resident of Québec) within the meaning of the *Health Insurance Act and the Regulation respecting eligibility and registration of persons in respect of the Régie de l'assurance maladie du Québec*, or the *Québec Taxation Act and the Regulation respecting the Taxation Act*.

To qualify for a scholarship, the student must be a Canadian citizen or permanent resident and a resident of Québec for at least one year. If the student is not a Canadian citizen or permanent resident, financial support will not begin until citizenship or resident status is confirmed. If the student is unable to obtain citizenship or resident status before January 15 of the year following the offer of financial support, the scholarship will be cancelled.

Fonds Société et Culture scholarship holders must meet the eligibility conditions listed above for the entire duration of the scholarship.

2.2 REQUIRED MINIMUM GRADE POINT AVERAGE – MASTER'S SCHOLARSHIP ONLY (B1)

Consult the [required minimum grade point average equivalents table](#)

Master's applicants must

Have obtained a grade point average of A- or the equivalent in their undergraduate studies (this rule does not apply to students applying for a doctoral scholarship).

Exceptions for students applying from an LL.B. program

Applicants must have completed their studies with a 3.55 grade point average. For Université de Montréal and McGill University graduates, the required minimum grade point average is 3.4.

Details

Applicants whose grade point averages are below the required minimum grade point average are ineligible.

No exceptions will be made with regards to the required minimum grade point average.

When assessing eligibility, the Fonds will calculate the average of the undergraduate grades on which the applicant's acceptance to a master's or doctoral program was based.

Any grades obtained for degrees that are unrelated to the program of study for which the scholarship is being sought will not be taken into account.

2.3 ELIGIBILITY PERIOD

The eligibility period is the time in which applicants may submit scholarship applications to the Fonds based on the number of full-time sessions carried out in the same graduate program or field of study.

The Fonds will consider master's and doctoral sessions completed by April 30, 2015, whether they were funded or not.

When calculating the eligibility period, the Fonds will consider any unregistered and/or part-time sessions **when registrar attestations are included.**

The applicant should consult the [Equivalents table for unregistered or part-time sessions](#) to verify eligibility for the competition.

2.3.1 MASTER'S SCHOLARSHIP ELIGIBILITY PERIOD

Applicants registered in a graduate program for up to one year (three full-time sessions) as of April 30, 2015, are eligible for the master's scholarship competition (see section 2.8 *Eligibility requirements for applicants seeking a scholarship to re-enter the research community, A2*).

Applicant who is not registered in Master's degree program but who intends to begin a graduate degree between May 1st, 2015 and January 15th, 2016 is eligible.

2.3.2 DOCTORAL SCHOLARSHIP ELIGIBILITY PERIOD

Applicants registered for less than five years (15 full-time sessions) in the doctoral program for which they are applying as of April 30, 2015, are eligible for the doctoral scholarship competition (see section 2.8 *Eligibility requirements for applicants seeking a scholarship to re-enter the research community, A2*).

The applicant is responsible for choosing the program of study (master's or doctorate).

Fast-tracking to a doctoral program

Eligible applicants directly admitted to a doctoral program after their undergraduate studies and applicants who have fast-tracked to the doctoral level without obtaining a master's degree must apply to the master's competition (B1) to obtain maximum funding. (see section 2.2 *Required Minimum Grade Point Average* and 2.3.1. *Master's Scholarship Eligibility Period A2*).

2.4 ELIGIBILITY PERIOD EXCEPTIONS

Exceptions regarding scholarship eligibility periods will only be made for circumstances beyond the applicant's control. In such cases, **the applicant must submit the supporting documents along with the application.** (see section 3.1 *Required Documents*)

Parental leave or family obligations

Applicants who suspend or postpone their studies for a parental leave or serious family obligations may ask to extend their eligibility period for up to 12 months. **In such cases, all supporting documents must be submitted with the application.** (see section 3.1 *Required Documents*)

Persons with a disability

Eligibility requirements do not apply to persons with a disability under the *Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration* (R.S.Q. c. E-20.1). The duration of the scholarship is two years at the master's level and three years at the doctoral level.

The Fonds reserves the right to turn down any requests that contain insufficient information or paperwork.

2.5 RESTRICTIONS

Applicants may not use the scholarship for preparatory studies.

Professional master's

Professional master's programs are not eligible. To be eligible, at least one-third of the master's program credits must derive from research and/or research training.

Second master's

Applicants who wish to undertake a second master's degree as a way to redirect their career may apply for a master's scholarship. However, the second master's degree must be in a different program and discipline.

SSHRC doctoral scholarship holder

Individuals who hold doctoral scholarships from the Social Sciences and Humanities Research Council of Canada (SSHRC) or any other recognized funding agency may not apply to the Fonds Société et Culture to complete a study program that is currently underway, even if their scholarships have expired.

Scholarship holder for more than 15 sessions

Applicants who received funding from a recognized agency (e.g. SSHRC, NSERC, CIHR, FRQSC, FRQNT, FRSQ, FCAR, CQRS, etc.) for a total of five years (or 15 sessions) may not apply to the Fonds Société et Culture to begin or pursue a master's or doctoral program.

2.6 PLACE OF TENURE

Scholarship holders must be registered in a full-time master's or doctoral program in a recognized Canadian or international university.

2.7 PAID LEAVES

Applicants who are employed and on a sabbatical or study leave or who have obtained any other type of release from their duties with pay and/or wage replacement or any other form of compensation that exceeds 50% of their regular salary are not eligible. This restriction does not apply to applicants who are on a study leave without pay.

2.8 ADDITIONAL ELIGIBILITY REQUIREMENTS FOR APPLICANTS SEEKING A SCHOLARSHIP TO RE-ENTER THE RESEARCH COMMUNITY (A2)

Applicants seeking to apply for a scholarship to re-enter the research community (master's or doctoral level) must have held an undergraduate or a graduate degree for at least five years at the competition deadline (October 8, 2014, for master's applicants and October 9, 2014, for doctoral applicants) **and must not have been registered in a university program or earned university-level credits.**

When submitting their applications, applicants may be registered for their first study session.

3. APPLICATIONS

Applicants may only submit an application to one of the following scholarship programs in the same year:

- Master's research scholarships (B1);
- Doctoral research scholarships (B2);
- Scholarship for re-entering the Research Community (A2).

Applicants may only hold a scholarship from one of the Fonds ([CRR](#), section 3.1).

When completing their electronic application form, applicants must be sure to select the appropriate committee to evaluate their application. The list of committees is appended for information purposes. The Fonds reserves the right to change the applicant's choice of committee. In such cases, applicants will be advised via email.

3.1 REQUIRED DOCUMENTS

Applications that do not include all of the required documents by the closing date and time of the competition will be deemed ineligible by the Fonds.

3.1.1 ELECTRONIC APPLICATION FORMS

Only forms filled out and submitted online are accepted.

E-form availability

The e-forms will be available on the Web site of the Fonds Société et Culture at least one month before the closing date of the competition.

Languages

As indicated in section 3.5 of the CCR, the e-forms may be filled out in French or English. However, the project title on the application must be written in French.

Two letters of recommendation

The [Letters of recommendation](#) must be filled out and submitted electronically from the referee's personal file on the Fonds website. It is the referee's responsibility to obtain a personal identification number (PIN) from the Fonds. Once the letter of recommendation has been transmitted electronically, it will be automatically attached to the applicant's scholarship application.

The letters of recommendation must be completed and transmitted electronically before the closing date and time of the competition. If one or both letters of recommendation are missing at the closing date, the application will be deemed ineligible by the FRQSC. Only letters of recommendation filled out on the Fonds form will be accepted.

It is the applicant's responsibility to provide his/her personal identification number (PIN) and application number to the referees and to ensure that the two letters of recommendation are submitted within the prescribed time.

Exception for referees outside Québec

Exceptionally, a dynamic PDF form is available to referees outside Québec who do not have a personal Fonds de recherche du Québec Web file or PIN.

Once the letter has been completed and signed, the referee must **transmit it by email to the Fonds de recherche du Québec – Société et culture at the following email address: lettrebourses.sc@frq.gouv.qc.ca**

3.1.2 ADDITIONAL REQUIRED DOCUMENTS TO BE SUBMITTED ELECTRONICALLY

IMPORTANT: To be admissible, scanned copies of official documents must be legible and certified by a commissioner of oaths or any other person authorized to do so. The professional seal must be clearly visible on the scanned copy of the document.

Documents submitted in a language other than French or English must include a certified translation.

Every applicant is responsible for his/her application. *The following documents must be transmitted as an attachment to the application e-form **by October 8, 2014 for master's program applications and by October 9, 2014 for doctoral program applications.***

The following supporting documents must be grouped in the following numbers into the two blocks of attachments specified in the application e-form, and must be transmitted within the prescribed time. No reminder will be made and no supporting document may be added after the closing date and time of the competition.

No document transmitted by any other means will be accepted.

BLOCK 1 – DOCUMENTS REQUIRED FOR EVALUATION

1. All transcripts

All of the applicant's university transcripts (official transcripts or certified copies thereof), e.g. certificates, diplomas, bachelor's, master's or doctoral degrees, whether the studies were completed or not.

It is the applicant's responsibility to ensure that all transcripts are obtained from the respective institutions within the prescribed time.

2. Equivalences

Transcripts from exchange programs or courses (equivalences).

3. Transcripts from outside Québec (additional documents)

Transcripts for all university studies pursued at institutions located outside Québec.

4. A short letter explaining the institutions' marking system must be provided in the case of institutions outside Canada and the United States.

5. Acknowledgements from editors

To be considered, articles that are submitted, accepted or in press must include an acknowledgement from the editor (letter or e-mail format). The applicant's name must appear on the article.

BLOCK 2 – DOCUMENTS REQUIRED FOR ELIGIBILITY

1. RAMQ card or other official document

A photocopy of a valid Québec medical insurance card or any other official document that proves resident status under the *Health Insurance Act* and the *Regulation respecting the eligibility and registration of persons in respect of the Régie de l'assurance maladie du Québec*.

If this document is not available, the applicant must provide a letter addressed to the eligibility committee explaining the reasons, accompanied by proof that a replacement card has been requested from the Régie de l'assurance maladie du Québec. (B1, B2, A2)

2. Proof of citizenship

Canadian citizens born outside Canada must provide a certified copy of their proof of citizenship.

3. Landed status in Canada

Permanent residents of Canada under the 2001 *Immigration and Refugee Protection Act*, ch. 27, must provide a certified copy of their landing documents (IMM 1000 or IMM 5292) or their permanent resident card, OR a copy of a proof that a permanent resident application has been submitted to Immigration and Citizenship Canada. (B1, B2, A2)

4. Part-time sessions

Applicants who completed part-time sessions since registering for a graduate degree must provide a registrar's attestation for any part-time or unregistered sessions.

5. *Eligibility period exceptions*

Applicants seeking exceptions must provide an official document attesting to their suspended registration and a medical certificate that includes the reason(s) for the interruption and the duration of the suspension.

ATTENTION

No appendices or documents other than those required will be forwarded to the evaluation committee.

No document transmitted to the Fonds by mail will be accepted.

Applicants will not be able to update their files after the closing date and time of the competition.

The Fonds reserves the right to request additional documents for the purpose of establishing an application's eligibility.

REMEMBER TO TRANSMIT YOUR COMPLETED APPLICATION.

To verify that the latest version of your application has been successfully transmitted, check that your application file is flagged "Transmise" before the closing date and time of the competition.

Filing notice

Available for printing after transmission of the electronic application form. This notice is generated automatically and replaces the acknowledgement of receipt as indicated in section 3.6 of the [CRR](#).

3.2 PROGRESS OF THE APPLICATION

Applicants will be informed via email of the progress of their application and, if applicable, its transmission to the evaluation committee, at the latest in the month of December following the closing date of the competition.

Following the reception of applications, the Fonds will evaluate their eligibility. Applicants whose applications are incomplete or ineligible will be advised of the rejection of their application via email.

To update their contact information, applicants must contact the Fonds via e-mail at bourses.sc@frq.gouv.qc.ca.

4. SCIENTIFIC ASSESSMENT

4.1 EVALUATION COMMITTEE

See [Appendix 1](#) for a list of evaluation committees.

Applicants should pay close attention when selecting an evaluation committee.

The choice of evaluation committee is based on the master's or doctoral research topic: the field, program and degree should also be considered. Once granted, the scholarship may only be used for research on a topic that is in the field in which the evaluation committee specializes.

Applicants who choose the multidisciplinary committee (15) must complete an additional section in the application e-form explaining the multidisciplinary aspect of the proposed research (B1) or research project (B2).

In exceptional circumstances (conflict of interest, too few applicants, lack of committee expertise, etc.), the Fonds reserves the right to change the applicant's choice of committee. In such cases, applicants will be advised via email.

4.2 EVALUATION CRITERIA

To be recommended for funding, an application must obtain at least 12/20, the minimum required threshold of excellence.

Evaluation criteria	Master's	Doctorate
Academic excellence	10 points	6 points
Research skills and relevant experience, if applicable	10 points	6 points
Scientific quality and interest of the research proposal	No project required	8 points
Total	20 points	20 points

The sub-criteria and their point values used to assess each criterion are outlined below.

Academic excellence

Evaluation criteria	Master's	Doctorate
Quality of the applicant's academic record	6 points	6 points
Academic progress	2 points	
Scholarships and awards	2 points	

Research skills and relevant experience, if applicable:

Sub-criteria	Master's	Doctorate
Quality of the overall presentation of the application	1 point	1 point
Quality of the proposed research	4 points	--
Relevance of the applicant's experience and achievements	3 points	4 points
Applicant's skills, as detailed in the letters of recommendation	2 points	1 point

Scientific quality and interest of the research proposal (doctorate only)

Sub-criteria	Doctorate only
Originality of the proposal and contribution to advancing knowledge in the field	3 points
Clarity and thoroughness of the objectives	2 points
Relevance of the methodology and suitability of the proposed schedule	3 points

Applicants are invited to consult the [Scores and Ratings Grid for Evaluation Committees](#) which is applied by the evaluation committee.

5. EVALUATION PROCESS, ANNOUNCEMENT OF THE RESULTS AND AWARDING OF THE SCHOLARSHIPS

The Fonds receive applications for financial assistance, check their eligibility and submit them for evaluation by specially formed committees, which recommend funding of applications judged to be scientifically sound ([CRR](#), section 4).

The members of the evaluation committees are known for their research skills and for their knowledge of the research topics, methodologies and disciplinary basis of the applications under evaluation.

The evaluation committees' recommendations are submitted to the Board of Directors of the Fonds concerned, which then makes funding decisions based on these recommendations. The awarding of scholarships and the commitment to continue funding in subsequent years are subject to decisions made by the Board of Directors of the Fonds according to strategic priorities and the size of the annual budgetary appropriations voted by the Québec National Assembly. If need be, the Board of Directors may review and modify or terminate funding without notice ([CRR](#), section 4.4).

The Fonds informs every applicant of the results of the evaluation of his/her application. The decision of the Board of Directors of the Fonds Société et Culture is sent by email to the applicant's e-file in late April, following the competition deadline ([CRR](#), section 5). The letter and appendix will include the ranking of the applicant's file and scores for each evaluation criterion presented in the scholarship program description. Applicants may print out the letter, which may serve as proof of the results obtained in the competition.

All decisions of the board of directors of the Fonds are final and cannot be appealed.

Applicants who meet funding conditions must accept or decline the scholarship within 10 business days following the receipt of the scholarship offer by completing the e-form "Acceptation ou refus de la bourse" in their "Dossier du boursier" section. An applicant who submits a "Demande de modification" form is also considered to be respecting the 10-day time frame for responding to the scholarship offer. Applicants who do not respond to the offer within ten business days will be deemed by the Fonds as having declined the scholarship (see [CRR](#), section 5.2).

6. VALUE OF THE SCHOLARSHIP

6.1 MASTER'S SCHOLARSHIP

The annual value of a master's scholarship is \$15,000 for a period of three sessions or 12 months of study.

Scholarship holders may receive up to six instalments totalling \$30,000 to cover six sessions or 24 months. Each instalment of \$5,000 covers a period of one session or four months.

6.2 DOCTORAL SCHOLARSHIP

The annual value of a doctoral scholarship is \$20,000 for a period of three sessions or 12 months of study.

Scholarship holders may receive up to nine instalments totalling \$60,000 to cover nine sessions or 26 months. Each instalment of \$6,666 covers a period of one session or four months.

6.2.1 FINANCIAL ASSISTANCE FOR AN INTERNSHIP

Fonds Société et Culture scholarship holders pursuing their doctoral studies in a Québec university and who want to carry out a research internship in an institution located outside Québec may apply to the Financial Assistance for Internships competition. (See section 10, Financial assistance for internships - doctoral scholarships B2, A2).

7. SCHOLARSHIP TERMS AND CONDITIONS

Scholarship holders must request each payment, and this at the beginning of each session.

Scholarship holders must be registered as full-time students in the master's or doctoral program for which the scholarship was granted at the starting date and for the entire duration of the funding period.

Scholarship holders must be a Canadian citizen or permanent resident and have been a resident of Québec for at least one year. If the scholarship holder is not a Canadian citizen or permanent resident, financial support will not begin until citizenship or resident status is confirmed. If the student is unable to obtain citizenship or resident status before January 15 of the year following the funding offer, the scholarship will be cancelled.

Scholarship holders must also meet all funding conditions pertaining to paid work hours during the scholarship period.

Progress reports

Scholarship payments will be made during the scholarship period and are subject to satisfactory progress reports. The scholarship holder is required to submit a progress report every three academic terms of the scholarship.

7.1 SCHOLARSHIP START DATE

The scholarship start date is the session in which the scholarship holder may request his/her first payment.

For scholarship holders who had not started their study program at the time the scholarship was awarded:

Mandatory start date: summer, fall or winter

The scholarship period must begin between May 1, 2015, and January 15, 2016. Barring exceptional circumstances, the scholarship cannot be carried over from one year to the next.

For scholarship holders whose study program was already underway at the time the scholarship was awarded:

Offers prior to May 1

Scholarships awarded before May 1, 2015, come into effect in the 2015 summer session.

Offers on or after May 1

Scholarships awarded on May 1, 2015, or later come into effect in the 2015 summer session or the 2015 fall session at the latest. For scholarships awarded after May 1, 2015, payments may be issued retroactively beginning in the 2015 summer session if the scholarship holder meets all payment requirements.

The scholarship is not retroactive and sessions prior to summer 2015 will not be funded.

7.2 SCHOLARSHIP PERIOD

The scholarship period is the time in which a scholarship holder may receive scholarship payments.

Master's scholarship

The scholarship period for a master's scholarship is limited to the first nine sessions of the master's program for which the scholarship was granted.

Doctoral scholarship

The scholarship period for a doctoral scholarship is limited to the first fifteen sessions of the doctoral program for which the scholarship was granted.

Fast-tracking to a doctorate

For eligible applicants directly admitted to a doctoral program after their undergraduate studies and applicants who have fast-tracked to the doctoral level without earning a master's, the scholarship is valid only for the first 18 sessions of the doctoral program in which they are registered.

7.3 DURATION OF THE SCHOLARSHIP

The duration of the scholarship is the number of payments that a scholarship holder may claim during the scholarship period (see section 7.2 Scholarship period).

The duration of the scholarship cannot exceed the scholarship period. It is based in the start and end dates of the study program, as stated in the scholarship holder's application.

7.3.1 DURATION OF THE MASTER'S SCHOLARSHIP

Master's scholarships are granted for a maximum period of two years (the equivalent of six consecutive sessions) or until the end of the scholarship holder's master's studies, whichever comes first.

Using an outstanding payment

Scholarship holders who complete their master's without claiming all of the payments available during the scholarship period may use one outstanding payment to begin a doctoral program. However, students who receive a doctoral scholarship may not claim master's scholarship payments.

Fast-tracking to a doctorate

Master's scholarship holders who intend to pursue doctoral studies without earning a master's degree may use the outstanding payments from their master's scholarship to begin a doctoral program as long as the doctorate program starts the following semester. However, students who receive a doctoral scholarship may not claim master's scholarship payments.

7.3.2 DURATION OF THE DOCTORAL SCHOLARSHIP

Doctoral scholarships are granted for a maximum period of three years (the equivalent of nine consecutive sessions) or until the end of the scholarship holder's doctoral studies, whichever comes first.

Using an outstanding payment

Scholarship holders who complete their doctorate without claiming all of the payments available during the scholarship period may use one outstanding payment to begin their postdoctoral training as long as the training starts the following semester. However, students who receive a postdoctoral scholarship may not claim doctoral scholarship payments.

7.3.3. MODIFICATION TO THE DURATION OF THE SCHOLARSHIP

All requests to modify the duration of a scholarship must be sent to the Fonds **before claiming the first scholarship payment**. Any requests to modify the scholarship period received after a first payment has been claimed will be refused.

As defined in section 6.1 of the CCR, the Fonds will help fund 15 graduate sessions. Sessions funded by agencies subject to the rules for concurrent funding (7.4 Stacking of scholarships) will be deducted from the duration of the financial assistance offered by the Fonds, which calculates the duration of the scholarship based on the number of graduate sessions for which the scholarship holder received financial support.

7.4 STACKING OF SCHOLARSHIPS

Stacking prohibited

The Fonds grants funding that is complementary to grants received from other public or aid organizations based on merit. Stacking of scholarships is therefore prohibited with:

- Merit scholarships offered by federal or provincial (Québec) departments, organizations or agencies;
- Public charitable foundations, unless there are previous targeted joint funding agreements between the Fonds and the organization.

Applicants who receive scholarship offers from several Fonds programs may select only one.

A student who is offered a scholarship that cannot be held concurrently with a scholarship from the Fonds must accept the offer from the other party and decline the Fonds' offer.

Partial stacking

When the Fonds awards a scholarship of longer duration than a scholarship for which stacking is prohibited, the scholarship holder may receive complementary funding to make up the shortfall. The duration of the concurrent partial scholarships cannot exceed the maximum funding period, as set out in section 7.3.

In addition, when the Fonds awards a scholarship whose annual value is higher than that of a scholarship for which stacking is prohibited, the student may receive complementary funding to make up the shortfall for the duration of the Fonds scholarship.

Stacking is allowed

Applicants who receive a scholarship from another organization (e.g. university, research chair, consortium, private international or foreign foundation, the governments of other Canadian provinces and foreign governments) may combine this grant with a scholarship from the Fonds if stacking is allowed by these organizations. When a funding agency limits the amounts that can be stacked, the Fonds will decrease the value of its scholarship to enable the scholarship holder to qualify for the full value of the scholarship offered by the organization.

Special cases

Loans and bursaries from the Ministère de l'Éducation, du Loisir et du Sport du Québec (MELS) may be held concurrently with Fonds scholarships.

Scholarship holders who are awarded a scholarship under the Concerted Actions program (*Actions concertées*) the Fonds Société et Culture and who hold a regular master's or doctoral scholarship must choose between the two.

7.5 PAID WORK

A scholarship holder must carry out his/her research program on a full-time basis.

150-hour limit

A scholarship holder may accept employment of up to 150 hours per academic session, provided his/her research director does not object and the employment does not interfere with the research program. For the purpose of this rule, teaching a 45-hour college- or university-level course is equivalent to 150 hours of employment.

The salary received by a student to work exclusively on his/her research project is considered a scholarship that may be cumulated.

A scholarship holder may receive a scholarship payment while carrying out a paid or an unpaid internship that is relevant to his/her research program with the prior approval of his/her research director.

7.6 CHANGES TO THE RESEARCH PROJECT OR PROGRAM OR PLACE OF STUDY

Scholarship holders who want to change their research project or program or place of study must access their online file and fill out and submit the request form to the Fonds Société et Culture. The Fonds will determine whether the change impacts the scholarship holder's evaluation and then advise the applicant of its decision.

8. GILLES-BEAUSOLEIL SCHOLARSHIP

8.1 OBJECTIVE

The Gilles-Beausoleil Scholarship is awarded by the Association des économistes québécois and aims to support excellence in economics through research focused on a social or public policy issue.

8.2 APPLICANTS

Only students who apply to committee 09E - Sciences économiques (4.1 Evaluation committee) of the master's and doctoral scholarship programs are eligible for the Gilles-Beausoleil Scholarship.

8.3 AWARDING OF THE SCHOLARSHIP AND ANNOUNCEMENT OF THE RESULTS

The scholarship is awarded to the applicant who received the highest score from evaluation committee 09E - Sciences économiques and whose research project is focused on a social or public policy issue. Only one scholarship will be granted per competition.

There is no additional application form for the Gilles-Beausoleil Scholarship. The decision of the Fonds Société et Culture will be announced to the recipient via his/her e-file when the master's and doctoral scholarships program results are announced.

8.4 ASSOCIATION REQUIREMENTS

The Gilles-Beausoleil Scholarship holder will be invited by the Association des économistes québécois to present his/her research results at an activity organized by the Association.

8.5 VALUE OF THE SCHOLARSHIP

The scholarship is valued at \$3,000.

9. QUÉBEC-FRANCE SUPPLEMENT

9.1 OBJECTIF

The Québec-France supplements aim to encourage top students to pursue graduate studies in France.

9.2 APPLICANTS

The Québec-France supplements are exclusively aimed at master's and doctoral scholarship applicants. Students in joint programs are not eligible.

9.3 AWARDING OF THE SUPPLEMENTS AND ANNOUNCEMENT OF THE RESULTS

The supplements are exclusively awarded to scholarship holders who choose to pursue their studies in France, as indicated in their scholarship applications. The supplements are awarded to the 10 top-ranking applicants overall.

Note: There is no additional application form for the Québec-France supplement. All students whose place of study is located in France will automatically be considered.

The decision of the Fonds Société et Culture will be announced to the recipients via their e-files when the master's and doctoral scholarships program results are announced.

9.4 TERMS OF THE SUPPLEMENT

To receive the funds, the supplement holder must be registered as a full-time student in a university located in France.

9.5 VALUE OF THE SUPPLEMENT

The supplement is valued at \$1,500/year. This amount will be added to the master's or doctoral scholarship.

10. FINANCIAL ASSISTANCE FOR INTERNSHIPS (DOCTORAL SCHOLARSHIPS B2, A2)

10.1 PROGRAM OBJECTIVES

- Contribute to the dynamism of the programs Québec universities offer by enabling scholarship holders to pursue their doctoral studies in Québec, while benefiting from a stay in a different research environment outside Québec.
- Encourage the mobility of doctoral level scholarship holders by giving them the opportunity to gain experience in an intellectually enriching, leading-edge scientific environment by allowing them to discover new perspectives in their chosen area of research and to develop new collaborative possibilities.
- Provide an added value to the doctoral training of the scholarship holder through mobility and international collaboration. The proposed internship must not be a determining requirement of the doctoral program, but rather an activity providing added value to the thesis and academic pathway of the scholarship holder.

10.2 TARGET GROUP

Doctoral scholarship holders (B2) **registered at a Québec university** at the doctoral level who wish to undertake a **research internship at a scientific institution outside Québec**, can apply to the program for financial assistance for internships (*Aide financière pour stage*). Applications are assessed by a peer committee asked to estimate their scientific quality based on program criteria and rank all applications based on merit.

10.3 APPLICATION DEADLINES

There are three annual competitions. Application deadlines are January 15, May 15 and September 15 of each year. Applications must be sent by email no later than January 15, May 15 or September 15 to afs.sc@frq.gouv.qc.ca

10.4 ELIGIBILITY REQUIREMENTS

General rules

The proposed internship must take place during the period covered by the Fonds doctoral scholarship. Applicants who receive a regular scholarship (less than \$25,000 per annum) from the SSHRC, NSERC or CIHR are also eligible for this program. Holders of a Canada Graduate Scholarships (CGS-doctoral awards) or Vanier Scholarships are not eligible for the internship financial assistance program.

The applicant must **be enrolled at a Québec university** in a doctoral program

The internship must be recognized and authorized by the doctoral program and by the director.

Restrictions

Applicants in their first year of doctoral studies must demonstrate that the subject they plan to investigate is properly identified, and that when they undertake the internship they will have completed all required coursework and their thesis project will be approved by the thesis committee.

Internships aimed solely at pursuing course work or seminars are not eligible. The candidate must clearly demonstrate the nature of the scientific activities in which he/she will participate and their contribution to widening his/her scientific experience and network.

An internship that is part of a graduate degree program (DEA) is not eligible.

Scholarship holders in one of the following programs are not eligible for the internship financial assistance program: *Bourses en milieu de pratique* or *Bourse Frontenac*. See section 10.10 for rules governing stacking of scholarships specific to this programme.

Eligibility period of internship

For the January 15 competition, the internship must begin by the following December 30 at the latest. For the May 15 competition, the internship must begin by the following April 30 at the latest. For the September 15 competition, the internship must begin by the following August 30 at the latest.

10.5 CONDITIONS OF INTERNSHIP

Enrolment

During the internship, you must continue to be enrolled at your Québec University. You are also to be supervised by your research director or director of studies.

Location of internship

The internship indicated in the application must be conducted outside Québec. The internship cannot be carried out at the institution to which the research director or co-director belongs. The co-tutoring institution is not eligible.

Scientific supervision

Scientific supervision of the internship must be the responsibility of a researcher other than your research director or co-director. This researcher must belong to an institution or agency located outside Québec.

Number of internships allowed

Only one internship per scholarship can be funded during the duration of financial support. If your application is rejected, you may submit a new application to the next competition provided you continue to satisfy eligibility requirements and the conditions governing use of the scholarship.

Duration of internships

The internship must last at least three months. However, it may be extended to a maximum of twelve months, provided, in the opinion of the evaluation committees, your project justifies the extension. The internship may be carried out in separate segments, but only one return trip will be reimbursed.

Internships completed by the application deadline are not eligible.

No extension of the internship will be granted following the evaluation committee's decision.

If after receiving confirmation of financial assistance for an internship you are required to postpone the start date of your internship (by a few weeks), you must transmit a "Demande de modification" form to the Fonds. This request must meet the eligibility conditions and must not change the nature of the internship presented and evaluated in the initial application.

10.6 APPLICATION FORM AND REQUIRED DOCUMENTS

To complete your application, you must submit the following:

- A duly completed [Application form](#);
- An update of your file ("Demande de modification ou de mise à jour" form) if you are a federal government scholarship holder and if you have not informed the Fonds of the changes made to the research project;
- A letter of support from your director using the form for that purpose (see [Application form](#));
- A letter of acceptance from your internship supervisor providing a detailed description of the scientific support provided. The letter can be written in French or in English;
- An up-to-date transcript of your doctoral program records;
- If your internship is at a corporation or a government institution and from which you are receiving material or financial support, please describe that support in detail.

Your complete application must be sent to the Fonds Société et Culture by e-mail no later than January 15, May 15 or September 15 to afs.sc@frq.gouv.qc.ca (sending date of e-mail will be considered as proof of transmission of application). Incomplete applications will not be sent to the evaluation committee.

10.7 APPLICATION ASSESSMENT

Applications will be evaluated according to the following criteria and weighting scale:

Quality of the application (6 points):

- Advancement of studies since the beginning of the doctoral program (transcripts and progress reports, where applicable).

Relevance of the internship (8 points):

- Quality of the internship;
- Relevance of the research project submitted in the doctoral scholarship application with respect to the proposed internship;
- Added value of the internship;
- Recommendations from university authorities;
- The feasibility of the time frame, given the targeted objectives.

Appropriateness of the host location (6 points):

- The quality of the research environment;
- The relevance of the scientific support and supervision offered by the host institution.

Eligible applications are submitted to a multidisciplinary evaluation committee, which analyzes all applications received on a comparative basis using the evaluation criteria in force. It also recommends the funding period based on the proposed time frame and the objectives of the internship. Consequently, the recommended length of the internship may be less or more than the applicant requested.

The evaluation committee makes recommendations for each application received. Only the most deserving candidates receive funding.

10.8 FUNDING DECISIONS NOTIFICATIONS

For applications received by January 15, notices are sent in mid-March.

For applications received by May 15, notices are sent in early July.

For applications received by September 15, notices are sent in early November.

If your internship is recommended for funding, you must contact the consulate or embassy of the host country to enquire about visa requirements.

10.9 DESCRIPTION OF FINANCIAL ASSISTANCE

In addition to the allowance for tuition fees, the maximum amount reimbursed for indexed living expenses and travel expenses is \$20,000.

If the committee grants you an internship, you can claim the following expenditures, provided they are not reimbursed by any other organization.

Tuition fees

Tuition fees paid to your host institution will be reimbursed to a maximum of \$4,000. When calculating the amount owed, the Fonds considers tuition fees only and does not include enrolment fees or membership fees for student associations, etc. You must submit official receipts.

Travel allowances

The cost of return economy-class travel by plane, train or bus to the location of your internship will be reimbursed upon presentation of a copy of your ticket (paper or e-ticket), along with a detailed invoice. Note that only return tickets indicating a city of departure on the outward leg identical to the city of arrival on the return will be considered for full reimbursement. In the case of one-way tickets, only one ticket, the most expensive one, is covered. Expenditures for travel to or from train or bus stations and airports are reimbursed on presentation of supporting documents.

If you travel by car, the amount payable is \$0.43 per kilometre to a maximum equal to the price of return economy airline fare. Car expenses are payable upon presentation of two service station receipts, one issued at the start of the trip and the other at your destination, stating the kilometre reading on the odometer.

Only one return trip is payable even if your internship is carried out in separate segments. Only cost of a return trip to the site of the internship can be reimbursed. No additional amount to cover any other travel expenses is paid during the internship.

No additional amount is paid to cover other expenditures such as travel expenses for a spouse or dependants, moving personal effects or transporting research material.

Living expenses

A lump-sum allowance of \$1,500 per month is granted for living expenses, indexed to the cost of living at the location of your internship. Payment is made upon receipt of an attestation from your internship supervisor specifying the start date and the completion date of the internship. The indexation of living expenses to cost of living may not, in any case, authorize a total reimbursement of living and travel expenses greater than the maximum of \$20,000.

10.10 RULES GOVERNING STACKING OF SCHOLARSHIPS

In addition to the rules governing stacking described in section [3.6 Stacking of Scholarships](#) in the *Scholarship Holder's Guide*, if you receive financial support for an internship, you are not eligible for the Soutien aux cotutelles Québec-France program or other Government of Québec mobility programs during the same period. Students funded under the mobility support program (Ministère de l'Éducation, du Loisir et du Sport in collaboration with universities) can claim only the difference between the value of the mobility scholarship and funding received under the internship financial assistance program (*Aide financière pour stage*).

10.11 INTERNSHIP REPORT

When you receive financial support for your internship, you agree to produce and submit to the Service des bourses of the Fonds a two- or three-page report no later than one month after your return. The report should summarize the work done during the internship and outline the extent to which the objectives were achieved. The internship report must have been submitted before the final instalment of your scholarship.

11. GENERAL CONSIDERATIONS

Refer to the [CRR](#) for the general conditions applicable to all of our programs including the responsibilities of the Fonds, the protection of personal information, scientific integrity and research ethics, etc.

11.1 APPROVAL

The Fonds Société et Culture reserves the right to modify the value of the grants and the program rules detailed in this document without prior notice.

11.2 EFFECTIVE DATE

The provisions set out in this document apply to the 2015-2016 fiscal year.

Appendix 1: [Evaluation committees](#)

[Scholarship Holder's Guide 2014-2015](#)

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