

SCHOLARSHIP HOLDER'S GUIDE

(French version)

Updated: June 15, 2015

NOTE: In the event of a discrepancy between the English and French versions of this Guide, the French version shall prevail, the French version being the FRQSC's official version.

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Note: the masculine gender is employed throughout this document without discrimination, solely for purposes of legibility. All provisions herein apply equally to persons of either gender.

FOREWORD

The Scholarship Holder's Guide provides a framework for the Fonds de recherche du Québec – Société et culture (FRQSC) scholarship program rules and is complementary to the [Common General Rules](#) of the Fonds de recherche du Québec (CGR). Individual program rules prevail over the provisions of this Guide. The Guide provides details on certain of the rules governing FRQSC scholarship programs and provides important information on the forms to be used for accepting or refusing scholarships, requesting scholarship payments and transmitting other information or requests to the FRQSC.

This Guide is intended for use by all FRQSC Master's and doctoral scholarship holders, regardless of the scholarship program and the year the scholarship was obtained. Modifications are made to the Guide every year (usually in April). The scholarship holder must always comply with the most recent rules during the entire duration of the scholarship. Any changes submitted or requested using the "Demande de modification ou de mise à jour du dossier" e-form in the Scholarship Holder's Account ("Dossier du boursier") must be in accordance with the most recent version of the Guide.

The FRQSC receives annual appropriations from the Government of Québec to fund its scholarship programs. Its annual commitments are therefore subject to the budget appropriations granted by the Québec National Assembly and the decisions made by its Board of Directors. **The FRQSC reserves the right to change the value of its scholarships, its program rules and the Scholarship Holder's Guide without prior notice.** Information regarding any changes will be posted in the "Quoi de neuf" section in the Scholarship Holder's Account. The Scholarship Holder's Account ("Dossier du boursier") can be accessed by clicking on [My Account](#) on the [FRQSC website](#).

CONTACT US

For additional information, please contact the scholarship program officer by e-mail at one of the addresses provided below. Be sure to include the scholarship application number.

Master's scholarship: boursesm.sc@frq.gouv.qc.ca

Doctoral scholarship: boursesd.sc@frq.gouv.qc.ca

Note: Priority will be given to e-mail requests.

We can also be reached at 418 643-7582, extension 3135. For callers outside the Québec City area but within North America, our toll free number is 1-888-653-6512.

Documents can also be faxed to the FRQSC: 418 644-5248. Be sure to include your name, PIN and application number.

Except for the signed progress report, it is not necessary to e-mail or fax any other communication (such as a “Demande de modification”, declaration of hours worked or of obtaining an external scholarship) transmitted electronically to the FRQSC via the Scholarship Holder’s Account.

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CHAPTER 1 - ACCEPTANCE OR REFUSAL OF SCHOLARSHIP

1.1 TERMS AND CONDITIONS

An FRQSC scholarship must be accepted or declined within 10 business days following the notice of scholarship offer:

1 - If there are changes to be made to the information provided in the scholarship application form, the scholarship holder must submit these changes for approval by completing the “Demande de modification ou de mise à jour du dossier” form found in the Scholarship Holder’s Account (“Dossier du boursier”). After studying the request, the FRQSC will advise the scholarship holder of its decision by e-mail. If all is in order, the scholarship holder may accept the scholarship by submitting the “Acceptation ou refus de la bourse” form;

or

2 - If there are no changes to be made with regard to the scholarship application, the scholarship holder must complete and submit the “Acceptation ou refus de la bourse” form found in the Scholarship Holder’s Account.

The 10-day deadline applies to the date of submission of the “Acceptation ou refus de la bourse” or “Demande de modification ou de mise à jour du dossier” e-form. Requests will be processed within 10 business days after receipt of the e-form.

Note: Requests to change the duration of the scholarship must be submitted using the “Demande de modification” form (see 3.4 [Duration of financial support](#)).

Successful submission of the e-form should be confirmed by verifying the submission date next to the “Acceptation ou refus de la bourse” link in the Scholarship Holder’s Account.

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1.2 ACCEPTANCE OF SCHOLARSHIP

In order to accept their scholarship, scholarship holders must:

1. be enrolled as a full-time student for the summer, fall or winter term following the awarding of the scholarship, in the program for which the scholarship is offered (IMPORTANT: see 3.2 Start date of scholarship). Changes can be made to the original scholarship application if necessary, using the “Demande de modification” form. Approval must be received from the FRQSC before accepting the scholarship;
2. agree to abide by the rules pertaining to remunerated work (see section 3.1 [Conditions of financial support](#) and 3.7 [Remunerated work](#));
3. agree to remain a resident of Québec throughout the duration of the scholarship and to provide official documentary proof to this effect.

A scholarship holder who receives another scholarship must verify the rules governing scholarship stacking before accepting the FRQSC scholarship offer (see section 3.6 [Stacking of scholarships](#)).

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1.3 REFUSAL OF SCHOLARSHIP

The scholarship must be refused in the following cases:

1. The scholarship holder has accepted another scholarship that cannot be stacked, except for a Master’s or doctoral scholarship from NSERC, SSHRC or CIHR (see section 3.6 [Stacking of scholarships](#));
2. The scholarship holder has accepted full-time employment for more than one academic term per year covered by the financial support of the scholarship (see section 3.1 [Conditions of financial support](#) and 3.8.1 [Acquisition of relevant experience](#));

3. The scholarship holder is unable to begin the study or research program before **January 15** following the scholarship offer, the deadline for activating scholarship payments (see section 3.2 [Start date of scholarship](#));
4. The scholarship holder is or will be enrolling as a part-time student in the program for which the scholarship is offered;
5. The scholarship holder has withdrawn from the program for which the scholarship is offered.

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CHAPTER 2 – RESPONSIBILITIES OF SCHOLARSHIP HOLDER

2.1 COMPLIANCE WITH RULES

Scholarship holders agree to abide by the [scholarship program rules](#) and the provisions of the most recent version of the Scholarship Holder’s Guide for the duration of the financial support. They must also respect the principles governing research ethics and integrity (see the [Politique sur la conduite responsable en recherche](#) and the [Common General Rules](#)).

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2.2 MAILING ADDRESS

The scholarship holder is responsible for notifying the FRQSC of any change of e-mail or mailing address in the Scholarship Holder’s Account (“Dossier du boursier”). The FRQSC must be able to reach the scholarship holder at these addresses at all times. A missing or incorrect address could delay scholarship payments or lead to cancellation of the scholarship.

A P.O. Box will not be accepted as the only mailing address.

An e-mail address is essential to ensure rapid communication between scholarship holders and the FRQSC. To avoid e-mail messages being identified as unwanted mail (spam), the FRQSC recommends limiting e-mail size to 15 MB (including attachments) and not including active links in the message.

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2.3 INCOME TAX

The scholarship holder is responsible for paying all income tax owing on amounts received from the FRQSC, if applicable. Note that the FRQSC does not withhold taxes at source on scholarship payments.

The deposit date of each instalment determines the year in which the instalment must be declared as personal income for tax purposes. For this reason, payments for the winter academic term are made after January 1.

Canada Revenue Agency T4A slips and Revenu Québec RL-1 slips are sent to the scholarship holder's mailing address in February of the year following the tax year in question. Any changes to the amounts paid will be indicated on an amended form sent the following year.

The FRQSC does not offer advice regarding Canadian or Québec income tax matters. Scholarship holders are encouraged to communicate directly with Revenu Québec and the Canada Revenue Agency for further information.

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2.4 REQUEST FOR INSTALMENT

IMPORTANT DATES			
ACADEMIC TERM	DEADLINE FOR SUBMITTING A REQUEST FOR INSTALMENT		PAYMENT DATES
Summer term May 1 to August 31	From April 1	No later than July 1	From the 1st Thursday in May; subsequent Thursdays
Fall term September 1 to December 31	From August 1	No later than November 1	From the 1st Thursday in September; subsequent Thursdays
Winter term January 1 to April 30	From December 1	No later than March 1	From the 2nd Thursday in January; subsequent Thursdays

First request for instalment

Before claiming the first instalment, the scholarship holder must verify the information provided in his Scholarship Holder's Account regarding the conditions of the scholarship, including the amount of the scholarship and payment schedule. The Scholarship Holder's

Account is accessed on the FRQSC website by clicking on My Account, then Scholarship Holder's Account under Student.

Payments are made by direct deposit to the scholarship holder's bank account. The scholarship holder must have a personal bank account in a Québec branch of a Canadian financial institution (caisse populaire or bank). Instructions for providing bank account information are provided in the "Demande de versement" (request for instalment) form.

Request for instalment

To receive the scholarship instalment at the beginning of each eligible academic term, the scholarship holder must complete a "Demande de versement" (request for instalment) form in the Scholarship Holder's Account and declare any other scholarship or employment income, if applicable. This form is available one month before the beginning of the academic term to be funded. Deadlines for requesting payments for each academic term are indicated in the table above. Failure to submit a request for instalment before the deadline will result in the cancellation of the instalment for the academic term in question. If two consecutive instalments are unclaimed, the scholarship will be cancelled.

Instalment request processing dates and payment dates are indicated in the payment schedule in the Scholarship Holder's Account.

For each instalment, the university must confirm the scholarship holder's full-time enrolment in the program for which the scholarship is awarded.

If the scholarship holder is attending a university in Québec or the University of Ottawa, for each instalment, a confirmation of full-time enrolment is transmitted directly to the FRQSC by the university once registration has been duly completed.

If the scholarship holder is attending a university outside Québec, the university must provide the FRQSC with official confirmation that he is enrolled as a full-time student in the study program for which the scholarship was awarded. The confirmation must be sent directly to the FRQSC at the start of every semester. The FRQSC accepts that the confirmation covers a full academic year. The confirmation must include the following:

- Surname and given name;
- FRQSC File number (scholarship application number);
- Date of first enrolment in the program for which the scholarship was awarded;
- Name of the program and the degree sought;
- Period covered by the confirmation (precise dates);
- Confirmation of status as a full-time student for the period in question.

To obtain the final payment of the scholarship, the FRQSC reserves the right to request confirmation of full-time enrolment specifying the end date of the program of study. Confirmations may be sent by e-mail or by fax.

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2.5 UPDATING FILE INFORMATION

Any changes to the scholarship holder's situation that occur after sending in the scholarship acceptance form or a request for instalment must be reported using the "Demande de modification ou de mise à jour du dossier" form in the Scholarship Holder's Account.

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2.6 IDENTIFICATION OF RESEARCH DIRECTOR

The name, address and telephone number of the scholarship holder's research director must be provided on the "Demande de versement" (request for instalment) form. This information is optional for the first two payments but mandatory from the third payment onward.

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2.7 PROGRESS REPORT OR SCHOLARSHIP REINSTATEMENT

Scholarship Holders who are eligible for more than three payments must submit a progress report for every three academic terms of the scholarship stating the progress of their studies and the research carried out over the past year. The progress report is an integral part of the third and sixth requests for instalment. A final report is required after payment of the final instalment (see 2.8 [Final report](#)).

Scholarship holders who accept another scholarship of shorter duration or lower value than that granted by the FRQSC for the first year of their Master's degree or the first two years of their doctoral studies (see 3.6 [Stacking of scholarships](#)) must submit a progress report to the FRQSC in order to receive the first instalment of the FRQSC scholarship, if they qualify for funding. This report is included in the first "Demande de versement" (request for instalment) form. If the first instalment is also the last one, no progress report is required.

The progress report must include the following information:

1. A description of the achievements of the past year: courses, seminars, scientific output, conferences, work and any other achievements relating to the research project. Where applicable, any changes that have not already been declared by means of a “Demande de modification” form must be indicated. In addition, Master’s scholarship holders must provide a brief description of their research project.
2. The time frame of the main phases leading to the drafting of the thesis or dissertation.
3. The projected academic term for submitting the thesis or dissertation.
4. The name of the research director. Any change of research director must be reported to the FRQSC using the “Demande de modification” form.

After submitting a request for instalment, the scholarship holder must print the progress report, sign it and give it to his research director for approval. The director must sign the report in the space provided (“Déclaration du directeur”). The scholarship holder must then e-mail a scanned copy of the signed report, in PDF format, to bourses.sc@frq.gouv.qc.ca or fax it to 418 644-5248.

Entitlement to the scholarship will be maintained if progress is judged satisfactory by the FRQSC.

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2.8 FINAL REPORT

A final report must be submitted to the FRQSC following payment of the final instalment, about a month after the last academic term for which funding is received. The scholarship holder will receive an e-mail when the final report form is available in the Scholarship Holder’s Account. This form must be completed and submitted within the deadline specified. Any future financial support under another Fonds de recherche du Québec program will be conditional on receipt of the final report.

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2.9 ACKNOWLEDGEMENT OF FINANCIAL SUPPORT FROM THE FRQSC

Scholarship holders must acknowledge the financial support received from the Fonds de recherche du Québec – Société et culture (FRQSC) during any dissemination activities. In the case of a scholarship jointly funded by the FRQSC and one or more partners, the partner(s) must also be acknowledged.

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CHAPTER 3 - RULES GOVERNING SCHOLARSHIPS

3.1 CONDITIONS OF FINANCIAL SUPPORT

The scholarship is granted for the tenure of the scholarship (see section 3.3 [Tenure of scholarship](#)), subject to the provision of satisfactory progress reports and compliance with the conditions for financial support.

The scholarship holder must request payment of scholarship instalments for each academic term (see 2.4 [Request for instalment](#)).

The scholarship holder must be enrolled as a full-time student in the program for which the scholarship is awarded for the duration of financial support (see exceptions, sections [3.7.2](#) and [3.8](#)).

Exception for BMP scholarship: If a scholarship holder who holds a BMP (Industrial Innovation) scholarship enrolls as a part-time student, the entire scholarship will be cancelled (it is impossible to cancel only one instalment).

Scholarship holders are required to maintain their Canadian citizenship (or permanent resident status) for the duration of the scholarship, and to remain residents of Québec within the meaning of the *Health Insurance Act* and the *Regulation respecting eligibility and enrolment of persons in respect of the Régie de l'assurance maladie du Québec*. A scholarship holder enrolled in an academic institution located outside Québec and who is pursuing a program of study outside Québec must satisfy the same conditions.

Scholarship holders who are employed and who are on a sabbatical or study leave or any other form of leave with pay and/or salary replacement and/or any other form of indemnity tied to their leave and representing more than 50% of their usual salary are not eligible to receive scholarship instalments. This restriction does not apply in the case of study leave without pay. In all cases, at the time of the first request for instalment, and each time a progress report is submitted, the scholarship holder must provide a copy of an official letter from his employer indicating the conditions of the leave. Failure to provide this document will result in cancellation of the first instalment by the FRQSC. If the document is not provided for two consecutive academic terms, the FRQSC will cancel the scholarship.

Scholarship holders who accept full-time employment for more than one academic term per year covered by the financial support of the scholarship are no longer eligible for the scholarship.

Scholarship holders who are taking preparatory or qualifying studies are not eligible for the scholarship.

Scholarship holders who, during an academic term, no longer meet the conditions for financial support, must reimburse the full amount received for that term. A scholarship holder who is entitled to defer the instalment under section 3.8 [Deferral of payment or interruption of scholarship](#) must apply to do so.

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3.2 START DATE OF SCHOLARSHIP

The start date of the scholarship refers to the academic term during which the first instalment of the scholarship may be claimed.

The scholarship comes into effect between May 1st and January 15th following the announcement of awards and the offer of a scholarship.

If the study program has not yet begun at the time the scholarship is awarded, the scholarship will start in the academic term corresponding to the holder's first enrolment in the program, at the latest January 15th following the offer. The scholarship may not be transferred from one year to another, with certain exceptions. The scholarship holder must submit a "Demande de modification" to change the start date of the scholarship.

If the study program has already begun at the time the scholarship is awarded:

- If the scholarship is awarded before May 1st, it must start with the first summer academic term following the offer;
- If the scholarship is awarded on or after May 1st, it starts with the summer academic term following the offer or, at the latest, the fall term following the offer. When a scholarship is awarded after May 1st, payment of instalments may be made retroactively, beginning with the summer term, provided that the scholarship holder qualifies for the scholarship payments.

No funding will be provided for academic terms completed prior to the summer academic term following the offer.

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3.3 TENURE OF SCHOLARSHIP

The tenure of the scholarship refers to the period during which the scholarship holder may receive instalments of the scholarship that has been awarded.

Tenure of the Master's scholarship

The period during which the scholarship holder may receive Master's scholarship instalments is limited to the first nine academic terms of enrolment in the Master's program for which the scholarship was awarded.

Tenure of the doctoral scholarship

The period during which the scholarship holder may receive doctoral scholarship instalments is limited to the first fifteen academic terms of enrolment in the doctoral program for which the scholarship was awarded.

Tenure for scholarship holders enrolled directly for a doctorate after earning an undergraduate degree or who have fast-tracked to a doctorate

Scholarship holders who enrol directly for doctoral studies after earning an undergraduate degree or who have fast-tracked into a doctoral program may receive instalments during the first eighteen academic terms of enrolment in the doctoral program.

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3.4 DURATION OF FINANCIAL SUPPORT

The duration of financial support refers to the number of instalments the scholarship holder may receive within the tenure of the scholarship (see section 3.3 [Tenure of scholarship](#)).

The duration of financial support may not exceed the tenure of the scholarship.

The duration of financial support is determined on the basis of information regarding the start and end dates of the study program indicated in the scholarship application.

IMPORTANT NOTICE: Any request to change the duration of the scholarship must be submitted to the FRQSC **before the first request for instalment**. No request to change the duration of financial support will be accepted after the request for the first instalment of the scholarship has been submitted to the FRQSC.

As stated in section 6.1 of the [Common General Rules](#), an applicant may receive financial support from the FRQSC for graduate studies for a maximum of 15 academic terms. The terms supported financially by any agency which allows partial stacking are deducted from the duration of financial support offered by the FRQSC. To calculate the duration of the funding, the FRQSC takes into account the number of academic terms completed at the graduate level for which a candidate received financial support (see 3.6 Stacking of scholarships).

Duration of funding for a Master's degree

Master's scholarships are awarded for a maximum period of two years (the equivalent of six consecutive academic terms) or until termination of the Master's studies program, whichever comes first, within a nine-term period calculated from the start of the Master's program. The information provided in the scholarship application is also taken into consideration.

A Master's scholarship holder who continues to the doctoral level without having used all of the instalments provided by the Master's scholarship may use one instalment only to begin the doctoral program (see conditions in section 4.5 [Change of level of study](#)).

A Master's scholarship holder who fast-tracks to the doctoral level without having completed a Master's degree may use the remaining instalments of the Master's scholarship to begin the doctoral program (see conditions in section 4.5 [Change of level of study](#)).

Duration of funding for a doctoral degree

Doctoral scholarships are awarded for a maximum period of three years (the equivalent of nine consecutive academic terms) or until termination of the doctoral studies program, whichever comes first, within a five-year period calculated from the start of the doctoral program. The information provided in the scholarship application is also taken into consideration.

A doctoral scholarship holder who continues to the postdoctoral level without having used all of the instalments provided by the doctoral scholarship may use one instalment only to begin his postdoctoral research internship (see conditions in section 4.5 [Change of level of study](#)).

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3.5 VALUE OF SCHOLARSHIPS

Master's scholarships (programs B1, A2)

The value of a Master's scholarship is \$15,000 per annum, or \$5,000 per eligible academic term. A term covers four months. The total value of the scholarship is determined by the duration of

the scholarship, which is calculated based on the information provided in the application (see 3.4 Duration of financial support).

If the information in the application file contains errors, the scholarship holder may request a correction using the “Demande de modification ou de mise à jour du dossier” form. For corrections regarding the duration of financial support, the scholarship holder must send the FRQSC all attestations and information required to revise the original calculation, **before the first request for instalment.**

Doctoral scholarships (programs B2, A2, N1)

The value of a doctoral scholarship is \$20,000 per annum, or \$6,666 per eligible academic term. A term covers four months. The total value of the scholarship is determined by the duration of the scholarship, which is calculated based on the information provided in the application (see 3.4 Duration of financial support).

If the information in the application file contains errors, the scholarship holder may request a correction using the “Demande de modification ou de mise à jour du dossier” form. For corrections regarding the duration of financial support, the scholarship holder must send the FRQSC all attestations and information required to revise the original calculation, **before the first request for instalment.**

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3.6 STACKING OF SCHOLARSHIPS

Stacking of scholarships prohibited

The FRQSC provides complementary funding which is added to public or charitable foundation awards granted on merit. Stacking of scholarships is therefore prohibited with federal or provincial (Québec) ministry, organization or agency merit scholarships, and with public charitable foundation scholarships, unless agreements have been signed by these agencies and the FRQSC within the framework of targeted joint initiatives. The holder of a FRQSC scholarship who is awarded a scholarship that may not be stacked must necessarily accept that scholarship and refuse the scholarship offered by the FRQSC.

Note that the FRQSC ceases to make instalment payments to its scholarship holders who are offered financial support by one of the agencies with which stacking of scholarships is prohibited from the time such funding is offered. If a scholarship for which stacking is prohibited is offered **in the same fiscal year*** as the FRQSC scholarship, the scholarship holder must refund the FRQSC for the amounts already granted. FRQSC scholarship holders must take steps to activate

the initial payment of these scholarships as soon as allowable under these agencies' rules to ensure continuity in their financial support.

Note that it is impossible to defer payment of an instalment to receive another scholarship for which stacking is prohibited.

* The fiscal year starts April 1st and ends March 30th.

Partial stacking

When the FRQSC awards a scholarship of longer duration than a scholarship for which stacking is prohibited, the FRQSC scholarship will be adjusted to make up the shortfall when the external scholarship expires. The total duration of financial support can never exceed the maximum funding period of the FRQSC scholarship (see section 3.4 [Duration of financial support](#)).

Similarly, when the FRQSC awards a scholarship with a higher annual value than that of a scholarship for which stacking is prohibited, the FRQSC scholarship will be adjusted to make up the shortfall for the duration of the scholarship offered by the FRQSC.

Allowable stacking

Scholarship holders who receive a scholarship from another source, including universities, research chairs, consortiums, private, international and foreign foundations, governments of other Canadian provinces and foreign governments, may combine this support with a FRQSC scholarship if permitted under these agencies' rules governing stacking. Scholarship holders who receive an external scholarship which can be stacked with the FRQSC scholarship must verify whether the other granting agency allows the FRQSC scholarship to be accepted, either in whole or in part. When a stacking limit is imposed by the funder, the FRQSC reduces the value of its scholarship to enable the scholarship holder to qualify for the full value of the external scholarship.

Funding received through the *Loans and Bursaries Program* of the Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche (MEESR) may be stacked with FRQSC scholarships.

Note

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

Applicants who receive scholarship offers from several Fonds de recherche du Québec programs may select only one. Students may hold an award or scholarship from only one Fonds ([CGR](#), section 3.1).

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3.7 REMUNERATED WORK

3.7.1 Employment

Scholarship holders must devote themselves full-time to working on their Master's or doctoral research program or internship. However, a scholarship holder may accept employment of up to 225 hours per academic term, provided his research director does not object and the employment does not interfere with his studies. This rule does not apply to paid parental leave that prohibits working.

For the purposes of this rule, teaching a 45-hour college or university-level course is deemed equivalent to 150 hours of employment. Note that one 45-hour teaching assignment given to two groups constitutes two teaching assignments and the scholarship holder is therefore not eligible to receive the scholarship payment.

A scholarship holder who is employed for more than 225 hours during a given academic term while remaining in the program full-time must relinquish the scholarship instalment for that term, while retaining the right to the scholarship for the remaining allowable instalments. In certain cases the scholarship holder may avail himself of the rule allowing deferral of a scholarship instalment (see section 3.8.1 [Acquisition of relevant experience](#)).

Any paid work must be declared in the "Déclaration de revenus d'emploi" (declaration of employment income) section in the Scholarship Holder's Account when making a request for instalment or submitting a "Demande de modification".

Remuneration received by a scholarship holder from his director of studies to work exclusively on his research project is considered income for which stacking is permitted. This income must be declared in the "Déclaration de revenus d'emploi" section, selecting "Salaire pour projet de recherche" (salary for research project) from the "Type d'emploi" (type of employment) pull-down menu. If the salary is for more than 225 hours per term, the director of studies must e-mail (bourses.sc@frq.gouv.qc.ca) the FRQSC a letter confirming that this salary is being paid to the scholarship holder for working exclusively on his research project. This income can be combined with the 225 paid working hours allowed for each semester.

Note that the FRQSC reserves the right to request confirmation from the director of studies regarding any declaration of "Salary for research project".

3.7.2 Internship

Optional or non-compulsory internship

Scholarship holders may receive a scholarship instalment during a paid or unpaid optional or non-compulsory internship. To be eligible for this instalment, the scholarship holder must be enrolled as a full-time student. During the academic term in question, if permitted by the university, a scholarship holder who does not wish to enrol full-time may defer the scholarship instalment for the purpose of acquiring relevant experience (see 3.8.1 Acquisition of relevant experience). The scholarship holder must obtain the prior approval of the FRQSC using the “Demande de modification” form. In addition, his research director must e-mail the FRQSC (bourses.sc@frq.gouv.qc.ca) a support letter confirming the relevance of the scientific activities in which the scholarship holder will participate.

In the case of an optional or non-compulsory internship for which the scholarship holder is paid for more than 225 hours of work during the academic term, the scholarship holder is not eligible to receive the scholarship instalment, but may defer the instalment for the purpose of acquiring relevant experience (see 3.8.1 Acquisition of relevant experience). A “Demande de modification” and a support letter from the research director are required.

Compulsory internship

Scholarship holders may receive a scholarship instalment during a compulsory internship that is part of the program of study. To be eligible for this instalment, the scholarship holder must be enrolled as a full-time student. If research credits will not be granted for the internship, the scholarship holder can enrol as a part-time student if the internship is full-time. The research director must e-mail the FRQSC (bourses.sc@frq.gouv.qc.ca) a letter confirming that the internship is full-time and that part-time enrolment is preferable.

A scholarship holder who is paid for a compulsory internship must declare this income in the “Déclaration de revenus d'emploi” section, selecting “Salaire pour projet de recherche” (salary for research project) from the “Type d'emploi” (type of employment) pull-down menu. If the payment is for more than 225 hours per term, the director of studies must e-mail the FRQSC (bourses.sc@frq.gouv.qc.ca) a letter confirming that the income is received through a compulsory internship.

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3.8 DEFERRAL OF PAYMENT OR INTERRUPTION OF SCHOLARSHIP

3.8.1 Acquisition of relevant experience

For each full year of funding by the FRQSC, a scholarship may be interrupted for one academic term to enable the scholarship holder to acquire relevant experience (work with a research team, teaching experience in his field of study or research, language training, etc.). Payment of the corresponding instalment is deferred to the end of the financial support period. The scholarship holder is not required to enrol full-time in his program for this term, provided the rules of the institution allow this. To avail himself of this measure, the scholarship holder must make a request using the “Demande de modification ou de mise à jour du dossier” form. Furthermore, his research director must e-mail the FRQSC (bourses.sc@frq.gouv.qc.ca) a short letter explaining the relevance of the paid activities to be carried out. A scholarship holder whose first enrolment in the program is the winter term following the awarding of the scholarship may not use this provision for his first instalment payment because funding must begin by January 15.

Deferral of instalments to acquire relevant experience can be consecutive if approved by the research director.

Exception for BMP scholarship: Section 3.8.1 does not apply for holders of a BMP-Innovation scholarship.

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3.8.2 Sick leave or leave for family reasons

The FRQSC allows temporary interruption of studies (without scholarship payments) due to illness of the scholarship holder or a close family member. However, once the university no longer allows these leaves, the FRQSC will cease to carry forward sick leave instalments. To obtain the remaining instalments, the scholarship holder must fulfill the requirements for using the scholarship.

The FRQSC allows temporary interruption of studies for up to two years (without scholarship payments) for scholarship holders with significant family obligations (primary caregiver, education of children, etc.) if permitted by the university and provided that the research director is duly informed.

In all cases, the scholarship holder is required to complete and submit the “Demande de modification ou de mise à jour du dossier” form, indicating the length of the interruption of studies and the reason for the request, and attach a medical certificate where applicable. The FRQSC reserves the right to refuse any request that is not sufficiently justified.

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3.8.3 Parental leave

Parental leave may be requested for an interruption of studies due to the birth or adoption of a child. The FRQSC authorizes parental leave provided the university allows it and the research director is duly informed.

The scholarship holder must apply for parental leave using the “Demande de modification ou de mise à jour du dossier” form and provide a copy of the medical certificate attesting to the pregnancy or copy of the proposal for adoption and, in due time, the child’s birth or adoption certificate, as well as proof of interruption of enrolment at the university.

Parental leave may not exceed twelve months, or the equivalent of three academic terms. It may begin during the academic term the birth is expected and must end no later than one year after the child’s birth. If parental leave begins during an academic term after the child is born, it must still end no later than one year after the child’s birth.

Note that only one parental leave is granted per child, even if both parents are FRQSC scholarship holders. The parents may arrange and share the leave at their discretion.

Payment of the instalments corresponding to the parental leave period is deferred to the end of the financial support period.

Paid parental leave

During parental leave, an additional instalment is available for a four month period, or the equivalent of one academic term. This additional instalment must be issued within the tenure of the scholarship.

To receive this term of paid parental leave, the scholarship holder must have received at least one instalment from the FRQSC, or, in the case of partial stacking, from a federal granting agency.

Note that only one term of paid parental leave is granted per child, even if both parents are FRQSC scholarship holders.

To be eligible for this benefit, the scholarship holder must not be enrolled in a study program or be gainfully employed. Furthermore, in the case of scholarship stacking, paid parental leave from the FRQSC cannot be granted to SSHRC, NSERC or CIHR scholarship holders who receive an allowance for parental leave from either of these agencies. These scholarship holders must take the paid leave offered by the federal agency.

Parental leave may be extended by an additional eight months (equivalent of two academic terms) without pay if the university permits it.

Parental leave paid by the FRQSC can be combined with benefits from Québec's parental insurance plan (QPIP): http://www.rqap.gouv.qc.ca/Index_en.asp. Note that FRQSC scholarships are not insurable income as defined by the RQAP. Scholarship holders for whom a FRQSC scholarship is the only income are not eligible for RQAP benefits.

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3.9 CANCELLATION OF INSTALMENT OR SCHOLARSHIP

Scholarship holders must claim their scholarship instalment or request its deferral before the dates indicated in section 2.4 ([Request for instalment](#)) or section 3.8 ([Deferral of payment or interruption of scholarship](#)). The FRQSC will cancel any instalment that is not claimed or deferred within two months of the beginning of the academic term. The FRQSC may terminate a scholarship if an instalment has not been claimed (or no authorized deferral is made) for two consecutive academic terms.

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3.10 WITHDRAWAL FROM PROGRAM

Scholarship holders who withdraw from their study program during the academic term or who decide to pursue their studies on a part-time basis are no longer eligible for a scholarship and must reimburse the current instalment in full. They must notify the FRQSC using the “Demande de modification ou de mise à jour du dossier” form.

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3.11 END OF MASTER'S OR DOCTORAL PROGRAM AND OBTAINING A DEGREE

Scholarship holders who have submitted their Master's thesis and are awaiting correction, or who have submitted their doctoral dissertation but have not yet defended it, remain eligible to receive one remaining instalment of their scholarship, provided that payment is made within the tenure of the scholarship. The scholarship holder must be enrolled as a full-time student to qualify. To request the instalment, the scholarship holder must send the FRQSC proof of submission (in the form of an official document from the program director) as soon as he has submitted his thesis or dissertation, and his research director must send a letter approving the request by e-mail to bourses.sc@frq.gouv.qc.ca.

The scholarship holder may accept employment for more than 225 hours during the period covered by the instalment after obtaining prior approval of the FRQSC using the "Demande de modification et de mise à jour du dossier" form.

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3.12 CONFIRMATION OF SCHOLARSHIP

After accepting the scholarship, the scholarship holder will have access to a printable confirmation of scholarship, in French and English, in the Scholarship Holder's Account.

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CHAPTER 4 – CHANGES TO CONDITIONS OF SCHOLARSHIP

To make any changes to the conditions of the scholarship, the scholarship holder must submit the changes to the FRQSC for approval using the "Demande de modification ou de mise à jour du dossier" form in the Scholarship Holder's Account. To guarantee fairness, prior to approving any changes, the FRQSC must ensure that such a change does not impact the original scholarship application evaluation or the application's eligibility for the scholarship program.

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4.1 CHANGE OF STUDY PROGRAM

Any changes must remain within the mandate of the Fonds Société et culture research areas. If the new study program is within the same discipline as the program for which the scholarship application was submitted, the change is generally approved. The decision of the FRQSC will take into account the choice of review committee made at the time of submitting the original scholarship application.

A Master's scholarship holder who changes his program of study will no longer be eligible for the scholarship if fewer than one-third of the new Master's program credits derive from research, as specified in the Master's Scholarship program rules (B1 or A2).

Here are some examples of decisions made regarding changes to the study program:

Example 1 – Change of field of study

A Fonds Société et culture scholarship is awarded for graduate studies in Psychology, with research in social psychology. The scholarship holder decides to change the focus of his research to basic cognitive processes. This area of research falls within the mandate of the Fonds Nature et technologies. As a result, the Fonds Société et culture will not continue to grant the scholarship. Scholarships cannot be transferred between Québec's three research funds.

For information on the fields of study supported by the various Québec research funds (Fonds de recherche du Québec), visit their respective websites.

Example 2 – Change of discipline or program of study

A Fonds Société et culture scholarship is awarded for graduate studies in criminology, with research in penology. The scholarship holder decides to change the focus of his research to sexual delinquency. This modification will be approved because the same peer committee reviews scholarship applications in both disciplines.

Example 3 – Change of discipline

On the other hand, if a Master's research scholarship is awarded for studies in literature (committee 11A) and the scholarship holder decides to switch to a Master's in philosophy, (committee 07B), the application will be refused because this discipline involves a different committee than the one that reviewed the original application. However, exceptions may be made. To request an exception, the scholarship holder must complete a "Demande de modification" form in his Scholarship Holder's Account. The FRQSC will study the request and advise the scholarship holder of its decision.

The list of Fonds Société et culture [review committees](#) may be consulted on the FRQSC website (see Links of interest).

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4.2 CHANGE OF PLACE OF STUDY

Since there are no restrictions on place of study, a change is generally accepted for Master's and doctoral scholarships when the research and study program is deemed equivalent. However, the scholarship holder must maintain his Canadian citizenship or permanent resident status and residency in Québec within the meaning of the *Health Insurance Act* and the *Regulation respecting eligibility and enrolment of persons in respect of the Régie de l'assurance maladie du Québec*, for the duration of the scholarship.

If the research topic remains the same as that described in the original application but for administrative reasons, the scholarship holder enrolls in a department which usually falls under a different disciplinary review committee, the scholarship will continue to be granted.

Example 1 – Change of place of study

If the scholarship is awarded for research in political sociology but the program is offered in a political science department, the scholarship will be maintained because the research topic remains the same.

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4.3 CHANGE OF RESEARCH DIRECTOR

A change of research director is generally approved, provided the study program and research project do not change.

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4.4 CHANGE OF RESEARCH PROJECT

Master's level

The research project must be submitted with the first progress report. If the research project changes after this report, the scholarship holder must complete a “Demande de modification” form, including an outline of the new project (see 2.7 Progress report).

Doctoral level

The scholarship holder must first complete a “Demande de modification” form in the Scholarship Holder’s Account, specifying whether or not he will remain in the same field, in the same department, at the same university and with the same research director, and the reasons for changing the initial project.

The scholarship holder must then send a presentation of the new project by e-mail to bourses.sc@frq.gouv.qc.ca, demonstrating that it has the same scientific parameters as the original project. This presentation must be the equivalent of the information provided in the research project description section of the scholarship application form. In addition, the research director must e-mail the FRQSC (bourses.sc@frq.gouv.qc.ca) a supporting letter justifying the need to change the research project originally submitted to the review committee and for which the scholarship was awarded. Before approving the change, the FRQSC will ensure that the change will not impact the scholarship holder’s application evaluation.

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4.5 CHANGE OF LEVEL OF STUDY

Scholarship holders may be eligible to receive one or more outstanding scholarship instalments when changing their level of study.

Beginning a doctoral program after completing a Master’s program (programs B1 and A2 – Master’s)

A scholarship holder who has completed the Master’s program for which a scholarship was awarded and who is beginning a doctoral program may use one remaining Master’s scholarship instalment to start the doctoral program. First enrolment for the doctoral program must directly follow the last term of the Master’s program. To obtain this instalment, the scholarship holder

must submit a “Demande de modification”, selecting “Changement de niveau” (change of level) in the pull-down menu. He is also required to submit a copy of the offer of admission to the doctoral program. However, to obtain this Master’s scholarship instalment, the scholarship holder should not have received an offer of scholarship for the doctoral program.

To obtain further funding for the doctoral program, the student must successfully apply to the doctoral scholarship competition (B2) – see *Doctoral Research Scholarship* (B2) program rules.

Fast-tracking to the doctoral level without a Master’s degree (programs B1 and A2 – Master’s)

A scholarship holder who has fast-tracked to the doctoral level without obtaining a Master’s degree may use the remaining instalments of the Master’s scholarship to start the doctoral program. To obtain these instalments, the scholarship holder must submit a “Demande de modification”, selecting “Changement de niveau” (change of level) in the pull-down menu. He is also required to submit a copy of the offer of admission to the doctoral program and a letter from the director of graduate studies of his Master’s program confirming that no Master’s degree will be awarded. This letter should be sent by e-mail to bourses.sc@frq.gouv.qc.ca. However, to obtain these Master’s scholarship instalments, the scholarship holder should not have received an offer of scholarship for the doctoral program.

To obtain further funding for the doctoral program, the student must successfully apply to the doctoral scholarship competition (B2) – see *Doctoral Research Scholarship* (B2) program rules.

Beginning a postdoctoral program after completing a doctoral program (programs B2, A2, and N1 – doctorate)

A scholarship holder who has obtained a doctorate may use one remaining doctoral scholarship instalment to begin a postdoctoral research internship. The conditions for using this instalment are the same as those that apply to a postdoctoral fellowship (B3 or B5). The research environment chosen must meet the conditions laid out in the postdoctoral fellowship program rules. The fellowship holder must be present in the research environment for the duration of the fellowship and devote himself full-time to carrying out his research activities.

To obtain this instalment, the scholarship holder must submit a “Demande de modification”, selecting “Changement de niveau” (change of level) in the pull-down menu. He must also submit a copy of the letter of invitation from the host location. However, to obtain this doctoral scholarship instalment, the scholarship holder should not have received an offer of scholarship for the postdoctoral program.

To obtain further funding for the postdoctoral internship, the student must successfully apply to the postdoctoral fellowship competition (see *Postdoctoral fellowship* (B3 or B5) program rules).

CHAPTER 5 - FINANCIAL ASSISTANCE FOR INTERNSHIPS (DOCTORAL SCHOLARSHIPS B2, A2-D)

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*).

The Financial Assistance for Internships program rules can be consulted on the [FRQSC's Website](#).

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CHAPTER 6 – RESPONSIBLE CONDUCT IN RESEARCH

The responsible conduct of research refers to the behaviour expected of the various actors in the conduct of research activities and of activities in support of research. It includes the respect of the highest standards and rules in research integrity and research ethics and, thus, takes basis on the values recognized by the international community: honesty, reliability and rigour, objectivity, fairness and independence, justice (especially in recognizing the contributions of others), trust, accountability and benevolence, openness and transparency.

The awardee should consult and comply with the [Policy for the Responsible Conduct of Research](#).

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LINKS OF INTEREST

[Program rules: Master's Research Scholarship \(B1\) and Scholarship for Re-entering the Research Community \(A2-M\)](#)

[Program rules: Doctoral Research Scholarship \(B2\) and Scholarship for Re-entering the Research Community \(A2-D\)](#)

[Program rules: Postdoctoral Fellowship \(B3\) and Postdoctoral Research-Creation Fellowship \(B5\)](#)

[Common General Rules](#) [PDF – 899 kB]

[Policy for the Responsible Conduct of Research](#) [PDF - 1083 kB]

[Pamphlet on responsible research conduct](#) (intended for students, researchers, research professionals and funding administrators) [PDF - 858 kB]

[List of review committees](#) [PDF – 28 kB]