

## **MERIT SCHOLARSHIP PROGRAMS FOR FOREIGN STUDENT 2015-2016**

### **All countries scholarships**

Doctoral research scholarships(V1)  
Postdoctoral scholarships (V2)  
Short-term research or professional development scholarships(V3)

### **Québec-Brazil scholarships**

Québec-Brazil Doctoral research scholarships (1B)  
Québec-Brazil Postdoctoral scholarships (2B)  
Québec-Brazil Short-term research or professional development scholarships (3B)

### **Québec-China scholarships**

Québec-China Doctoral research scholarships (1C)  
Québec-China Postdoctoral scholarships (2C)  
Québec-China Short-term research or professional development scholarships (3C)

### **Québec-India scholarships**

Québec-India Doctoral research scholarships (1I)  
Québec-India Postdoctoral scholarships (2I)  
Québec-India Short-term research or professional development scholarships (3I)

### **Québec-Mexico scholarships**

Québec-Mexico Doctoral research scholarships (1M)  
Québec-Mexico Postdoctoral scholarships (2M)  
Québec-Mexico Short-term research or professional development scholarships (3M)

### **Québec-Wallonia scholarships**

Québec-Wallonia Doctoral research scholarships (1W)  
Québec-Wallonia Short-term research or professional development scholarships (3W)

## TABLE OF CONTENTS

IMPORTANT INFORMATION .....	3
OBJECTIVES .....	4
CLIENTELE .....	4
FEATURES OF THE SCHOLARSHIPS.....	4
ELIGIBILITY CONDITIONS AND CITIZENSHIP .....	5
PRESELECTION OF CANDIDATES .....	7
EVALUATION OF APPLICATIONS .....	11
INTEGRITY OF THE ASSESSMENT PROCESS .....	12
AWARDING OF SCHOLARSHIPS AND ANNOUNCEMENT OF RESULTS .....	13
RULES FOR USING SCHOLARSHIPS .....	13
FALSE OR MISLEADING INFORMATION .....	14
RESEARCH ETHICS AND CONFORMITY .....	15
RESPONSABILITIES OF THE FRQNT AND OF THE MESRS .....	15
GENERAL CONSIDERATIONS .....	15
CONTACT .....	16

## **IMPORTANT INFORMATION**

- Please, **READ THE PROGRAMS RULES** first.
- Choose a Québec University and a director (doctoral degree) or a research supervisor (postdoctoral and short term research) who accepts to supervise your research project and recommend your preselection to the university or to the Réseau Trans-tech.
- Preselection of candidates by a Québec university, the Réseau Trans-Tech (the Network of College Centers for the Transfer of Technologies), the China Scholarship Council (CSC), the Ministry of Foreign Affairs of Mexico (SRE), TERI University, the National Science and Technology Council of Mexico (CONACYT). Consult the deadlines to present an application for these organizations here:

<http://www.frqnt.gouv.qc.ca/en/bourses/index.htm>

- Deadline – preselection at FRQNT for the applications recommended by a Québec university, the Réseau Trans-tech, TERI University, Mexican SRE or CONACYT: **September 30<sup>th</sup>, 2014.**
- Deadline – preselection at FRQNT for the recommended applications from CSC: March 31st, 2015.
- Deadline – submitting e-form application and required documents for preselected candidates: **November 1<sup>st</sup>, 2014 at Midnight** (coordinated universal time UTC-5 Est time zone).
- Deadline – preselection of applications for scholarships for candidates preselected by the CSC: **May 31<sup>st</sup>, 2015 at Midnight** (coordinated universal time UTC-5 Est time zone).

- **Mailing Address :**

Merit Scholarship Programs for Foreign Students (PBEEE)  
Fonds de recherche du Québec – Nature et technologies  
Programmes de bourses d'excellence pour étudiants étrangers  
140, Grande-Allée est  
4<sup>e</sup> étage  
Québec (Québec) G1R 5M8  
CANADA

- Announcement of results for all Programs : **March 2015**
- Announcement of results for the students recommended by CSC: **June 2015.**

1. In March 2004, the Fonds de recherche du Québec – Nature et technologies (FRQNT) was mandated by the ministère de l'Éducation, du Loisir et du Sport du Québec (MELS) to manage the Merit Scholarship Programs for Foreign Students. This mandate was renewed by the ministère de l'Enseignement supérieur, de la Recherche, de la Science (MESRS), which now finances the Programs. In 2008-2009, the Programs were

**Value of scholarships for each component:**

9. **Doctoral research scholarships (V1, 1B, 1C, 1I, 1M, 1W):** \$25,000 a year. The duration of the scholarship is three years, with a possible extension of up to 12 months (monthly allowance of \$1,000).

10. **4**

**Postdoctoral scholarship (V2, 2B, 2C, 2I, 2M) or short-term research or professional development**

### **Exceptional measures concerning calculation of the eligibility period**

27. The only exception to the rules governing the eligibility period concerns circumstances beyond the candidate's control.
28. Candidates who suspend their studies due to maternity or parental leave can request an

- 37. The Réseau Trans-tech can recommend four candidates for Postdoctoral scholarships (V2) and Short-term research or professional development scholarships (V3).
- 38. There are no quotas per country.

#### **Québec-Brazil scholarships (1B, 2B, 3B)**

- 39. Universities can recommend one candidate per year for each of these three components..
- 40. The Réseau Trans-tech can recommend one candidate for Postdoctoral scholarships (2B) and Short-term research or professional development scholarships (3B).

#### **Québec-China scholarships (1C, 2C, 3C)**

- 41. The CSC will recommend at least 10 applicants for each of the competition's three components. The CSC must therefore take Québec's linguistic specificities into account.

#### **Québec-India scholarships (1I, 2I, 3I)**

- 42. Universities can recommend one candidate per year for each of these three components.
- 43. The Réseau Trans-tech can recommend one candidate for Postdoctoral scholarships (2I) and Short-term research or professional development scholarships (3I).
- 44. TERI University will select one Doctoral and two Short-term research grant holder.

#### **Québec-Mexico scholarships (1M, 2M, 3M)**

- 45. The SRE or the CONACYT will recommend at least 10 applicants for each of the competition's three components. The Council must therefore take Québec's linguistic specificities into account.

#### **Québec-Wallonia scholarships (1W, 3W)**

- 46. Universities can recommend one candidate per year for each of these two components.
- 47. The Réseau Trans-tech can recommend one candidate for Short-term research or professional development scholarships (3W).

### **SUBMITTING APPLICATIONS**



51. The deadline for sending scholarship applications is **November 1<sup>st</sup>, 2014, at midnight** (coordinated universal time UTC-5 Est time zone) (a different closing date has to be confirmed for the students preselected by the CSC). Files cannot be updated after the closing date for applications.
52. Students are not required to enclose a printout of the application form with the documents to be forwarded to the FRQNT. However, it is suggested that they keep a printed copy of the form for their files.
53. The form may be completed in French or English. Candidates who apply in English must provide a French title for their project.
54. **IMPORTANT: Files that do not contain the information required to determine eligibility or enable evaluation by the deadline for submitting applications are not receivable by the FRQNT.**

#### **Letter of reference and letter of acceptance of the supervisor**

55. The forms for letters of reference and letters of acceptance of the supervisor are available on the FRQNT website.
  - Quebec referees are urged to use the letter that can be accessed in the researcher's personal e-file. Their letter can be sent to FRQNT electronically.
  - Foreign referees can use letter in PDF format (dynamic) and give it to the candidate in a sealed envelope or mail it directly to FRQNT. Please note that the PDF letter can be printed, signed, scanned and then sent by email.
56. Candidates for the postdoctoral scholarships and the short-term research and professional development scholarships must also provide a letter from their research supervisor. Note that the same supervisor cannot write both the letter of acceptance and the letter of reference.

#### **Supporting documents required:**

57. Documents submitted in a language other than French or English must be accompanied by a translation of the original.
58. Supporting documents required for all components of the program (V1, 1B, 1C, 1I, 1M, 1W // V2, 2B, 2C, 2I, 2M // V3, 3B, 3C, 3I, 3M, 3W)
  - A photocopy of the identification page of a valid passport from the candidate's country of origin or of any official document that enables the candidate's citizenship to be determined;
  - Transcripts for all university studies, whether completed or not (certificates, diplomas, Bachelor's, Master's, Ph.D. etc.). Transcripts for equivalences granted for courses taken at other institutions or for previous programs must be enclosed with the file. For transcripts from outside North America, candidates must enclose a letter explaining the grading system used by the institution concerned. The FRQNT reserves the right to verify with institutions the authenticity of any information given by applicants.

- Two letters of reference completed by the referees;
- Acknowledgements of receipt from the editor for all articles submitted and notices received from editors for articles accepted for publication. (Acknowledgements of receipt for articles already published are not sent to the evaluation committee);
- Copies of the announcement or confirmation letters for all of the scholarships received;
- Submission notice (available in your e-file after the electronic form has been sent).

59. **Additional documents: Doctoral research component (V1, 1B, 1C, 1I, 1M, 1W)**

- An attestation from the registrar's office identifying part-time or unregistered sessions;
- Official attestation of interrupted enrolment and, where applicable, a medical certificate indicating the duration of and the reason for the interruption

60. **Additional documents: Postdoctoral scholarship component (V2, 2B, 2C, 2I, 2M)**

- A photocopy of the Ph.D. diploma (or attestation of the first reading of the dissertation). If these documents cannot be provided, a certified copy of the doctoral transcript is required;
- The letter of acceptance from the research supervisor.

61. **Additional documents: Short-term research or professional development component (V3, 3B, 3C, 3I, 3M, 3W)**

- The letter of acceptance from the research supervisor.

62. **Procedure for submitting the required supporting documents**

Candidates must send their complete file directly to FRQNT by the deadline for applications, **November 1<sup>st</sup>, 2014** (a different closing date has to be confirmed for the students preselected by the CSC), by regular mail postmarked **or by e-mail** [pbgee@frq.gouv.qc.ca](mailto:pbgee@frq.gouv.qc.ca).

63. Should it prove impossible for a candidate to submit all required documents by the prescribed deadline, in order to maintain the admissibility of the file, the candidate must provide an explanation as to why a given document is missing. FRQNT reserves the right to refuse any requests for extensions that are not sufficiently justified.

**Acknowledgement of receipt**

64. Candidates will be emailed an acknowledgement of receipt in December. The candidate who has not received this notice must contact the program administrator before December 15<sup>th</sup> (a different closing date has to be confirmed by the students preselected by CSC).

## EVALUATION OF APPLICATIONS

### Evaluation criteria

65. Applications are evaluated based on the following criteria and weighting:

Criteria	Doctorate	Postdoctorate	Short-term research
Excellence of university record	6 points	4 points	6 points
Aptitude for research and relevant research experience	8 points	6 points	6 points
Scientific quality and interest of the proposed research project and quality of the research environment	6 points	10 points	8 points
<b>TOTAL</b>	<b>20 points</b>	<b>20 points</b>	<b>20 points</b>

### Excellence of university record

66. The following indicators are used:

- Cumulative average obtained;
- Progression of studies;
- Duration of studies;
- Prizes and distinctions.

**Aptitude for research and relevant research experience, where appl15.359 -1.152 Td ()8.859 0 Ts7T -0.0**

## **Scientific quality and interest of the research project and the proposed research environment**

68. The following indicators are used:

- Quality of the supervision provided by the environment;
- Clarity of the scientific objectives;
- Relevance of the methodology for the objectives sought;
- Originality of the project;
- Contribution to the advancement of knowledge in the concerned field;
- Compatibility of the proposed project with the supervisor's field of research (doctoral scholarships only).

## **Evaluation procedure**

### **Role of FRQNT**

69. FRQNT manages the Merit Scholarship Programs for Foreign Students for the MESRS.

### **Role of multidisciplinary evaluation committees**

70. Admissible applications are submitted to evaluation committees composed of four members representing all research sectors (health, humanities and social sciences, arts and letters, natural sciences and engineering).
71. The evaluation committees compare the applications submitted according to the evaluation criteria in effect. Consequently, these committees are responsible for ranking all of the applications on merit.

### **Role of the Programs administrator**

72. The FRQNT Programs administrator will prepare the annual call for applications and appoint the evaluation committee. The Programs administrator will also follow up with applicants, scholarship holders and the people who oversee student scholarships in Québec universities. The administrator will ensure that committee members respect the Programs assessment criteria and ethical rules in effect.

### **Role of MESRS**

73. MESRS determines policy directions and grants the subsidy required for Programs funding. It is the depository for the annual Programs report prepared by FRQNT.

## **INTEGRITY OF THE ASSESSMENT PROCESS**

74. The FRQNT board members are not involved in the scientific evaluation of funding applications, and at no time may researchers, students or institutional authorities make contact with the assessment committee chairperson or members. FRQNT have the right to withdraw an application from competition if there is any attempt to lobby the committee or sway the evaluation process.

75. Every person recruited to sit on an assessment committee must comply with standard rules of confidentiality regarding the application packages, committee makeup, deliberations and recommendations. The assessment committee chairperson, members and outside experts are required to disclose any conflicts of interest and must sign a written statement in this regard.

## **AWARDING OF SCHOLARSHIPS AND ANNOUNCEMENT OF RESULTS**

### **Awarding of scholarships**

76. Scholarships are offered on excellence basis.
77. The scholarship holders are selected by multidisciplinary committees formed by professors-researchers.
78. Scholarships are offered according to the available budget.

### **Announcement of results**

79. Results are announced by e-mail at the end of March. Candidates can access the letter of announcement in their application e-file. Each candidate is then informed of his/her ranking and can print the letter of announcement.
80. Contacting members of the committees, who are subject to rules of confidentiality, is strictly prohibited.
81. **Decisions are final and cannot be appealed. There is no review process.**

## **RULES FOR USING SCHOLARSHIPS**

82. The scholarship holders have to conform to all the rules described in detail in the scholarship holder's guide.

**WARNING:** Please note that to be awarded the scholarship, FRQNT has to receive a copy of the student visa (for doctorate student) or a copy of the work permit (for postdoctoral and short term research and professional development scholarship).

83. At the time candidates receive the scholarship instalments, they must be dedicated full-time to the program of study, research, or professional development for which they were awarded the scholarship.
84. Scholarships are awarded for the duration of the eligibility period, subject to presentation of progress reports deemed satisfactory for each full year of funding in the case of doctoral research (V1, 1B, 1C, 1I, 1M, 1W) scholarships, and at the midpoint of the funding period in the case of postdoctoral scholarship (V2, 2B, 2C, 2I, 2M).

### **Period for using scholarships**

85. The scholarship period must begin between May 1<sup>st</sup>, 2015, and January 15<sup>th</sup>, 2016.

- 86. Scholarships cannot be carried over from one year. It is therefore not possible to delay the scholarship starting date after January 15<sup>th</sup>, 2016.
- 87. Doctoral research (V1, 1B, 1C, 1I, 1M, 1W) scholarships are not retroactive and sessions completed before summer 2015 cannot be financed.

#### **Place where scholarship is used**

- 88. Scholarship recipients must attend the Quebec university or the CCTT at which they were preselected and study or conduct research in Québec.
- 89. Double doctoral degree programs are not admissible.

#### **Rules regarding concurrent scholarships**

##### **Holding several scholarships concurrently is not permitted in the case of:**

- 90. Scholarships granted by government departments or by Canadian or Québec government grant agencies.

##### **Holding several scholarships concurrently is permitted in the case of:**

- 91. Scholarships from the private sector, the government of the scholarship recipient's country of origin, and university scholarships.

#### **Remuneration**

- 92. Regardless of the exceptions relative to the paid work described in the scholarship holder's guide, scholarship holders may accept a job that does not represent more than 150 hours per session, provided their supervisor is in agreement. These activities can not hinder their research program.
- 93. The salary that students receive from their supervisor for working solely on their research project is considered a scholarship for which concurrency is permitted.

#### **FALSE OR MISLEADING INFORMATION**

- 94. Under the Act respecting the ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie (CQLR, c. M-15,1,0,1), any applicant who gives false or misleading information to obtain or procure financial support is guilty of an offence and liable to a fine. If found guilty, the individual is barred from receiving financial support for a period of up to five years.

Where a legal person commits an offence, every director or representative of that legal person who was aware of the offence is deemed to be a party to the offence and is liable to a fine, unless he proves to the satisfaction of the court that he did not acquiesce to the commission of the offence.

The FRQNT reserves the right to impose any sanction or supplementary measure deemed useful, and initiate legal proceedings to obtain reimbursement of fraudulently obtained amounts and a compensation for suffered damages.

## **RESEARCH ETHICS AND CONFORMITY**

95. All research projects involving human subjects; biological materials; administrative, scientific or descriptive data from human subjects; animals or animal parts, products or tissues require the approval of the research ethics board of the principal applicant's institution (Common Rules and Regulations, section 5.3). Furthermore, if applicable, scholarship holders must indicate on their application form any environmental impacts of their research project and employ reasonable efforts to minimize them. To that purpose, they must obtain any necessary permits and authorizations before starting the project.

## **RESPONSABILITIES OF FRQNT AND MESRS**

96. FRQNT is not liable for any direct or indirect injury arising from processing of scholarships, bursaries or other applications, and, without limiting the generality of the above, is not liable for any direct or indirect injury arising from unauthorized disclosure by FRQNT of the information contained in candidates' files. Despite all the precautions taken by FRQNT to protect information that must be kept confidential, certain countries to which information is transmitted may not have security procedures such as asymmetric cryptography or encryption.

### **Act respecting access to documents held by public bodies and the protection of personal information**

97. FRQNT is subject to the Act respecting access to documents held by public bodies and the protection of personal information (R.S.Q., c. A-2.1). The data required are collected, used and preserved in accordance with the requirements of this law.
98. Applicants can obtain further information on access procedures, the protection of personal information and the recourse rights provided for in the Act by sending a duly signed letter to or appearing in person before the person responsible at FRQNT for the Act respecting access to documents held by public bodies and the protection of personal information.

### **Responsible for access to documents and protection of personal information:**

Mylène Deschênes, B.C.L., LL.B., LL.M.  
Advisor, Ethics and Legal Affairs  
[responsableacces.nt@frq.gouv.qc.ca](mailto:responsableacces.nt@frq.gouv.qc.ca)

## **GENERAL CONSIDERATIONS**

99. MESRS reserves the right to change the value of scholarships and the Programs rules described in this document without notice.
100. The granting of scholarships and the respect for the financial commitments by FRQNT is conditional to the payment of the subsidy necessary to finance the Programs.

## **CONTACT**

**Programs administrator:**

**Guillaume Lamontagne**

**Phone:**

**418-643-8560, extension 3455**

**For candidates outside the Québec  
National Capital Region:**

**1 888 653-6512, extension 3455**

**Fax:**

**418-643-1451**

**E-mail:**

[pbeee@frq.gouv.qc.ca](mailto:pbeee@frq.gouv.qc.ca)

The offices of the FRQNT are open from Monday to Friday from 8:30 a.m. to 4:30 p.m. Please note that the FRQNT does not accept collect calls.

Applicants who contact the FRQNT via email must provide a telephone number at which they can be reached. Priority is given to e-mail enquiries.

**Merit Scholarship Programs for Foreign Students  
Fonds de recherche du Québec - Nature et technologies  
140, Grande Allée Est  
Bureau 450  
Québec (Québec) G1R 5M8  
CANADA**