

GUIDE FOR SCHOLARSHIP HOLDERS

2019-2020

MERIT SCHOLARSHIP PROGRAM FOR FOREIGN STUDENTS

Ministère de l'Éducation et de l'Enseignement supérieur (MEES)

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The Fonds de recherche du Québec - Nature et technologies (FRQNT) is responsible for managing the program. It was commissioned by the ministère de l'Éducation et de l'Enseignement supérieur (MEES) which provides the funding. The program has one component open to students of all countries and six specific components reserved for students from Brazil, China, India, Mexico, Wallonia and Israel. These specific components derived from agreements concluded between Québec and foreign governments.

Every year, the Fonds receives the credits needed to manage the Merit Scholarship Program for Foreign Students from MEES. It therefore makes budget commitments with regards to credits availability. The MEES reserves the right to modify scholarship amounts and program rules without notice. Refer regularly to the Fonds Web site to be informed about possible changes.

Questions?

Send an email to: pbeee@frq.gouv.qc.ca

Indicate your file number in the subject line of your email and provide a phone number where you can be reached during the day. Priority is given to email information requests. The business hours of the Fonds are from Monday to Friday from 8:30 a.m. to 16:30 p.m. (Eastern Standard Time). Please note that the Fonds does not accept collect calls.

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FOREWORD

This guide for scholarship holders provides details on certain provisions of the rules of the program. It contains important information on the forms you must use to accept or refuse the scholarship and to request the instalments for which you are eligible. Note that in this document, the masculine gender is used without discrimination and solely to lighten the text.

CHAPTER 1 - ACCEPTING OR REFUSING THE SCHOLARSHIP

1.1 Terms and conditions

Within the 30 calendar days following the date the scholarship is announced, you must log in to your Portfolio on FRQnet and respond to the scholarship offer.

To accept or decline the scholarship, you must access your portfolio by logging into the following link : <https://frqnet.frq.gouv.qc.ca/researchPortal/faces/jsp/login/login.xhtml?chgl=y&lang=en>

If you have an account at a financial institution in Quebec and wish to accept the scholarship you must:

1. Click Manage My Funding in the menu on the left.
2. Click on the file number of the scholarship awarded to you
3. Indicate your decision in the File details - Decision section
4. Complete or update information from other sections
5. Complete the Signature and submission section and click Submit

If you do not have an account at a financial institution in Quebec and wish to accept the scholarship, you must:

1. Click Manage My Financing in the menu on the left.
2. Click on the file number of the scholarship awarded to you
3. Indicate your decision in the File details - Decision section and make sure to save the first page.

When your bank account is opened at a financial institution in Quebec, you will:

1. Complete or update information from other sections
2. Complete the Signature and Transmittal section and click Submit

To decline the scholarship, you must:

1. Click Manage My Financing in the menu on the left.
2. Click on the file number of the scholarship awarded to you
3. Indicate your decision in the File details - Decision section and make sure to save the first page.

OR

• If changes are required, transmit the “Manage my Funding” form after completing the “Reporting - situation and required documents” section. Remember that you must make a change request for any changes to the dates or duration of the award. Information on dates is available on your form in the Program section.

The 30-day deadline applies to the date on which the “Manage my Funding” form is submitted.

Important reminder:

For doctoral research scholarship holders (V1, 1B, 1C, 1I, 1M, 1W):

- Have a Certificat d'acceptation du Québec (CAQ) issued by the ministère de l'Immigration, de la Diversité et de l'Inclusion du Québec (MIDI) and a study permit issued by the Canadian Consulate for the entire duration of the scholarship.

For postdoctoral fellowship (V2, 2B, 2C, 2I, 2M) or short-term research:

- Have a work permit issued by the Canadian Consulate for the entire duration of the fellowship or scholarship.

1.1.1 Modifying the duration of the scholarship

The duration of the scholarship is based on the start and end dates of the study program, as indicated on your scholarship application. Any modifications to the duration of the scholarship must be made before you send in your “Manage my Funding” form to the Fonds.

No modifications will be made after this deadline.

1.2 Accepting the scholarship

You may accept the scholarship if you fulfill the following conditions:

Doctoral research component (V1, 1B, 1C, 1I, 1M, 3W):

- You are enrolled or will be enrolled full-time for the summer semester, fall semester, or at the latest by January 15th after the date you obtained the scholarship for the program under which you applied. Requests for changes to the initial scholarship application must be made by completing the « Statements - situation and required documents » form. Authorization of the changes must be received from the Fonds before you accept the scholarship.

Postdoctoral fellowship component (V2, 2B, 2C, 2I, 2M):

- You will begin the postdoctoral fellowship and be engaged in it full time in the summer semester, fall semester, or at the latest by January 15th after the date you obtained the scholarship. Requests for changes to the initial scholarship application must be made by completing the « Statements - situation and required documents » form. Authorization of the changes must be received from the Fonds before you accept the scholarship.

Short-term research or professional development component (V3, 3B, 3C, 3I, 3M, 3W):

- You will begin the short-term research or professional development activities at the latest by January 15th after the date you obtained the scholarship. Requests for changes to the initial scholarship application must be made by completing the « Statements - situation and required documents » form. Authorization of the changes must be received from the Fonds before you accept the scholarship.

Note that you can add a scholarship from your country of origin, a scholarship from an international organization or a private scholarship to your Merit Scholarship for Foreign Students.

Important: If you accept the scholarship, you are responsible for reading information about studying in Québec at:

<http://www.education.gouv.qc.ca/en/students/studying-in-quebec/>

Information regarding study permits for doctoral research scholarship holders can be found at this link: <http://www.cic.gc.ca/english/resources/tools/temp/students/index.asp>

Postdoctoral fellowship or short-term research or professional development scholarship holders should also refer to this page on the Citizenship and Immigration Canada website:

<http://www.cic.gc.ca/english/resources/tools/temp/work/index.asp>

1.3 Refusing the scholarship

You must refuse the scholarship if:

- You have accepted another scholarship from a government department or from a Canadian or Québec government grant agency for which concurrency is prohibited (see [Concurrent scholarships](#))
- You have accepted a full-time job for more than one semester per scholarship funding year (see [Suspension](#))
- You cannot complete the prerequisite steps before entering Québec or cannot begin your study program or fellowship **by January 15th after the date you obtained the scholarship**, which is the scholarship deadline (see [Funding period](#))
- You will be enrolled part-time in your doctoral program or will only be able to carry out research activities part-time
- You are enrolled in a double doctoral degree program
- You cannot carry out your research activities in Québec
- You have given up your plans to study, to conduct research or to undertake professional development.

CHAPTER 2 - SCHOLARSHIP HOLDERS RESPONSIBILITIES

2.1 Compliance with rules and legislation

Scholarship holders agree to fully respect the rules of the Merit Scholarship Program for Foreign Students and to comply with those stated in this guide. While you are in Québec, you must obey the laws of Canada and Québec. You are therefore responsible for finding out about the legislation in force.

Important reminder:

Persons admitted to Québec to study are in violation of Canadian and Québec immigration laws if they:

- Do not renew their study permit before it expires
- Transfer to another educational institution before receiving authorization from Immigration and the Fonds
- Or their spouse or one of their children begin a job before obtaining their work permit, or begin their studies before obtaining their certificate of acceptance from Québec

These offences could lead to their expulsion from the country or issuance of a special permit with additional fees charged to the scholarship holder.

2.2 Mailing address

You are responsible for notifying the Fonds of any change in your email addresses or your mailing addresses. The program administrator must be able to reach you at these addresses. A missing or incorrect address could delay payment of your scholarship instalments. Our rules prohibit using a post office box as the only mailing address.

2.3 Income tax

Scholarship holders' responsibilities:

Canadian and Québec laws stipulate that any person who receives income from a Québec or a Canadian source must complete an individual income tax return (Government of Canada) and an income tax return (Government of Québec) and pay tax on this income. Note that the Fonds makes no source deduction from the income earned during the year. You must therefore plan to set aside the amounts needed to pay these taxes.

The year for personal income tax declaration purposes is determined based on the date on which your instalment is deposited. The T4A forms from Canada Customs and Revenue Agency and Relevé I from Revenu Québec are sent to your mailing address in February the year after the tax year concerned.

The Fonds will not provide any Canadian or Québec income tax information. It is the scholarship holder's responsibility to communicate directly with the ministère du Revenu du Québec and the Canada Revenue Agency for information.

2.4 Transportation and requests for payment of instalments

To facilitate your arrival in Québec, the Fond may purchase for you, if necessary, an airline ticket in economy class. The price of the ticket will then be deducted from your first instalment of your award. Whenever possible, we recommend that you buy your own ticket.

2.5 Instalment request

IMPORTANT:

Instalments are issued on the 15th or 30th of the month. There is one instalment per term, except for *Short-term research or professional development component* where the installments are monthly.

Before requesting your fellowship/scholarship payments, you must:

- **Send in a copy of your student visa or work permit.** Please note that to be awarded the scholarship, the Fonds has to receive a copy of the student visa (for doctorate student) or a copy of the work permit (for fellowship and internship).

- **Open a bank account in a branch of a Canadian bank located in Québec;**
- For postdoctoral fellowship and short-term research and professional development scholarship holders only: **Fill out and print** « Attestation de présence sur les lieux du stage » form (attestation of attendance). The form must **be signed by the project supervisor** and add to your portfolio at the section « Statements - situation and required documents ».

To receive your fellowship/scholarship payments, you must:

- Complete the "Manage my Funding" form (Reporting - incomes and academic status) in your Portfolio, in which you must declare any other scholarships or employment income. This form is available at all times. You have two months after the term starts to request the instalment. Once this deadline has expired, the instalment is cancelled. If two consecutive instalments are unclaimed or cancelled, the scholarship is cancelled;
- Verify the information as it relates to the conditions of your scholarship;
- Hold an bank account in a Québec branch of a Canadian financial institution (caisse populaire or bank);

2.5.1 Attestation of enrolment

Doctoral (V1, 1B, 1C, 1I, 1M, 1W) research scholarship holders must be enrolled full-time in their study and research program. The attestation of enrolment for each semester is transmitted directly to the Fonds by your institution after you have enrolled.

2.5.2 Attestation of attendance

In addition to the work permit, to receive their first instalment, postdoctoral (V2, 2B, 2C,2I, 2M) fellowship and short-term research or professional development (V3, 3B, 3C,3I, 3M, 3W) scholarship holders must send the Fonds the « Attestation of attendance » form. This form must be signed by the research supervisor and at to your portfolio at the section « Statements - situation and required documents ». Subsequent instalments are subject to confirmation by the supervisor that attendance conditions continue to be met. This document is essential to receive your first payment. To receive the document, you must send an e-mail to the following address: pbeee@frq.gouv.qc.ca

In the email, you must mention your file number and the exact dates of your scholarship, These dates must correspond to the date in your application form or have been the subject of a previously approved modification request.

2.6 Opening an account in a financial institution in Québec

The information contained in this section is for information only. The FRQNT and MEES are not responsible for the validity of the information regarding bank accounts in Québec financial institutions.

Opening and closing an account in Québec are generally simple and quick processes. When opening an account, the following documents may be required: two pieces of identification with photo (e.g.: passport, birth certificate, driver's licence, etc.), a home address in Québec, the names, addresses and phone numbers of the banking institutions with which the scholarship recipient does business in his country.

It is best to consult the Web sites of the main financial institutions in Québec before the scholarship begins. These Web sites provide information on the branches located close to the scholarship recipient's residence or institution. The list that follows is by way of indication only and is subject to change: Canadian Imperial Bank of Commerce (CIBC), Bank of Montreal, Laurentian Bank of Canada, National Bank of Canada, Royal Bank, Scotia Bank, Toronto-Dominion (TD) Bank and the Mouvement des caisses Desjardins.

2.7 Scholarship attestations

After confirming your acceptance of the scholarship, you may request an attestation of scholarship by sending an email to: pbeee@frq.gouv.qc.ca

In the email, you must mention your file number and the exact dates of your scholarship. These dates must correspond to the date in your application form or have been the subject of a previously approved modification request.

Note that you cannot use the scholarship attestation to receive the health insurance card from the Régie de l'assurance maladie du Québec (RAMQ). An official certificate bearing the seal of MEES will be issued and sent to the responsible of the preselection of your university. This official certificate from MEES must be joined to your RAMQ registration form to receive the health insurance card (see section 3.4, Health Insurance).

2.8 Updating your file

If your situation changes after you have sent your acceptance form or requests for payment, you must update your file using the « Statements - situation and required documents » form.

2.9 Identification of your director or supervisor

You must provide the name, address and phone number of your research supervisor on the "Manage my Funding" form. This information is optional for your first two instalments but mandatory for the third.

2.10 Progress report doctoral / postdoctoral fellowship

Doctoral scholarship (V1, 1B, 1C, 1I, 1M, 1W):

You must present a progress report for each full year of funding highlighting the progress of your studies. This progress report is obligatory for your fourth, seventh and tenth requests for payment. No progress report is needed for your final term of funding or for a scholarship that provides funding for one year or less.

The following information is requested:

- 1.1.1 Describe your achievements over the past year. Indicate any changes in your initial study/practicum proposal.
- 1.1.2 Determine a timetable for the main stages leading to your memoir/dissertation.
- 1.1.3 Indicate the projected date for submitting your dissertation and provide the contact information of the thesis director or supervisor.

The progress report is available in your portfolio in the section "Follow-up on my funding". You must print your progress report, sign it and have it signed by your director. Then insert the signed report into " Manage my Funding ".

Continuation of your scholarship is contingent upon a satisfactory progress report.

Postdoctoral fellowship (V2, 2B, 2C, 2I, 2M):

In order to receive their second instalment, postdoctoral scholarship holders must submit a progress report as part of the second request for payment.

The following information is requested:

1. Describe your achievements over the past four months. Indicate any changes in your initial practicum proposal.
2. Determine a timetable for the main stages of your research activity.
3. Indicate the projected date for completing the fellowship and provide the contact information of your supervisor.

The progress report is available in your portfolio in the section "Follow-up on my funding". You must print your progress report, sign it and have it signed by your director. Then insert the signed report into " Manage my Funding ".

Continuation of your scholarship is contingent upon a satisfactory progress report.

Short-term research or professional development scholarship (V3, 3B, 3C, 3I, 3M, 3W):

Short-term research or professional development holders are not required to submit a progress report but, like all MEES Merit Scholarship Program for Foreign Students, they must complete a final report on studying in Québec.

2.11 Report on studying in Québec

When the scholarship has ended, holders must produce a report (3 to 5 pages) about their training experience in Québec and send it to the Merit Scholarship Program for Foreign Students manager at FRQNT. Holders are also required to enclose their health insurance card with the report. The information obtained is used to evaluate the usefulness of the program.

The address is:

**Merit Scholarship Program for Foreign Students
140, Grande Allée Est, office 450
Québec (Québec), G1R 5M8
Canada**

The report discusses three main topics :

- How the scholarship holder paid for his experience in Québec (the various sources of reliable funding and possible improvements in Québec and in the country of origin, where applicable)
- The value of what the holder has learned in relation with his future plans
- Provide practical advice for future holders of the Merit Scholarship Program for Foreign Students

CHAPTER 3 - SCHOLARSHIP RULES

3.1 Funding conditions

Doctoral research scholarship (V1, 1B, 1C, 1I, 1M, 1W):

You must be enrolled full-time in the program for which the doctoral scholarship is granted for the entire funding period. The scholarship is granted for your entire eligibility period, subject to presentation of progress reports deemed satisfactory.

Postdoctoral fellowship (V2, 2B, 2C, 2I, 2M) and short-term research scholarship (V3, 3B, 3C, 3I, 3M, 3W):

You must be engaged in the research program full-time for the entire funding period. The scholarship is granted for your entire eligibility period, subject to presentation of a progress report deemed satisfactory, where applicable.

3.2 Permanent residence in Canada

Depending on their situation, scholarship holders may request permanent resident status in Canada. If they decide to change their status in Canada, they must inform the responsible of the Merit Scholarship Program for Foreign Students at FRQNT.

3.3 Value of scholarships, funding period and place where scholarship is used

If the program of study for which you receive a scholarship is already underway, the funding period necessarily begins in May of the first funding year. The program and funding must begin between May 1st and January 15th (unless exceptional circumstances exist, the scholarship cannot be carried over from one year to the next). The scholarship is not retroactive and the semesters undertaken before the scholarship comes into effect cannot be funded.

Doctoral research scholarship (V1, 1B, 1C, 1I, 1M, 1W):

\$25,000 a year. The maximum scholarship period is three years (or nine semesters) with a possible extension of up to 12 months (monthly allowance of \$1000).

Postdoctoral fellowship scholarship (V2, 2B, 2C, 2I, 2M) :

\$35,000 for one year (non-renewable).

Short-term research or professional development scholarship (V3, 3B, 3C, 3I, 3M, 3W):

\$3000 a month for a maximum period of four months.

In addition to the value of the scholarship, the MEES offers all scholarship holders the Régie de l'assurance maladie du Québec health insurance coverage and an exemption from the higher tuition fees usually charged to foreign students.

3.3.1 Extension of the doctoral scholarship (V1, 1B, 1C, 1I, 1M, 1W)

To obtain an extension on your doctoral scholarship, you must apply for it during your last regular funded semester by completing the « Statements - situation and required documents » form. Your director of studies must also, during your last regular funded semester, send the Fonds an email confirming that the extension is necessary to enable you to complete your program. The maximum extension is 12 months (monthly allowance of \$1000).

3.3.2 Place where scholarship is used

The scholarship holder must attend the Québec university or College Centers for the Transfer of Technologies (CCTT) to which he was preselected and carry out his research or studies in Québec. The scholarship holder must notify the program manager before undertaking travel outside of Québec. Please note that joint supervision programs are ineligible.

3.4 Health insurance

Individuals who have received the scholarship can be insured by the Régie de l'assurance maladie du Québec (RAMQ) during their stay in Quebec. The scholarship holder may benefit from the Québec Health Insurance Plan and receive a health insurance card providing free access to health care covered by the plan when submitted to a doctor. Eligibility to the health insurance is valid for the duration of the grant as long as the rules of the scholarship are respected and those related to the presence in Quebec. A scholarship holder can leave the province for periods of 21 consecutive days or less. The scholarship holder who stays more than 21 consecutive days outside of Quebec must notify the RAMQ and will not be covered by the health insurance plan for the duration of his stay outside Quebec. It is recommended that the scholarship holder gets additional private health insurance if for example he needs to be absent from Quebec for either a data collection or other excused absence authorized by his director of studies and the responsible of the scholarship program at FRQNT.

Upon their arrival in Quebec, scholarship holders receive through their university an official scholarship certificate bearing the seal of MEES. They must, **as soon as possible**, contact RAMQ to obtain a registration form or go to one of the RAMQ service points with this official scholarship certificate to apply for registration. Note that scholarship holders are not subject to

the waiting period of up to 3 months normally imposed on new applicants to Quebec health insurance card. However, if a delay occurs before obtaining the insurance card upon arrival in Quebec, it is important to have private insurance for the period between the arrival in Quebec and the beginning of eligibility to the Québec Health Insurance Plan. The scholarship holder must also provide proof of coverage by RAMQ health insurance plan to the university.

Take note that there may be a delay of a few weeks before the receipt of the Quebec health insurance card.

The spouse and dependent children of the scholarship holder may qualify under certain conditions to the Québec Health Insurance Plan, for example the requirement to stay in Quebec for more than 6 months. They are subject to the waiting period of up to 3 months. The eligibility requirements to the Québec Health Insurance Plan are available at the following links:
<http://www.ramq.gouv.qc.ca/en/citizens/health-insurance/registration/Pages/how-to-register.aspx>
<http://www.ramq.gouv.qc.ca/en/immigrants-foreign-workers-students/health-insurance/Pages/registration.aspx>

For questions regarding eligibility to the Québec Health Insurance Plan, please refer directly to the RAMQ.

The card expires when the scholarship ends.

Note that the purchase of medication is not covered. It is up to individuals to have private insurance for medication or to pay for their own medication.

3.4.1 General insurance

We strongly suggest that the scholarship holders obtain personal liability insurance against possible claims for civil and property damage as well as against personal property loss due to fire, theft, vandalism, disaster or accident.

3.5 Concurrent scholarships

Holding several scholarships concurrently is not permitted in the case of scholarships granted by government departments or by Canadian or Québec government grant agencies.

However, it is permitted with private scholarships or scholarships from the government of the scholarship holder's country of origin.

Note that you cannot defer a payment to receive another scholarship for which concurrence is prohibited and that would result in an increase in the value or lengthen of that scholarship compared with that offered by the MEES. Scholarships must be coordinated.

If you receive another scholarship which can be held concurrently with other scholarships we have offered you, you should verify whether the other granting agency allows you to accept, either in whole or in part, the scholarship offered by the MEES.

3.6 Paid work

Scholarship holders must devote themselves full-time to carrying out their study or research program. Before accepting a job, scholarship holders must request authorization in writing from the program administrator using the « Statements - situation and required documents » form. Where applicable, the request must be accompanied by a recommendation letter from the director or supervisor in favour of the authorization.

Please note that individuals who hold doctoral scholarships (V1, 1B, 1C, 1I, 1M, 1W) must comply with the restrictions of their foreign student visas.

3.6.1 Lecturer or teaching assistant

A scholarship recipient may accept a position as a lecturer for one course per semester or as a teaching assistant. If you accept a position as a lecturer for a course or as a teaching assistant, you may not carry out an internship or have another job.

3.6.2 Internship

You may receive a scholarship payment during an internship, whether or not it is remunerated, provided your research supervisor does not object. It must be indicated in the « Déclaration de revenus d'emploi » section of your payment request forms.

If you carry out an internship, you may not accept a position as a teaching assistant as stipulated above nor have another job. Please note that when carrying out a mandatory internship as part of your academic program and for which you do not receive research credit; you may register as a part-time student if the internship is full-time.

3.6.3 Other jobs

You may accept a position that does not exceed 150 working hours per semester as long as your academic director approves and providing that these activities do not hinder your studies. If you have a job, you cannot accept a position as a lecturer or teaching assistant and or take part in an internship.

If you are employed for more than 150 hours in a given term while remaining in the program full-time, you relinquish the scholarship payment for that term, but you retain your right to the scholarship for the remaining allowable payments. However, you may take advantage of the regulation described in the section allowing the deferral of your scholarship.

The salary you receive from your research supervisor to work solely on your project is considered to be a scholarship, the cumulated value of which is allowed. It must be indicated in the « Déclaration de revenus d'emploi » section of your payment request forms. Please select the option « Salaire pour mon projet de recherche » in the pulldown menu of the electronic form.

3.7 Reconciling studying and family life / suspension

3.7.1 Unpaid parental leave

In compliance with Canadian statutes governing immigration, parental leave is authorized by the Fonds if permitted by your university and if your director is duly informed. The maximum period for parental leave is 12 months (the equivalent of three semesters). To request parental leave, complete the « Statements - situation and required documents » form and provide a copy of the child's birth certificate or a medical certificate, as well as proof of suspension of enrolment by your university. Note that only one parental leave is granted per child.

3.7.2 Suspension of studies due to illness/family obligations

In addition to the suspension of studies for health reasons, the Fonds allows temporary suspension of studies for up to 12 months for scholarship holders with serious family obligations (informal caregiver, education of children, etc.) if permitted by your university and if your director is duly informed. In all cases you are required to complete and forward the « Statements - situation and required documents » form indicating the length of the suspension of studies and the reason for your request, and to attach a medical certificate, where applicable. Any requests that contain insufficient information may be refused.

3.7.3 Daycare

Under an agreement between the MEES and the ministère de la Famille du Québec, scholarship holders with children aged 0-5 are entitled to Québec's low-cost daycare services for their children.

3.8 Research activities outside Québec: deferral of one payment or several payments

While you are receiving scholarship payments, you are required to study or carry out research activities in Québec.

In accordance with all the articles of this guide, it is possible to defer one payment or several payments in order to conduct research activities outside Québec. The payments in question are deferred until the end of your eligibility period. To avail yourself of this measure, you must complete the form for requesting changes.

Your director or supervisor must email the Fonds a short letter of support confirming the relevance of the research activities you would like to conduct outside Québec.

3.9 Cancellation of an instalment or the scholarship

Scholarship holders must claim scholarship instalments or request a deferral. The Fonds will cancel an instalment if it is not claimed or deferred in the two months following the beginning of the semester or of the research activities. The Fonds will cancel the scholarship if two

consecutive instalments are left unclaimed.

3.10 Non-completion of studies or of the practicum

If you give up your studies during the semester or if you give up your research activities, you become ineligible for the scholarship and you may be required to fully or partly reimburse it. Notify the program administrator by forwarding the « Statements - situation and required documents form ».

3.11 Obtaining a doctorate (V1, 1B, 1C, 1I, 1M, 1W)

If you have submitted your dissertation but have not yet defended it, you remain eligible for the scholarship, but you must be enrolled full-time in your program during that semester and be a resident of Québec.

CHAPTER 4 - CHANGES IN SCHOLARSHIP CONDITIONS

Prior to making any changes in the conditions of your scholarship (director or supervisor, etc.), you must request them by completing the « Statements - situation and required documents » form. For the sake of fairness, before authorizing any changes, the Fonds must ensure that the change will not affect the evaluation of your application or your eligibility for the program.

4.1 Deferring the date the program begins

Your program can begin as late as January the year following announcement of the scholarship, without affecting the total amount awarded for the scholarship. Obviously, funding cannot begin unless you are enrolled full-time or until you have begun your research activities.

4.2 Change of program

You are required to submit a new proposal and demonstrate that it has the same scientific quality as the initial proposal. Before making a decision, the Fonds must ensure that the change will not affect the evaluation you received. It is important to specify whether you will remain in the same field with the same supervisor at the same institution. If this is not the case, you must indicate the changes and justify them in your request.

4.3 Change of environment and/or of director or supervisor

The scholarship holder must attend the Québec university or College Centers for the Transfer of Technologies (CCTT) to which he was preselected and carry out his research or studies in Québec. However, the scholarship holder may choose to pursue his research or studies with a new research or academic supervisor at the university or CCTT to which he was preselected. In such cases, the scholarship holder must advise the Fonds by filling out the form to request to

modify or update his file « Statements - situation and required documents » and submitting it along with a letter of acceptance from the new supervisor. Please note that joint supervision programs are ineligible.

Generally, requests for a new director or supervisor are authorized automatically, provided that the restrictions concerning [the place of study](#) are respected.

4.4 Ethics policy

All Merit Scholarship Program for Foreign Students holders are subject to the ethics policies of the university they attend or the centre where they carry out research.