

<b>Number:</b>	RHR-215
<b>Title:</b>	Research Assistantships
<b>Person responsible for enforcement:</b>	Vice-Rector, Academic and Research
<b>Entered into force:</b>	October 14, 2020
<b>Approved:</b>	October 14, 2020 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

Assistantships are intended to train graduate students in research through participation in professors' research projects and publications.

## 2. Regulation

2.1 Unless otherwise approved by the Vice-Rector, Academic and Research, only full-time students of Saint Paul University are eligible for a research assistantship.

2.2 Eligibility expires when:

- a) the Saint Paul University Senate has conferred his degree upon the student;
- b) the student has left the University of his own volition;
- c) the student has left the University because of a University regulation requiring his withdrawal.

2.3 A research assistant is paid through internal and external research grants obtained by professors. An assistantship may not exceed an average of 10 hours per week for a student who is registered full-time, unless the work hours are directly related to the subject of the student's thesis. A contract is issued for one session at a time and is renewable as needed. The salary scale is stipulated in regulation *RHR-204*.

2.4 The University retains the intellectual property and copyright of material prepared by the assistant in the course of his work. This includes especially the research data, notes, audiovisual materials, software, literature reviews and literature summaries.

## 3. Areas of application

A professor can directly recruit a student under his supervision (thesis or dissertation). Otherwise, he must go through the following job posting process:

- 3.1 The professor provides the Office of Research and Ethics with an electronic job description and a list of the necessary qualifications.
- 3.2 The job description is sent by e-mail, or by another means, to eligible students, specifying the application deadline.
- 3.3 Every applicant must complete the form found on the website of the Office of Research and Ethics. The applicant must also send his resume, a cover letter that describes how he meets the criteria, and an unofficial copy of his transcript.
- 3.4 The Office forwards the applications that meet the required qualifications to the professor.
- 3.5 After selecting a candidate, the professor informs the Office of Research and Ethics of his choice. The Office then forwards the file to Human Resources Services.

A candidate has the right to refuse an offer of an assistantship.

The professor may terminate an assistantship with cause without warning or compensation.

- 3.6 Human Resources Services prepares an employment contract for the student's signature. The contract stipulates the hourly rate, the number of hours to be worked and the duration of the contract.

The assistant records his hours worked using the University's software, and the professor approves them electronically.

The regulations and policies of funding organizations take precedence over those of the University.

#### **4. Duties**

All duties carried out by the assistant are included in the calculation of hours worked and are to be performed under the professor's supervision.

If the professor wishes to make major modifications to the duties or work hours assigned for the duties agreed upon, he must discuss them with the assistant; these changes are to be confirmed in writing, with a copy to the Office of Research and Ethics and to Human Resources Services.