

Number:	RHR-215
Title:	Research Assistantships
Person responsible for enforcement:	Vice-Rector, Academic and Research
Entered into force:	May 30, 2018
Approved:	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	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 Only full-time graduate students of Saint Paul University are eligible for a research assistantship.
- 2.2 Eligibility expires when:
 - a) the Saint Paul University Senate has conferred upon the student his degree;
 - b) the student has left the University of his own volition;
 - c) the student has left the University due to 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 10 hours per week on average for a student who is registered full-time, unless it is directly related to the subject of the student's thesis. A contract is given for one session at a time. It is renewable as needed. The salary grid 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

- 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, with the deadline for submitting their applications.
- 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 motivation letter that describes how he meets the criteria, and an unofficial copy of his transcript.
- 3.4 The Office forwards to the professor the applications that have the required qualifications.
- 3.5 After selecting one candidate, the professor informs the Office of Research and Ethics of his choice. The Office then forwards the dossier to Human Resources Services.

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

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

- 3.6 Human Resources Services will prepare a work contract for the student's signature. The contract will stipulate the hourly rate, the number of hours to be worked and the length of the contract.
- 3.7 The assistant will record his hours worked using the University's software and the professor will approve them electronically.
- 3.8 The regulations and policies of funding organizations will take precedence over those of the University.

4. Duties

All duties carried out by the assistant will be included in the calculation of hours worked and will be done 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 will discuss this with the assistant; these changes are to be confirmed in writing and a copy will be sent to the Office of Research and Ethics and to Human Resources Services.