

Directives

The University

Research assistantships (RA) provide research training for graduate students through their participation in the research projects and publications of professors. A research assistant is paid through internal or external research grants that professors receive.

The University retains the intellectual property rights and copyright of material prepared by the assistant as part of his or her duties. This includes, in particular, research data, notes, audiovisual resources, software, and literature reviews and synopses.

Only full-time graduate students of Saint Paul University are eligible.

Eligibility ends when:

- a) the Senate of Saint Paul University has awarded the student his or her diploma;
- b) the student has left the University of his or her own volition;
- c) the student has left the University due to a University regulation requiring his or her withdrawal.

The University abides by the guidelines for the responsible conduct in research. This entails ensuring there are no real or apparent conflicts of interest that could result from a position of authority coinciding with a family relationship.

The guideline complies with University regulations HRH-210 (R) and HRH-215 (R).

The Office of Research and Ethics (ORE)

The ORE manages competitions for research grants and assistantships. It is therefore responsible for posting the competitions and submitting the applications to the professor. Once the selection is made, the ORE forwards the documents to Human Resources.

Terms and conditions

- a. The selection of the RA rests with the professor.
- b. The professor may terminate, with cause, the assistantship without notice or compensation.
- c. The RA cannot exceed 10 hours per week.
- d. Contracts are suspended on April 30 of each year in order to verify eligibility for the summer session. The contract is confirmed once eligibility is established.

The professor

- a. Provides the ORE with the job description and the required qualifications.
- b. Selects the candidate, and submits the recruitment form to the ORE.
- c. Initiates the working relationship once the contract is signed.
- d. Notifies the ORE and Human Resources that the RA has decided to give up the position.

The student

- a. Fills out the electronic form available on the Intranet and submits a curriculum vitae, a cover letter, an unofficial copy of their transcript, and any other required document.
- b. Signs the contract before beginning the work.
- c. Completes an EzLabor timesheet to be approved by the professor. Both must respect the number of weekly hours permitted as well as the duration of the contract.
- d. May terminate an assistantship. S/he must however give due notice to the professor.

Human Resources (HR)

- a) Prepares the employment contract for the student's signature. The contract stipulates the hourly rate, the number of work hours required and the duration of the contract.
- b) Verifies the student's declaration on the application form regarding any other SPU contracts or employment.