

Number:	RHR-213
Title:	Professional Development
Person responsible for enforcement:	Vice-Rector, Administration
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

This regulation aims to create conditions favourable to the professional development and advancement of administrative staff in order to obtain or maintain accreditation or certification, with other training requests being managed by Human Resources Services.

2. Regulation

Administrative staff members eligible for all benefits may receive a refund for tuition fees upon presentation of proof of successful completion of a course or study program, subject to the following conditions:

- that, prior to enrolment, the study program or course, as well as reimbursement of tuition fees, be recommended by the head of the employee's administrative unit;
- that the recommendation be supported by Human Resources Services;
- that the recommendation be approved by the University's Administration Committee;
- that the cost of the course be budgeted;
- that the employee's work is not affected by the studies.

3. Implementing rules

- 3.1 All recommendations must be submitted to Human Resources Services by the head of the employee's administrative unit. The request must specify the reasons for the recommendation and the course title and include a detailed schedule.
- 3.2 Tuition fees must first be paid by the member of the administrative staff. These expenses will be reimbursed according to the terms of this regulation.
- 3.3 When a reimbursement is made, it is done upon presentation of a written request, one copy of which shall be sent to Human Resources Services together with a statement of marks obtained.