

**DIRECTIVE CONCERNING COMPETITION FOR THE DIRECTOR GENERAL'S AWARDS
AND THE GOVERNOR GENERAL'S ACADEMIC GOLD MEDAL OF
THE *INSTITUT NATIONAL DE LA RECHERCHE SCIENTIFIQUE***

ADOPTION		
AUTHORITY	DATE	DECISION
Academic and Research Committee	March 19, 2015	207CR-2015-1132

AMENDMENT(S)			
AUTHORITY	DATE	DECISION	COMMENTS
Academic and Research Committee	May 19, 2016	214CR-2016-1204	Art. 8 a) and harmonisation with the other normative documents
Academic and Research Committee	February 8, 2018	228CR-2018-1325	Modifications to Selection Process

REVISION	As required or, at a minimum, every three years
IN CHARGE	Scientific Director
CODE	D-07-2018.3

The French version alone of this Normative Document has been officially adopted by INRS's authorities. In case of differences, the French version prevails.

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PREAMBLE

Institut national de la recherche scientifique (“**INRS**”) promotes the quest for knowledge and skills with an award given on behalf of the director general in recognition of outstanding academic achievement by master’s and PhD Students.

INRS also participates in the Medal program and wishes to award the Medal to one of the Award winners.

1. PURPOSE

The purpose of the *Directive Concerning the Awarding of the Director General’s Awards and the Governor General’s Academic Gold Medal* (the “**Directive**”) is to:

- (a) Establish the “Awards”
- (b) Establish the “Medal”
- (c) Highlight the outstanding academic achievement of one master’s level Applicant and one PhD level Applicant
- (d) Award the Medal to one of the Award winners
- (e) Establish an application and selection procedure for the Awards

2. DEFINITIONS

For the purposes of the Directive, the terms defined have the meanings assigned to them below.

“**Award**”: The INRS Director General’s Awards.

“**Applicant**”: A Student who wants to apply for the Award and the Medal and satisfies the requirements in Section 8 of the Directive.

“**Certification**”: Attestation issued by the INRS Academic and Research Committee confirming that a Student has satisfied the requirements of their graduate program.

“**Director of Studies**”: Director of graduate and postdoctoral studies.

“**Graduate Studies Programs**”: A structured set of training, research, and intervention activities and fellowships (if applicable) in one or more disciplines or fields of study, defined and organized based on learning objectives.

“**Executive**”: A person hired to occupy an executive position provided for in INRS’s organizational structure.

“**Medal**”: The Governor General’s Academic Gold Medal.

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“Normative Document”: An INRS regulation, code, charter, policy, directive, procedure or any other INRS document that establishes rules to follow or ways of conducting affairs.

“Officer”¹: The director general, the scientific director, the administration and finance director, and the secretary general.

“Professor”: A regular, assistant, substitute, adjunct, visiting, or honorary professor or professor emeritus.

“Research Centre”: The Centre Eau Terre Environnement, Centre Énergie Matériaux Télécommunications, Centre INRS-Institut Armand-Frappier, and Centre Urbanisation Culture Société.

“Research Supervisor”: Professor authorized to supervise a Student and their work on an essay, master's thesis, or doctoral dissertation.

“Staff”: Anyone hired as an INRS employee.

“Student”: Anyone admitted to INRS and registered in that capacity at INRS in educational, training, or research activities in accordance with applicable Normative Documents.

“University Community”: Executives, Professors, Staff, Students, and fellows, including INRS postdoctoral fellows.

3. SCOPE

The Directive applies to members of the University Community.

4. ENFORCEMENT

The scientific director is responsible for the enforcement of the directive and takes the steps required to make Executives aware of its purposes and provisions and ensure compliance.

5. AWARD ESTABLISHMENT

Two identical awards of \$1,000 have been created as the “INRS Director General's Awards” to recognize outstanding academic achievement by one master's level Applicant and one PhD level Applicant each year.

¹ Within the framework of external relations, the officers titles are respectively replaced by those commonly used in the university environment, that is to say: Rector, Vice Rector of Research and Academic affairs, Vice Rector of Administration and Finances, and Vice Rector of Governance and Human Resources and Secretary General (400A-2013-3418).

6. MEDAL ESTABLISHMENT

In accordance with the directives received from the Chancellery of the Office of the Secretary to the Governor General, a distinction known as the Governor General's Academic Gold Medal has been created to annually recognize outstanding academic achievement by one of the Award winners. This distinction is not associated with any monetary reward.

7. CONFERRING AWARDS AND MEDALS

The Awards are conferred on two winners through a competition. The Medal is awarded to one of the Award winners based on the jury's decision.

8. ELIGIBILITY

To be eligible for the Awards competition, the Applicant must satisfy the following conditions:

- (a) Have submitted their file to the INRS registrar to obtain Certification in accordance with the *INRS Graduate Studies Regulation* (Regulation 2) between May 1 of the year in which the last annual competition was held and the date set by the Academic and Research Committee for the submission of final documents in March of the current year
- (b) Have obtained a cumulative grade point average of at least 3.73 out of 4.3 for all activities in their Graduate Studies Program at the master's or doctorate level, as the case may be.

9. SUBMITTING THE APPLICATION

Each Applicant is responsible for submitting their application, including the information mentioned in paragraphs (a), (b), (c), (d), and (e) of Section 12, to the Research Centre Staff member responsible for accepting them by the deadline set each year and announced annually by the Research Centre.

10. DUAL SUBMISSION

Applicants who have submitted their applications in accordance with Section 9 are also deemed to have submitted an identical application for the Medal to the Research Centre. The Research Centre will also consider their application for this distinction.

11. APPLICANTS SELECTED BY THE CENTRES

Each Research Centre is entitled to submit a single master's level Applicant and a single PhD level Applicant to the jury. A Research centre is not obligated to submit an application.

Nominations must be approved by the Research Centre's faculty assembly and transmitted by the director of the Research Centre to the Director of Studies, along with the complete application packages, by the deadline set each year and announced annually by the Director of Studies.

12. NOMINATIONS BY THE RESEARCH CENTRES

Nominations submitted by a Research Centre to the Director of Studies for presentation to the jury must include:

- (a) A letter from the Applicant presenting their application
- (b) An up-to-date CV
- (c) Evaluation reports accompanied by letters from evaluators
- (d) A statement summarizing the research work of each Applicant selected by the faculty assembly and the Applicant's scientific contribution
- (e) A letter of support from the Applicant's Research Supervisor
- (f) The faculty assembly's decision to support the application
- (g) Report of defense
- (h) Transcripts of grades covering all university studies

Each Research Centre is responsible for completing the nomination by adding the document listed in paragraph (f) to the information in paragraphs (a), (b), (c), (d), and (e) provided by the Applicant

A transcript issued by INRS, as well as reports from the examiners of the master's thesis or doctoral dissertation, will be submitted directly to the jury members.

The Research Centre must submit the nomination, along with the application package and related documents, to the Director of Studies by the deadline set each year and announced annually by the Graduate and Postdoctoral Studies Department.

13. DUAL NOMINATION

A Research Centre that has submitted a nomination in accordance with Section 12 will be deemed to have also submitted an identical nomination for the Medal.

14. JURY COMPOSITION

The jury responsible for selecting the master's level and the PhD level Award winners is made up of:

- The Director of Studies, who is the chair, and

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- Four Professors from each Research Centre appointed by the Research Centre directors

A Professor who has acted as Research Supervisor or co-supervisor for an Applicant's master's thesis or doctoral dissertation cannot serve as a jury member.

15. JURY DELIBERATIONS AND DECISION ABOUT THE AWARD

The committee deliberates in camera, and only the names of the best Applicants from the master's and PhD levels are shared.

16. SPECIAL PROVISIONS: SELECTION CRITERIA

The selection criteria in the appendix are meant as a reference for the jury, the faculty assembly, and Applicants preparing their application packages. The points assigned to each criterion are provided for informational purposes only.

17. JURY DELIBERATIONS AND DECISION ABOUT THE MEDAL

The committee deliberates in camera, and the Medal is conferred on the Award winner the jury deems most deserving.

18. REVISION

The Directive is updated when required or, at a minimum, every three years.

19. FINAL PROVISIONS

The Directive comes into force following its adoption by the Academic and Research Committee.

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APPENDIX

**SELECTION CRITERIA FOR THE BEST
MASTER'S LEVEL APPLICANT**

30 points	Academic results for all program course requirements
35 points	The quality of the thesis or essay as judged by experts (examiners)
10 points	External scholarships
25 points	Contribution to the advancement of knowledge (originality of results, publications, communications). Contribution to the Research Centre's scientific life, its reputation and other scientific activities
100 points	

**SELECTION CRITERIA FOR THE BEST
PhD LEVEL APPLICANT**

15 points	Academic results for all master's and PhD program course requirements
35 points	The quality of the dissertation as judged by the experts (examiners)
10 points	External scholarships
40 points	Contribution to the advancement of knowledge (originality of results, publication, communications). Contribution to the Research Centre's scientific life, its reputation and other scientific activities.
100 points	