

**DIRECTIVE FOR STUDENT AMBASSADOR PROGRAM OF
THE *INSTITUT NATIONAL DE LA RECHERCHE SCIENTIFIQUE***

ADOPTION		
AUTHORITY	DATE	DECISION
Academic and Research Committee	September 15, 2015	210CR-2015-1161

AMENDMENT(S)			
AUTHORITY	DATE	DECISION	COMMENTS

REVISION	As required or at least every three years
PERSON IN CHARGE	Director of Graduate and Postdoctoral Studies
CODE	D-13.2015.1

PREAMBLE

The Institut national de la recherche scientifique (“**INRS**”) recognizes the academic excellence of its Students and wishes to raise its profile with the public by adopting the *Directive for the INRS Student Ambassador Program* (“**Directive**”).

1. PURPOSE

The purpose of the Program is to appoint ambassadors to represent INRS at special events, recruitment activities, or consultations on important topics.

2. DEFINITIONS

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

“**Ambassador**”: Student appointed by their Research Centre to represent INRS at special events, recruitment activities, or consultations.

“**Program**”: The Student Ambassador Program.

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

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

3. SCOPE

The Directive applies to all Research Centres and Students. It concerns procedure for appointing Ambassadors, as well as the role’s implications.

4. ENFORCEMENT

The Director of the Graduate and Postdoctoral Studies Department is responsible for enforcing the Directive.

5. DUTIES AND OBLIGATIONS

Ambassadors represent INRS at recruitment activities, special events, and consultations. Their role is to promote INRS as an institution and also to promote its study programs, research activities, and teaching staff.

The Graduate and Postdoctoral Studies Department is responsible for training Ambassadors and for assigning them to activities requiring their participation.

6. AMBASSADOR APPOINTMENT PROCEDURE

6.1 APPOINTMENT

Each Research Centre is responsible for holding their own competition and appointing two Ambassadors based on the assessment criteria in the Directive. Students of all levels and from all programs of study are eligible.

6.2 APPLICATIONS

Students must submit their applications to the person overseeing the Program for their Research Centre by April 1 of each year.

Students must be proficient in French to be an Ambassador.

Students' applications must include the following documents:

- a) Transcripts from all studies
- b) A letter of interest written in French by the Student, stating their reasons for wanting to become an Ambassador and how they could help raise INRS's profile (1 page)
- c) A letter of support from the research supervisor in which the Student's communication skills are highlighted (1/2 page)
- d) The Student's CV

6.3 ASSESSMENT CRITERIA

To assess candidates for Ambassador, the following factors are considered, based on the weightings listed:

- a) The Student's interest (40 points)
- b) The quality of their academic record (30 points)
- c) The Student's research supervisor's support (20 points)
- d) Mastery of a language other than French (10 points)

6.4 AMBASSADOR SELECTION

Each Research Centre must send the application files of the two Ambassadors selected to the Graduate and Postdoctoral Studies Department by April 15 of each year.

6.5 AMBASSADOR AWARD AMOUNT

The Graduate and Postdoctoral Studies Department will award each Ambassador \$300 in recognition of their involvement.

6.6 DURATION

The Ambassadors' term extends from May 1 to April 30 and is renewable for an additional year.

7. REVISION

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

8. FINAL PROVISIONS

The Directive will enter into force upon adoption by the INRS Academic and Research Committee.