WELCOME
GUIDE
Énergie Matériaux
Télécommunications Research Centre
2022-2023
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To all our new students:

We are thrilled that you have chosen to pursue your university studies at Institut national de la recherche scientifique (INRS) and we would like to extend you a warm welcome!

By choosing INRS, you’ve chosen a top quality research and educational experience. You’ve also chosen to dive straight into an adventure like no other, with personalized academic support and program offerings focused on society’s greatest challenges.

At INRS, we’re committed to ensuring you have all the information you need to feel comfortable with the new learning and research environment that will be your home. The Graduate Studies and Student Success Service and the Énergie Matériaux Télécommunications Research Centre have put this guide together to provide valuable information designed to help you settle in. Please read it now and refer back to it regularly.

We’re looking forward to guiding you through this new step in your academic journey, which will no doubt be full of exciting discoveries, rewarding conversations, and unforgettable memories.

On behalf of our entire university community, we wish you a most rewarding and inspiring academic journey here!

Philippe-Edwin Bélanger
Director
Graduate Studies and Student Success Service.
STUDYING AT INRS DURING THE COVID-19 PANDEMIC

AT THE TIME OF PUBLISHING THIS GUIDE, SANITARY CONDITIONS ALLOW INRS TO CONDUCT ALL ITS ACTIVITIES NORMALLY.

COURSES
Unless the situation changes, teaching activities will be in person and students will be required to come to their campus.

ACCESS TO CAMPUS AND RESEARCH FACILITIES
All campuses and research facilities should be accessible following health regulations. At the time of publishing this guide, the sanitary rules are minimal.
2 THINGS TO DO ON ARRIVAL

SUBMIT YOUR LEGAL DOCUMENTS
Get in touch with your contact for student records. Make sure you provide all the required documents (CAQ, study permit, etc.).

YOUR CONTACT FOR STUDENT RECORDS
Tatiana Brahmi
Administrative officer for student records
EMT Research Centre
Phone: 514 228-6855
tatiana.brahmi@inrs.ca

REGISTRATION
Be sure to register as soon as possible. Registration is done through the IDÉ academic portal.
For international students not covered by the RAMQ (see section 9), registration also allows you to activate your membership in the group health and hospitalization insurance plan. Those covered by the RAMQ must send a copy of their card or the eligibility letter to the contact for student records.

ACCESS TO IDÉ
https://portail.inrs.ca/ide/portail/index.html
User name and password emailed to you when it's time to register for your first term. See section 3 for more details about IDÉ.

ORIENTATION DAY AND INFORMATION SESSION
New students at your centre are invited to an orientation day. The invitation has been or will be emailed to you.
Orientation day is important to help you start your university career at INRS on the right foot.

INRS EMAIL ADDRESS
Request your INRS email address upon arrival. Instructions on how to activate it will be emailed to your personal email address or given to you when you arrive.
As soon as you register, go to IDÉ and click on your name to access your profile page and select the INRS address as the default address. Otherwise, you may not receive important emails in your inbox.
Spam emails are usually blocked. You will receive a report when this happens. Follow the instructions to re-lease legitimate emails (in French).

SET UP YOUR INBOX
• If you need help setting up your email on your mobile device or computer, visit https://sri.inrs.ca/soutien (in French only)
• To access your email from the Internet: https://Courriel.emt.inrs.ca

WHAT MENTORS DO
Your mentor can guide you and advise you on various aspects to help you adapt to your new training and living environment. Ask your mentor any questions you may have.

Don’t want a mentor?
Want to change mentors?
Contact the head of the mentorship program: sve@inrs.ca

GET IN TOUCH WITH YOUR MENTOR
• A few weeks before the semester begins, you will be introduced to a fellow student who is familiar with INRS: this person will be your mentor!
• The mentor matching operation is updated a few times during the two months preceding the beginning of the semester. International students must have their study permit POE letter before being matched.
YOUR STUDIES

YOUR STUDENT RECORD: IDÉ ACADEMIC PORTAL

Used to:
- Manage your contact information
- Register
- Request a leave of absence
- Change your registration
- Request an extension
- Request to change to full-time or part-time
- Select your courses
- View your account statement
- Choose your research topic
- Submit your research objectives for the term
- Assess your research activities for each term
- View your transcript
- Submit your proposal for your thesis committee
- Submit your dissertation or thesis electronically
- Request an embargo

COURSES AND ACTIVITIES

You decide of your courses and activities for the semester when you register. The course schedule will be sent to you by email. For more information, see the tool to find a study program (in French). Then, select your program and go to the “Cours” tab to find their description.

ABSENCES

- Do you need to take a break from your studies? You can suspend your studies for a maximum of three terms (excluding parental leave). Talk to your research director.
  
  Note: A leave of absence affects the support you receive and your ability to work if you are a temporary resident.

CHANGES AND WITHDRAWALS

As long as you act by the deadlines indicated in the university calendar, you can:
- Change your registration and get a refund
- Withdraw from classes without failure

STEPS TO COMPLETE EACH TERM IN IDÉ

1. You must register for each term until your final thesis submission or graduation

You will receive an email each term containing the necessary information on how to register.

Your registration will be blocked if you have an outstanding balance of $100 or more. If this happens, please contact the Finance Department (finances@inrs.ca) to pay the amount owing or work out a payment plan.

International students will be unable to register if one of the following documents is due to expire before the end of term: CAQ, study permit, RAMQ card (if the student has one).

2. Choose your courses and activities (see the box)

3. Update your contact information, if required

4. Pay your tuition fees as soon as you receive the invoice (see description of fees [in French])

Pay by credit card or by direct bank debit (provide a void cheque).

5. Research objectives and evaluation

You must present your research objectives at the beginning of term.

The objectives will then be evaluated at the end of term.

PROOF OF REGISTRATION TRANSSCRIPTS

Submit a request at the following link to obtain a proof of study or an official transcript:
http://www1.inrs.ca/doc/public/inscription/

HEALTH INSURANCE FEES

Tuition fees include health and medical insurance. You can opt out of some insurance. Read the Health insurance and access to care section for more details.
FORMS
You will find all the forms you need for your studies on the INRS website. For example:
- Choice and change of supervisor
- Choice of research topic
- Thesis evaluation report forms

UNIVERSITY GLOSSARY
This online glossary will help you understand the French terms related to your studies.

STUDY PLAN
You have primary responsibility for the success of your research project. So it’s important to make sure you have all the information you need, starting with the Guide to graduate studies (in French). In addition to walking you through your first steps at university, it also tells you how to approach each stage of your academic journey.

Open communication with your research supervisor is key to success. It’s normal for your opinions to differ from time to time or for misunderstandings to occur, but it’s important to be able to talk about them.

In the event of a dispute, or if you are having trouble communicating, notify your program director. If you have a complaint about supervision, you can contact the Graduate Studies and Student Success Service.

WORK-STUDY-FAMILY BALANCE
Engaging in a course of study requires balancing several areas of your life. It is helpful to follow some tips on work-study-family balance or to use a tool to assess your workload. As a student, a survival guide (in French only) provides you with winning strategies. INRS also offers students a parental leave financial support program. See section 5.

DIGITAL LEARNING ENVIRONMENT (MOODLE)
Some faculty members provide access to content on the INRS Moodle digital learning environment. Available to all students in Moodle, the self-training module entitled Studying online at INRS (in French only) presents some tips on how to use this environment. In the case where teaching activities must be followed online, please note that a headset with a built-in microphone, a computer with a camera and the software required by your course, as well as a high-speed wired Internet connection are required.

E-LEARNING
Although the majority of learning activities are expected to be in-person in 2022-2023, here are a few words about online learning.

There are many persistent myths about online learning activities, and knowing about them can help you prepare for success. As a student, you are expected to practice a Netiquette to promote healthy and effective online interactions. You will need self-discipline in your studies and some tips can make it easier. Also, some recommendations can help you create a place that is favorable to learning.
GENERAL ADMINISTRATION

- Legal Affairs
- Archives and Document Management
- Communications
- Philanthropic Development and Alumni Relations
- Graduate and Postdoctoral Studies
- Finance
- Planning and International Relations
- Research and Development
- Registrar’s Office
- Government Relations and Public Affairs
- Human Resources
- Information Resources
- Material Resources

YOUR PLACE OF STUDY

INRS — ALL THE CENTRES

Armand-Frappier Santé Biotechnologie Research Centre
531, boulevard des Prairies, Laval (QC) H7V 1B7

Urbanisation Culture Société Research Centre
Montreal
385, rue Sherbrooke Est, Montréal (QC) H2X 1E3
Québec City
490, rue de la Couronne, Québec (QC) G1K 9A9

Eau Terre Environnement Research Centre
490, rue de la Couronne, Québec (QC) G1K 9A9

Énergie Matériaux Télécommunications Research Centre
Varennes
1650, boulevard Lionel-Boulet
Varennes (QC) J3X 1S2

Montréal
Place Bonaventure
800, de La Gauchetière Ouest
Portail Nord-Ouest, bureau 6900
Montréal (Québec) H5A 1K6

ÉNERGIE MATÉRIAUX TÉLÉCOMMUNICATIONS RESEARCH CENTRE

CENTRE MANAGEMENT
See the bottom of the EMT Centre webpage to find out about the Center’s administrative and management team.

EMT CENTRE BUILDINGS (VARENNES AND MONTREAL)

ACCESS TO THE BUILDINGS
- Daily, 24/7, access card required
- Reception, 8:30 a.m. to 4:30 p.m.
- Summer schedule from June 24 to August 28:
  – Monday to Thursday, 8:30 a.m. to 12 p.m. and 1:30 p.m. to 4:30 p.m.
  – Friday, 8:30 a.m. to 12:30 p.m.

ACCESS CARD
Students can obtain an access card to the building. They must pay a $20 deposit, which will be returned to them at the end of their studies.

SEE THE RECEPTION
Varennes reception’s, extension 6902
receptionV@inrs.ca
Place Bonaventure reception’s, extension 7001
receptionB@inrs.ca
CLASSROOMS AND MEETING ROOMS
Classrooms and meeting rooms are available by reservation only. To reserve a room, please email reception.
Varennes: receptionV@inrs.ca
Montreal: receptionB@inrs.ca

STUDENT SPACES
You will be assigned a workspace for the duration of your program.

POSTINGS
Posting on the Centre’s premises is governed by a policy. You must contact reception for approval before putting up any notices or posters.

VARENNES BUILDING
1650, BOULEVARD LIONEL-BOULET
VARENNES (QUÉBEC) J3X 1S2

PARKING
There is free parking behind the building.

BIKES
Bike racks are available in the free parking lot.

DINING AREA
The building has a cafeteria where you can eat. There are fridges, microwaves, and a toaster available for you to use. There are also coffee and vending machines.
You are responsible for keeping the appliances clean and washing any utensils you use.

SUSTAINABLE DEVELOPMENT
• Each fall, INRS holds a competition for projects that promote the reduction of the ecological footprint. Up to $10,000/project.
• For recycling and garbage, each person is responsible for emptying their personal receptacles into the designated bins.
• There is a recycling bin for used batteries in the hallway outside the administration office.
• For recycling computer and electronic equipment, ask at the shipping and receiving desk.

OFFICE KEYS
You can get an office key from the shipping and receiving desk for a $5 cash deposit, which will be returned to you when you bring back the key. For your safety, never leave valuables out in the open.

MONTREAL BUILDING
PLACE BONAVENTURE
800, DE LA GAUCHETIÈRE OUEST
PORTAIL NORD-OUEST, BUREAU 6900
MONTRÉAL (QUÉBEC) H5A 1K6

PARKING
There is pay parking on the streets near the building or you can use the pay lot at Place Bonaventure.

BIXI BIKES
There are two BIXI stations within 200 m of Place Bonaventure.

DINING AREA
The building has a cafeteria where you can eat. There are fridges, microwaves, and a toaster available for you to use. The student association has also set up a coffee machine.
You are responsible for keeping the appliances clean and washing any utensils you use.
Several food outlets are located on the ground floor of Place Bonaventure.

SUSTAINABLE DEVELOPMENT
• For recycling and garbage, each person is responsible for emptying their personal receptacles into the designated bins.
• Used batteries should be placed in the bin behind the mailboxes for recycling.

LOCKER KEYS
You will be receiving your locker key from the reception desk for a $5 cash deposit. For your safety, never leave valuables out in the open.
EQUITY, DIVERSITY AND INCLUSION

In each center, you will notice banners stating “À l'INRS, toutes les variables sont incluses”, which means: At INRS, all variables are included. They are a reminder of the importance that INRS places on offering an inclusive place for study and research to all members of its community.

Each year, INRS informs and raises awareness of its members on a new topic:

› 2021-2022 - Sexual and gender diversity
On this page you will find the podcast series Les voix multiples (in French), as well as other resources and courses of action for the inclusion of LGBTQ2+ people

› 2022-2023 - Ethnocultural diversity
Follow this new campaign all year round

MORE INFORMATION ABOUT EDI

• Need to discuss an inclusion issue? There are three options:
  - Locate a member of the network of allies in your centre
  - Write to edi@inrs.ca
  - Locate the stickers (see on the right) which reflect the desire for inclusion of the members of your centre
• Consult the toolkit (in French) for inclusive and equitable research practices
• Use the INRS inclusive writing guide (in French)
• Find free menstrual products in bathrooms

Consult the website for more information on INRS actions regarding EDI.
Paying for your studies

INRS OFFERS DIFFERENT TYPES OF SUPPORT WITH THE GOAL OF ENABLING ALL STUDENTS TO DEVOTE THEMSELVES TO THEIR STUDIES.

INRS SCHOLARSHIPS

EMT CENTRE
Research PhD and master’s
Scholarship for all full-time students

Master’s with thesis: four terms ($6,155/term)
PhD: eight terms ($7,165/term)

Professional master’s degree
Scholarship for all full-time students

All terms ($3,100)

Please note: Amounts are reassessed each year based on the cost of living.

EXTERNAL SCHOLARSHIPS AND AWARDS
For a list of programs offered by external organizations (public and private): INRS website.
A scholarship makes a great addition to your resume!

FINANCIAL SUPPORT DURING PARENTAL LEAVE

In 2021, INRS became the first university in Quebec to offer a support program to its students during a parental leave. To benefit from this program, students must have been studying at INRS for one year and receive a scholarship from INRS. Students employed by INRS are also eligible. For all the details, consult the program webpage.

The Fonds de recherche du Québec and the federal granting councils also have parental leave measures. Consult them.

SUPPLEMENTAL TUITION FEE EXEMPTION SCHOLARSHIPS

Tuition fees are higher for students from outside Quebec. Visit the INRS website (in French) for more details. Supplemental tuition fees do not apply to students from France and French-speaking Belgium.
INRS offers exemption scholarships for these supplemental fees. Get in touch with your contact for student records.

STUDENT FINANCIAL ASSISTANCE (SFA) FROM THE GOVERNMENT OF QUEBEC

If you are a Canadian citizen or permanent resident, you are eligible for SFA. You can apply online.

PAYMENT SCHEDULE

Whether you receive a scholarship or support from INRS, or an external scholarship managed by INRS, the payments are usually made on the following dates:

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QUESTIONS ABOUT SUPPORT OR PAYMENT OF YOUR SCHOLARSHIP?

Tatiana Brahmi
Administrative officer for student records
EMT Centre
tatiana.brahmi@inrs.ca

SUPPORT FROM YOUR SUPERVISOR

If you do not have financial support or if your financial support has ended, talk to your supervisor. Funds may be available to support you.

Being part of a research team increases your opportunities for support.
FINDING HOUSING IN MONTREAL

INRS does not offer student housing in Montreal. To find accommodation, we suggest that you learn a little about the different neighbourhoods, in order to target those in which you wish to live. Consult the page on housing of the organization / choose Montréal for information and references on the subject.

Located in downtown Montréal, near the Place Bonaventure metro station, the EMT - Bonaventure Centre is easily accessible.

FINDING HOUSING AROUND VARENNES

Located in Varennes, the EMT Centre — Varennes is situated on the southern outskirts of Montréal. INRS does not offer student residences in Varennes.

To find housing, we suggest that you search between the Varennes and Longueuil sectors, the latter being the major city nearby. Consult the page on housing of the organization / choose Montréal for information and references on the subject.

FIND AN APARTMENT

Trouve un appart (in French)
Kijiji
LesPAC
Kangalou
Louer.ca
Marketplace (via Facebook)

In the Montréal area
Student apartments
PVTistes à Montréal : logements et colocations (in French)

The best way to determine the travel time between a specific apartment and the INRS is to use the Google Maps directions feature. You will see the line numbers to get to INRS and the time required.

See the Société de transport de Montréal (STM) website.
For Varennes, see the website of Exo, the transportation agency that serves the south shore of Montreal. Check the lines for the Sorel-Varennes sector.

HOUSING: BASIC INFORMATION

If you read French, visit the Housing section on the Immigrant Quebec website for information on:
- Where to look
- Rental housing characteristics
- Leases (rental agreements)
- Your rights as a renter

Otherwise, see the English guides mentioned above.
Student reference on housing (traps to avoid, tips, renters’ rights): see Likehome.info

PAYING RENT

Rent is due on the first of every month.
For more details: Tribunal administratif du logement website
GETTING AROUND

Here is some important basic information. More information is available on the INRS website in the Transports section (in French).

AFFORDABLE CARSHARING
See: Communauto

GETTING AROUND VARENNES

TAKING THE BUS IN VARENNES
To get reduced fares, ask for the Student OPUS card.
To obtain the stamp and signature on the form, you must contact:
Tatiana Brahmi, tatiana.brahmi@inrs.ca

BY BIKE
Tourisme-Montérégie website: bike network

GETTING AROUND MONTREAL

TAKING THE BUS IN MONTREAL
To get reduced fares, ask for the Student OPUS card.
To obtain the stamp and signature on the form, you must contact:
Tatiana Brahmi, tatiana.brahmi@inrs.ca

BY BIKE
Ville de Montréal website: bike network
INTERNATIONAL STUDENTS

This section contains useful information for students who are new to Quebec. The Studying and living in Quebec page (in French) on the INRS website contains more information on the following topics:

- A future in Quebec
- Food
- Budget
- Housing
- Transportation
- Climate and clothing
- Money and banking
- Language
- Phone

We also invite you to download the Étudier au Québec guide (Studying in Quebec) from Immigrant Quebec website. It is the most complete guide, but only available in French. It’s worth translating it for your own use only, especially pages 73 to 77 for immigration procedures, and 78 to 101 to prepare your arrival. Use your favourite translation tool or ask your mentor to give you a hand.

BUDGET, BANKING SERVICES, AND CREDIT CARDS

When you arrive in Canada, you will need to open a Canadian bank account so that INRS can deposit your scholarship money.

The Immigrant Quebec website has some useful information in French:

- Banking accounts and credit cards (in French)

OTHER SERVICES

As a renter, you may also have utilities to pay for. Utility costs vary (in French).

HOME INSURANCE

It’s important to get home insurance. If there’s a theft, fire, or other loss, the insurance will cover:

- Your personal belongings
- Your liability for damage to the property or others’ belongings

Assurance Québec (in French)

http://www.assurance-qc.com/maison.html

DRINKING WATER

Drinking water is free in Quebec. You don’t need to buy water, contact a provider, or pay to use the service.

HEATING AND ELECTRICITY

Find out if there are any additional costs for heating and electricity before renting an apartment.

In Quebec, heating is generally electric. If a rental is listed as:

- Chauffé, the landlord pays for the heating
- Éclairé, the landlord pays for the electricity, not including heating

If the rental property does not include utilities, you will need to open a utility account.

There is only one electricity provider:

Hydro-Québec: 1 888 385-7252
https://www.hydroquebec.com/residential/

BANK ACCOUNT COMPARISON

Government of Canada:
Account Comparison Tool

CREDIT CARD COMPARISON

Government of Canada:
Credit Card Comparison Tool

THE OFFICE DE LA PROTECTION DU CONSOMMATEUR (OPC)

The OPC is a public organization that will help you be well-informed before buying or signing a contract. Whether it is for a cell phone, a credit card, furniture or daycare, refer to the page for immigrants.
**WORK**
You can usually work in Canada with a study permit, but it depends on the conditions of your study permit and your registration status. The [Études au Canada website](https://www.etudesauCanada.gc.ca) (in French only) breaks down the conditions and situations under which you can work.

**WORKING OFF CAMPUS**
Most of the time, you can work off campus with your study permit, for a maximum of 20 hours per week. Make sure you respect the conditions for work.

The terms and conditions in effect may include more permissive rules for holidays and breaks scheduled on the school calendar. Please note, however, that these do not apply to the holidays you decide to take. This only applies in two situations at INRS:
- The short break between the end of a term and the start of the next one
- Professional program: during a term where no activities are offered

**WORKING ON CAMPUS**
The number of hours you can work on campus is unlimited. But you’ll need to ensure your work isn’t interfering with your studies. If necessary, talk to your supervisor to avoid any misunderstandings.

**SOCIAL INSURANCE NUMBER (SIN)**
You need a social insurance number to get a job. To get one, visit the Service Canada website. Note: your SIN is highly confidential. Only give it to:
- Your employer
- Your financial institution
- The Government of Canada
- Your educational institution

**FRENCH, THE OFFICIAL LANGUAGE OF QUEBEC**
French is the official language of Quebec, even if you can usually get by speaking English, especially in Montreal. However, your environment will be predominantly French-speaking.

**FRENCH COURSES**
You can – and we recommend you do – take French lessons. Each semester, French courses are available free of charge, regardless of your level. Before the beginning of the semester, you will receive an email about the courses and resources to practice your conversation.

**SOME TIPS TO HELP YOU MAKE THE MOST OF YOUR STAY IN QUEBEC**
- Talk to your mentor and build ties with your colleagues.
- Get involved in university life.
- Take an interest in Quebec culture and ask questions.
- Keep on playing sports and doing activities you enjoy.
- Do not isolate yourself.
- Actively maintain links with your family and friends back home.

**IMMIGRATION**
It is important that you:
- Always make sure your immigrant documents are valid
- Strictly adhere to the immigration rules and any special conditions that apply to you
- Renew your documents before the start of the term if they are due to expire before the term ends

**WORRIED ABOUT SOMETHING TO DO WITH YOUR IMMIGRATION STATUS?**
Your contact for student records can help. If there is a problem, a staff member at student services can help you or direct you to the appropriate resources. See Section 8 for a list of student services staff members and their contact information.
INCOME TAX

DO I HAVE TO FILE MY FEDERAL AND PROVINCIAL INCOME TAX RETURNS?
If you worked between January 1 and December 31 of the previous year, tax was probably deducted from your salary. As a student, you can probably recover part of these deductions since you are entitled to apply for tax credits.
If you have children, whether you have worked or not, you can also receive federal and provincial child allowances, provided you have been in Canada for 18 months as a temporary resident or have the status of protected person.
You must complete your tax returns to obtain tax credits and child allowances. To claim for your deductions, you must complete a tax report at the federal level (see the Government of Canada site) and one at the provincial level (see the Revenu Québec site).
You must also file your income tax returns if you must pay tax. Income tax returns should normally be filed by April 30.

IS MY SCHOLARSHIP TAXABLE AND WHAT CREDITS AM I ENTITLED TO?
At the provincial level, your INRS scholarship or any other scholarship is not taxable, but it must be entered in your income tax return. Consult this Revenu Québec page for more information on the credits you are entitled to as a student.
At the federal level, the INRS scholarship, and other scholarships must also be declared. You will be able to benefit from the scholarship exemption if you are enrolled in a master’s or doctoral program.

HOW DO I FILE MY TAX RETURNS OR FIND OUT IF I HAVE TO PAY TAXES?
There are different ways, and the best solution will depend on the complexity of your tax situation and the time you are willing to invest. A single student without children, benefiting only from a scholarship and an income as an employee will have a very simple declaration to make. It will be more complex for a divorced person, with investments, self-employed, with two children and assets abroad. In the latter case, it may be a good idea to contact an accounting office. You can consult the Protégez-vous article (in French) on the subject. There are also many announcements and advertisements all over the place during tax season, from February to April.

If your situation is simpler, there are inexpensive solutions:
• There are excellent government-certified tax software programs that allow you to file your tax returns at little or no cost. Make sure that the software also allows you to file the Quebec tax report.
• If, in addition to your scholarship, your income is limited and your tax situation is simple, you are eligible to use the services of a volunteer. The governments of Canada and Quebec support this service through various community organizations. Consult this page to find an organization near you that helps students.
• To make it easier, you can also hire a specialized firm to do the work for you. For a student with a relatively simple tax situation, it will often cost between $50 and $80. Again, see the Protégez-vous article (in French) on the subject.
Before filing your tax returns, note that you must have obtained your SIN. See the previous page on this subject.

TAX SLIPS SENT BY INRS
In February of each year, if you have received a scholarship or a salary from INRS during the previous year (January 1 to December 31), you will receive from INRS the RL-1 and T4A slips which will be used for your provincial and federal declarations.
You will also receive an RL-8 slip to declare your tuition fees and obtain the credits to which you may be entitled.

INCOME TAX WORKSHOPS
Every year, during the winter semester, INRS offers workshops or information sessions on income tax. Check your INRS email inbox and our communication channels.

HEALTH AND HOSPITALIZATION INSURANCE
You must have health and hospitalization insurance. See the Health insurance and access to care.
STUDENT SERVICES

THE GRADUATE STUDIES AND STUDENT SUCCESS SERVICE AT INRS SUPPORTS STUDENTS AND HELPS THEM WITH THEIR PLANS BY PROVIDING A WIDE RANGE OF SERVICES DESIGNED TO FOSTER A WELCOMING ACADEMIC ENVIRONMENT AND HELP THEM SUCCEED.

YOUR CONTACTS

Students at INRS have a range of resource people they can turn to for guidance and services.

1. YOUR CONTACT FOR STUDENT RECORDS
   Tatiana Brahmi
   Administrative officer for student records
   EMT Centre
   Phone: 514 228-6855
tatiana.brahmi@inrs.ca

2. YOUR MENTOR
   Your mentor will be able to answer most of your questions. If it’s something more complicated, they can direct you to the appropriate resource.

3. STUDENT SERVICES
   Send your questions to the student services team at the following address: sve@inrs.ca
   Yannick Machabée
   Student services officer
   Phone: 418 654-1801
   yannick.machabee@inrs.ca
   Mélanie Laverdière
   Technician
   Phone: 418 654-3160
   melanie.laverdiere@inrs.ca

OVERVIEW OF SERVICES

Email sve@inrs.ca for more information.

WORKSHOPS AND TRAINING SESSIONS

Workshops and training sessions are offered each term to help you:

- Develop your skills
- Prepare for the job market
- Learn more about topics you care about

A notification is sent to students who might be interested whenever new activities are added.

FRENCH COURSES

See the box in section 7.

AVOID PLAGIARISM

One can easily copy/paste a portion of a scientific text and finally fail to remove it. See the box in section 13.

WRITING SUPPORT

Writing is a real challenge? Join the Thèsez-vous organization, which offers various types of writing assistance tools and activities (in French). You need to pay for your subscription to Thèsez-vous, then INRS reimburses registration for activities under two conditions:

- you are enrolled in a study program at INRS at the time of the activity
- you have the reimbursement previously approved if you register for more than one activity of $100 or more.

To get a refund or pre-approval, complete this form. Should you encounter any difficulty, write to sve@inrs.ca.
FINANCIAL SUPPORT FOR STUDENT PROJECTS
If you have a project or activity in mind to:
• Promote scientific life at university
• Improve the quality of life at INRS
Consult the program (in French) before submitting your request to sve@inrs.ca. Do not hesitate to contact us to discuss your idea in advance.
We encourage all projects that benefit the INRS community. Talk to us about your plans!

SPORTS FACILITIES – EMT CENTRE
MONTREAL
INRS has an agreement in place to allow students to access the facilities at the ETS Sport Centre at the student rate.
Present your INRS card to sign up.

VARENNES
The student association organizes sports activities. You will be notified about the activities by email.

SUPPORT FOR STUDENTS WITH A DIAGNOSED LIMITATION
INRS supports, informs, and offers adaptation and accommodation measures to students with a diagnosed limitation. A proof of diagnosis must have been issued by a professional practicing in Quebec. This includes persistent learning difficulties, neurological, organic, or mental health disabilities, as well as physical or sensory impairments and temporary disabilities.
To request support or for any questions, write to the following address: sve@inrs.ca.

EMPLOYABILITY
Each year, the Student Life Services team shares with you opportunities to improve your professional integration, either:
• Training to facilitate your employability
• Links to initiatives and job offers from our partners
• When relevant, networking events

STUDENT ENGAGEMENT
INRS supports student engagement. Getting involved with your university is a rich and rewarding experience that makes a difference.
• The ambassadors program is a chance for students who love INRS to help promote it.
• The student mentorship program encourages returning students to lend a hand to colleagues who are just getting started at INRS.
• Finally, students are invited to participate in the Mental Health Allies Network.
There are all kinds of ways to get involved!

STUDENT RECOGNITION
Your work, background, and skills can be showcased in a variety of ways:
Three Minute Thesis
Ma thèse en 180 secondes
• Present your thesis in three minutes
• French and English components
• INRS winners go to the regional finals
Forces AVENIR
Mandate: to recognize, honour, and promote university students who demonstrate excellence and outstanding commitment.
• A Quebec-wide contest
• A jury made up of public figures
Show off your talents!
OSEntreprendre
Competition aimed at promoting the entrepreneurship initiatives of students, both within and outside INRS.

COMMISSIONER OF OATHS
To have official documents authenticated, EMT Centre students may contact:
Rufin Djaozandry
Rufin.Djaozandry@inrs.ca 514 228-6901
Nathalie Métaras
Nathalie.Metras@inrs.ca 514 228-6975
WELL-BEING (PSYCHOLOGICAL, PSYCHOSOCIAL, AND LEARNING SUPPORT)

VARIOUS PSYCHOLOGICAL RESOURCES

NEED A LISTENING EAR?

The Mental Health Allies Network is made up of members of the staff and student community who act in a voluntary and confidential manner. These individuals are trained and supported to help those in need of psychological support.

PROFESSIONAL ASSISTANCE – ANYTIME (24/7)

In order to initiate necessary changes to feel better, find answers to your questions, solve problems, make choices or understand yourself better:

Employee and Student Assistance Program (PAEE) 24/7: 1-877-257-5557 (English) / 1-800-361-2433 (French)

For more details on the program, see the INRS website.

EMERGENCIES AND CRISIS

For emergency assistance, please contact Centre de prévention du suicide at 1-866-277-3553.

SELF-CARE AND SUPPORT TOOLS

To help you take care of your mental health, assess your psychological distress and well-being, monitor your symptoms and develop a strategy to get better, visit Suicide.ca, My Tools section.

OTHER PROFESSIONAL RESOURCES AVAILABLE

Consult your student insurance plans. They will reimburse all or part of psychological consultations.

Desjardins Insurance

A few meetings with a psychologist are reimbursed up to a maximum of $500 per year.

ASEQ

Meetings with a psychologist or psychotherapist are reimbursed to a maximum of $500 per year, but you must pay the first $50 for each consultation.

PROFESSIONAL ASSISTANCE — ON WORKDAYS

Psychological, psychosocial, and learning support by the CIME team at INRS

The CIME team offers free and confidential professional support to the members of the INRS community experiencing personal, integration, adjustment, or academic difficulties. These resources are available on weekdays for a one-time consultation, assessment, professional follow-up, crisis intervention or referral to a complementary resource.

Prevent, support... to succeed!

The CIME team is made up of a psychologist, a social worker and a learning assistance teacher who will help you solve the challenges you face.

To join the CIME team: cime@inrs.ca

<table>
<thead>
<tr>
<th>Psychological Support</th>
<th>Psychosocial Support</th>
<th>Learning Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anxiety and/or depressive symptoms, relationship or adaptation difficulties, exhaustion, identity or self-esteem issues, loss of meaning, addictions, etc.</td>
<td>Housing-related problems, childcare, transport, budget, different stress factors (e.g., bereavement, separation, isolation/integration, etc.)</td>
<td>Challenges in writing situations, reading scientific articles or journals, organisation, motivation, attention/concentration, etc.</td>
</tr>
</tbody>
</table>
STUDENT ASSOCIATIONS

INRS STUDENT FEDERATION (FEINRS)

FEINRS is an umbrella association representing the student associations from all INRS centres. It facilitates student dialogue and coordination on matters of common interest. Its mission:

- Defend and promote the rights and interests of its members on matters of common interest, including:
  - Tuition fees, ancillary fees, and other fees paid to INRS
  - The management, administration, and payment of INRS and external scholarships
  - Academic affairs (program evaluation and modification, amendments and additions to statutes and regulations)
  - Management of group insurance (health and dental)
  - Compliance with INRS regulations by the administration and faculty
  - Health and safety conditions in INRS laboratories
  - Any other needs included in this framework identified by members

- Officially represent its members before any body deemed relevant to promote their rights and interests.

- Promote, protect, and develop the scientific interests of its members and INRS students in general.

- Connect students from local member associations in order to foster a sense of belonging to INRS and create opportunities for social and scientific discussions.

To contact FEINRS, write to: fe.inrs@inrs.ca

INRS ENERGY AND MATERIALS SCIENCES STUDENT COMMITTEE (CEISME)

This committee represents students at the INRS Énergie Matériaux Télécommunications Research Centre in Varennes. CEISME has two missions: to support students throughout their academic journey and to improve student life at the Centre. It helps its members participate in university life, putting them in touch with resources and providing all sorts of assistance, and supports them in the event of a dispute or disagreement with professor.

CEISME has a seat on various bodies, including FEINRS, the INRS Academic and Research Committee, and the faculty council, where it advocates to advance the concerns of the student community. CEISME also organizes or helps organize all manner of social and cultural events to build relationships between its members, including barbecues, corn roasts, coffee & doughnut get-togethers, Holi celebrations (the Indian festival of colours), and more. CEISME encourages members to take advantage of cultural events (concerts, museum exhibitions) by reimbursing part of the cost. The group also participates in master’s seminars, an important milestone for many of its members.

CEISME is member-run and member-focused. Anyone interested can share their ideas and get involved in the association.

The CEISME website (http://ceisme.inrs.ca/) has full details on the association and its activities. You can also:

Contact us by email at ceisme@inrs.ca
Join our Facebook group (https://www.facebook.com/groups/122301831118277/)
**INRS TELECOMMUNICATIONS STUDENT ASSOCIATION (AEINRST)**

This association represents graduate students at the INRS Énergie Matériaux Télécommunications Research Centre in Bonaventure. AEINRST works to defend students’ rights and help them get settled at the Centre. It takes part in faculty meetings to advocate for its members and express their needs. It also offers a range of social and cultural activities (reimbursing members for some of the costs) to foster a friendly and collegial environment for students, including excursions, restaurant outings, sports activities, board game nights, barbecues, and all sorts of other fun.

AEINRST has a Facebook page (INRS-EMT Bonaventure students) where they share information on meetings, talks, events and more: [https://www.facebook.com/groups/1120523374786650/?ref=share](https://www.facebook.com/groups/1120523374786650/?ref=share).

You can also contact AEINRST by email at [aeinrst@inrs.ca](mailto:aeinrst@inrs.ca).
**Information Technology and Phone Numbers**

**For Any IT Questions or Support Requests (INRS Email, Wireless Network, Computer Room)**

Please refer to the [INRS website](https://www.inrs.ca) (in French).

**Wireless Access**

Three wireless networks are available across INRS:

- **INRS**: This one can be used by all INRS personnel in any INRS centre. Sign in with your Windows username and password.
- **INRS-Visiteurs**: This network is for anyone who does not have an INRS account. It offers Internet access only and does not require a password.
- **Eduroam**: This is a wireless network available in a number of universities that you can log into using your INRS Windows account.

**Sending Large Files**

You can use the file sharing program to send large documents. Either the sender or the recipient must have an INRS email address.

**Phone Numbers**

- [INRS Directory](https://www.inrs.ca) (in French)

**Remote Network Access (VPN)**

Whether you are at home or on the road, the secure remote access service (VPN) provides a secure communication link with the servers of the computer network. The VPN allows you to access your files and consult the intranet. See the [instructions for installing the VPN](https://www.inrs.ca) (in French).

**Office 365**

At INRS, Microsoft Teams has become an important communication tool for students. You will have communications, meetings, and possibly online courses on this application.

**Installation**

You can access Office 365 applications, including Microsoft Teams, on the web. To do so, please follow the procedures that will be made available to you by the IT team when you will reach INRS. Note that the web version of Office 365 is more limited.

To benefit from all the features of the Office 365 suite, you must install the apps on your computer.

**Receive Notifications on Your Phone**

INRS recommends that you install Microsoft Teams on your phone. You can thus decide to receive notifications for information that you consider important.

To manage and customize your notifications, a procedure will be provided to you upon arrival.
LIBRARY

SPECIALIZED DOCUMENTATION AND INFORMATION SERVICE (SDIS)
SDIS groups together all the INRS libraries. Visit the SDIS webpage for information on how to borrow materials or access the digital resources the library subscribes to.

CONTACTING SDIS
Email: sdis@inrs.ca
Phone: 514 499-4018 or 418 654-2577
Text: 514 613-7347 (514 613-SDIS)
Chat window at http://sdis.inrs.ca

SDIS DIRECTORY
See also the SDIS staff directory.

TRAINING
Training sessions are offered (in French and English) on a regular basis to help you use all the tools and, above all, to guide you through the world of information, publication, and documentation.
Consult the list of available:
• self-training courses
• training courses

RESEARCH DATA
In partnership with INRS Service à la recherche, research officer Jonathan Dorey can assist you with any questions you may have regarding the management of your research data.
Contact him at gdr@inrs.ca for advice on searching, using, organizing, describing, storing, preserving and sharing research data.
For more information: https://inrs.libguides.com/gdr (in French only)
HEALTH INSURANCE AND ACCESS TO CARE

All international students must pay for the Desjardins insurance on their tuition bill, as health and hospitalization insurance is mandatory under immigration laws. Some people who are eligible for the Quebec public plan (RAMQ) may be exempted from the Desjardins insurance: as soon as they obtain it, they must send the proof of registration with RAMQ by email to the contact for student records (see section 2).

In addition to this invoice, there is a fee for the ASEQ, an optional complementary insurance plan managed by the INRS Student Federation. The amount depends on the component(s) you are entitled to subscribe for. You can opt out of this plan following the ASEQ deadlines (see the ASEQ section below).

WHAT INSURANCE APPLIES TO YOU AND YOUR FAMILY?

<table>
<thead>
<tr>
<th>Health and hospitalization insurance (mandatory)</th>
<th>ASEQ – Health plan</th>
<th>ASEQ – Dental plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From the following countries: Belgium, Denmark, Finland, France, Greece, Luxemburg, Norway, Portugal, Romania, Serbia, or Sweden</td>
<td>RAMQ (1)</td>
<td>optional</td>
</tr>
<tr>
<td><strong>From other countries</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usual case - with CAQ</td>
<td>Desjardins Insurance</td>
<td>Ø</td>
</tr>
<tr>
<td>WITH PBEEE scholarship</td>
<td>RAMQ</td>
<td>optional</td>
</tr>
<tr>
<td>Studies of less than 6 months - without CAQ</td>
<td>Private Insurance</td>
<td>Ø</td>
</tr>
<tr>
<td>OTHER CASES (Scholarship holders from Canadian or international organizations / children of parents working for Canadian diplomacy or an international organization)</td>
<td>Consult the organisation to know whether you are covered by health insurance</td>
<td>as applicable</td>
</tr>
<tr>
<td><strong>Students who are Canadian citizens / permanent residents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quebec residents</td>
<td>RAMQ</td>
<td>optional</td>
</tr>
<tr>
<td>Residents of other provinces</td>
<td>RAMQ, after 3 months (2)</td>
<td>optional</td>
</tr>
<tr>
<td><strong>Students with refugee status</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asylum seekers and resettled refugees</td>
<td>Interim Federal Health Program</td>
<td>Ø</td>
</tr>
<tr>
<td>Protected persons</td>
<td>RAMQ</td>
<td>optional</td>
</tr>
<tr>
<td><strong>Children and partners of international students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children under 18 years old in Quebec for more than 6 months</td>
<td>RAMQ</td>
<td>possible (3)</td>
</tr>
<tr>
<td>Children under 18 years old in Quebec for less than 6 months</td>
<td>Private insurance (3)</td>
<td>possible (3)</td>
</tr>
<tr>
<td>Children 18 years and over</td>
<td>Private insurance (3)</td>
<td>possible (3)</td>
</tr>
<tr>
<td>Partners with a study permit</td>
<td>Depends on the institution</td>
<td></td>
</tr>
<tr>
<td>Partners with a work permit:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- postgraduate OR</td>
<td>RAMQ, after 3 months</td>
<td>possible (3)</td>
</tr>
<tr>
<td>- closed, more than 6 months</td>
<td>Private insurance (3)</td>
<td>possible (3)</td>
</tr>
<tr>
<td>Partners - visitors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) Only people from Belgium and metropolitan France are entitled to RAMQ prescription drugs insurance.
(2) During the first three months, the insurance of the province of origin applies.
(3) See the box on the coverage available for children and partners of international students.
Non-Canadians who are eligible for RAMQ have free access to it, but they must:

- **Before their departure**, consult the organization responsible in their country to see if they are covered by the agreement with the RAMQ and ask for the official attestation of affiliation to their country’s social security or health plan;
- **After their arrival in Québec**, register with the RAMQ as soon as possible.

**Registration**

If you apply soon enough after your arrival, coverage will be retroactive to the later of the CAQ start date or the date of arrival in Quebec (except for France, where it is one month before the term begins). It is not necessary to have a private insurance while the application is being processed. However, the cost of the Desjardins insurance will be included in your tuition bill until you provide a proof you joined RAMQ.

Minor children who are eligible for the RAMQ coverage will also be covered from their date of arrival if you contact RAMQ within 15 days of their arrival. To do this, you must **call the RAMQ**.

**Claim**

Before obtaining any health care, make sure it is covered. The table of covered care below gives a general overview, but it is advisable to check, in your case, which ones will really be covered by the RAMQ.

- For the RAMQ to be billed, the card must be presented at the hospital or health clinic. If you did not receive the card yet, you will be charged for the moment.
- It is also possible, for those who receive an invoice, to go to the establishment’s billing department when they receive the letter of eligibility, to have the bill cancelled.

**DESJARDINS INSURANCE**

Regardless of how long it takes you to register, Desjardins insurance takes effect on the date below, or on the date of your arrival in Quebec if it occurs after that date:

- August 15 for the fall semester
- December 15 for the winter semester
- April 15 for the summer semester

The Desjardins insurance premium, as you will see on your tuition invoice, is: $300 per semester

**Registration**

A few weeks after your registration at INRS, you will receive from the Registrar’s Office the insurance contract number and your personal certificate number, which you can use to obtain your Desjardins insurance **pay-ment card**.

**To register:**

- **On the web**: Go to [Desjardins Group Insurance Member Zone](#) and click on Access Online Services, then Register Now.
- **On mobile device**: Download the Omni app from the App Store or Google Play, and then screen register.

**Who to consult for more information?**

It is your responsibility to read the booklet for your insurance policy. See how to **access it online**.

**Claim**

As soon as you have your Desjardins payment card, public health establishments (hospitals and CLSCs) will bill Desjardins directly. For private clinics, it is best to check how they work as it may differ.

The Q178 contract with the Desjardins Insurance covers cases that would normally be eligible for the RAMQ for a Quebec citizen. Elective (non-emergency) surgery, for example, is not covered by this group plan. If in doubt, it is advisable to contact Desjardins in advance to verify whether a given medical expense is eligible before taking any further steps. This preventive measure will avoid unpleasant surprises!

**Do you have questions about your coverage?**

Desjardins - Customer Service Centre: 1 800 463-7843

If you do not have the card or if the clinic you consulted does not bill Desjardins, you will have to pay the bill and claim from Desjardins yourself. However, since the fees can be significant in some cases, it is possible to make a payment agreement with most clinics or establishments.

**How do I submit a claim?**

Once you have registered (see above), consult the **How to submit a claim** section on the Desjardins website.
ASEQ

ASEQ is a supplementary insurance that is automatically added to your fall and winter tuition fees bill depending on which components you are eligible for. See the table What insurance applies to you and your family? at the beginning of this section. If you start in the summer, ASEQ insurance will only begin in the fall semester. The ASEQ fees for 2022-2023 are as follows:

**OPTING OUT OF THE PLAN**

The premium is billed with your fall and winter tuition fees.
Each year, during the first month of the first semester in which you are enrolled, you can opt out of one or both components.
Fees for 2021-2022:

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare</td>
<td>$68.50</td>
<td>Healthcare: $137.00</td>
</tr>
<tr>
<td>Dental</td>
<td>$64.45</td>
<td>Dental: $128.82</td>
</tr>
</tbody>
</table>

You can make an annual opting out; in which case you will pay the premium again the following fall and can opt out again in September. You can also make a permanent opting out; in which case the insurance will no longer be added to your bill for the duration of your studies at INRS. In all cases, if you opt out, you must pay your tuition bill in full and you will receive a refund directly from ASEQ within a few weeks.

For any problems with your ASEQ fees or in activating your coverage, email sve@inrs.ca.
For questions about coverage and claims, contact ASEQ directly.

FEINRS

FEINRS (see Section 10) handles the group insurance plan with ASEQ. You may contact the member of the executive representing you with ASEQ.

Registration

To obtain the ASEQ code and confirm your coverage, go to this page, and enter your INRS student ID number (matricule) as found in your IDE profile by clicking on your name. Do not use the Ministry’s permanent code.

If you have any questions about your coverage or claims, see the information documents (in French) on the website and consult the “Contactez-nous” item at the bottom of the right-hand menu.

To register family members, see the box below.

Claim

Before seeking care under the ASEQ insurance plan, make sure you know what is covered (in French) under the plan you are joining. You will also find all the necessary information regarding the claim process (in French) on the ASEQ website.

**ACCESSIBLE COVERAGE FOR CHILDREN AND PARTNERS OF INTERNATIONAL STUDENTS**

**Basic health and hospitalization insurance**

**Desjardins Insurance**

- Dependents cannot subscribe to the group plan.
- However, they have access to the Desjardins visitors’ insurance.

**Other insurance**

- Simply search online for “health insurance for visitors in Canada”. You will find many alternatives. When comparing, consider the amount covered, what is covered, the amount of the deductible, and any special conditions.

**ASEQ supplementary insurance**

Your partner and children may have access to this supplementary insurance.

- Registration must be made directly with ASEQ (on this ASEQ webpage, see right-hand side menu, section “RETRAIT ET CHANGEMENT DE COUVERTURE”, “Inscrivez votre famille”)
- There is an additional premium to be paid directly to ASEQ.

**Value of the additional premium:**

1 dependent = same premium as the student
2 or more dependants = 2 times the student’s premium
TYPES OF CARE COVERED ACCORDING TO THE INSURANCE PLAN

This table is tentative and not an official guide. The care covered may vary over time and the items covered may also vary from case to case. For more specific advice on coverage, consult your insurance policy or contact your insurer.

<table>
<thead>
<tr>
<th>Types of care covered</th>
<th>RAMQ Health</th>
<th>RAMQ Prescription drugs</th>
<th>Desjardins</th>
<th>ASEQ Dental plan</th>
<th>ASEQ Health plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical consultation</td>
<td>✕</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialists covered by RAMQ</td>
<td>✕</td>
<td></td>
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<tr>
<td>Specialists NOT covered by RAMQ (physiotherapist, psychologist, etc.)</td>
<td>✕</td>
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<td></td>
<td>✕</td>
<td></td>
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<tr>
<td>Hospitalization</td>
<td>✕</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Prescription drugs</td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>Eye exams</td>
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<tr>
<td>Glasses and lenses</td>
<td></td>
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<td></td>
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<tr>
<td>Maternity</td>
<td>✕</td>
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<tr>
<td>Ambulance</td>
<td>✕</td>
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<td>✕</td>
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<tr>
<td>Travel insurance outside Quebec</td>
<td>✕</td>
<td></td>
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<td>✕</td>
<td></td>
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<tr>
<td>Basic dental care</td>
<td></td>
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<td>✕</td>
<td></td>
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<tr>
<td>Well-being program (programme mieux-être)</td>
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<td>✕</td>
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</tr>
<tr>
<td>Telemedecine</td>
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<td>✕</td>
<td>✕</td>
</tr>
</tbody>
</table>

ACCESS TO PHYSICAL HEALTH CARE

NON-URGENT HEALTH PROBLEMS AND MINOR EMERGENCIES

The health care system in Quebec is public, but there are also private clinics. Hospitals and emergency rooms are accessible to everyone, and care will generally be covered by your health and hospitalization insurance. However, some medical clinics are only accessible to people covered by the RAMQ.

For minor problems, you will find below some resources available to everyone. Access to emergency services is also universal.

MINOR HEALTH PROBLEMS

Info-Santé health line
You can get free advice from a nurse. You have a fever, itching, or prolonged symptoms and are wondering what to do and if you should see a doctor?
Call 8-1-1 / available 24/7

Pharmacies or Drugstores
Your pharmacist can advise you on appropriate medication to treat your minor health problems. Pharmacies also offer some vaccination or consultation services. Consult your pharmacy’s website for more information.

MAJOR EMERGENCIES

If you or someone you know needs urgent care, you can go to the emergency department of your nearest hospital. Emergency departments are open all year round, 24 hours a day. They are usually overcrowded so only use them if you really need to. Before going to the emergency room, if you can easily get there, choose the least busy place by consulting the real time occupancy rate on the following website (in French): https://www.indexsante.ca/urgences/

- Doctors, ambulances, firefighters, police: 911 (in most regions of Quebec) / otherwise, dial 0.
- Quebec Poison Control Centre: 1 800 463-5060
- Info-crime Québec: 1 800 711-1800
- Crisis centres (in French): https://www.centredecrise.ca/
YOUR RIGHTS AND RESPONSIBILITIES

VARIOUS NORMATIVE DOCUMENTS EXIST TO ENSURE THAT MEMBERS OF THE INRS COMMUNITY HAVE ACCESS TO SUITABLE LIVING AND WORKING ENVIRONMENTS. THESE REGULATIONS, STANDARDS, AND POLICIES PROTECT YOU AND IMPOSE CERTAIN CODES OF CONDUCT. SOME OF THESE DOCUMENTS AFFECT YOU MORE DIRECTLY.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Through the Statement of Student Rights and Responsibilities, INRS reaffirms its commitment to its community to provide a healthy and safe study, research, and work environment that promotes success. The Statement covers the following topics:

- The right to a quality university education
- The right to quality support
- The right to information and confidentiality
- The right to intellectual property
- The right to participate in associations
- The right to a quality learning environment
- The right to a university education in French
- Student responsibilities

PSYCHOLOGICAL HARASSMENT AND SEXUAL VIOLENCE

Consult the INRS website for information on psychological harassment and sexual violence. Information on the site clarifies these concepts, explains how to act, and suggests resources. See also the normative documents:

- Harassment, Discrimination, and Incivility Policy
- Policy against Sexual Violence

CODE OF ETHICS

Consult the Code of ethics document.

TOPICS COVERED BY THE CODE OF ETHICS

- Respect for people
- Use of INRS property
- Compliance with laws
- Privacy
- Respect for the institution
- Conflicts of interest

PLAGIARISM

Whether you are preparing an academic paper, a scientific article, or your thesis, it is your responsibility to avoid plagiarism. INRS revises your texts and does not tolerate plagiarism (see article 11.12 of the Graduate Studies Regulation [Règlement sur les études supérieures]). INRS provides students with a plagiarism detection tool called iThenticate. It is possible to verify the originality of your texts before submitting them. For a training on how to use the tool or for access, contact sdia@inrs.ca.
**LANGUAGE POLICY**

The INRS *Directive Concerning the Application of the Language Policy* states that the INRS is a French-language institution and specifies when French should be used and when a language other than French may be used.

**RESEARCH INTEGRITY**

The INRS Research Integrity Policy (*Politique d’intégrité en recherche de l’INRS*) aims to promote responsible research. It states that you must be honest and serious in your work, rigorous in your analyses, and committed to sharing research results, and apply professional standards. Consult the *Student Guide on Research Integrity* (in French).

**INTELLECTUAL PROPERTY**

The *Intellectual Property Policy* establishes the principles and rules that govern the relationship between members of the academic community and INRS in matters of intellectual property. In particular, the policy aims to establish the principles for the valuation of copyright and invention rights. See the *Copyright Guide* (in French) for more information.

**OMBUDSMAN**

As a member of the university community, you may bring any situation where you feel your rights have not been respected to the attention of the Ombudsman. See more information on the *Ombudsman web page* (in French). The Ombudsman acts independently.
LA SYNTÈSE IS A POPULAR SCIENCE JOURNAL WHICH DEMOCRATIZES STUDENT RESEARCH CONDUCTED AT INRS, IN FIELDS GOING FROM BACTERIA TO CANCER, FROM HYDROLOGY TO SUSTAINABLE ENERGY SOURCES, AND THROUGH SOCIETAL ISSUES.

Students present their master’s and doctoral projects in laymen’s terms. The articles are illustrated with photos and short cartoons. They are published in French and English, and are aimed at both peers and the general public. The publication frequency is of three to four issues of La Synthèse per year.

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Follow us on Instagram

PORTRAITS OF STUDENT RESEARCH
Student research is also promoted on the INRS website. Most portraits are in French, but some are in English. In the Pressroom section, click on News, then on Categories, and select the section My Serial Research.