

WELCOME GUIDE

Énergie Matériaux Télécommunications
Research Centre

**IN
RS**

Institut national
de la recherche
scientifique

INRS.CA

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WELCOME

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 Studies and Student Life Department 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
Studies and
Student Life Department



Ana Tavares
Director
Énergie Matériaux
Télécommunications
Research Centre

A BRIEF OVERVIEW OF INRS

- › Founded by the Government of Quebec in 1969.
- › Comprised of four research centres
 - Armand-Frappier Santé Biotechnologie Research Centre
 - Eau Terre Environnement Research Centre
 - Énergie Matériaux Télécommunications Research Centre
 - Urbanisation Culture Société Research Centre
- › A university dedicated exclusively to graduate level research and training
- › About 150 faculty members
- › Over 700 graduate students

Interdisciplinary research at a university where people matter.

THE EMT CENTRE AT A GLANCE

- › Provides a unique educational environment with a top-notch faculty trained at leading centres, personalized supervision, and access to world-class research facilities and equipment
- › A focus on the fields of advanced materials, nanotechnologies, photonics, telecommunications, and sustainable energy
- › Nearly 40 faculty members
- › Five Canada research chairs and many partners
- › Active membership in the following networks: NanoQuébec, Plasma-Québec, Prompt-Québec, the Centre québécois sur les matériaux fonctionnels, and the Vision Health Research Network
- › The Advanced Laser Light Source (ALLS) and the Micro and Nanofabrication Laboratory are two of the major scientific facilities that have helped earn the Centre its reputation.

1 STUDYING AT INRS DURING THE COVID-19 PANDEMIC

THE PANDEMIC IS HAVING A SIGNIFICANT IMPACT ON THE 2020-2021 ACADEMIC YEAR. WE ARE MAKING EVERY EFFORT TO ENSURE YOUR TIME AT INRS MEETS YOUR EXPECTATIONS.

ACCESS TO RESEARCH FACILITIES

After shutting down entirely at the beginning of the pandemic, laboratories and research facilities reopened in May 2020. They will remain open as long as Quebec public health authorities allow, in accordance with strict health protocols.

COURSES

INRS and its teaching staff have made every possible effort to provide you with quality courses, even if classes must be taught remotely.

For Fall 2020, as well as for Winter and Summer 2021, most courses are offered remotely.

For detailed information on the courses offered in your program and their format, please talk to the resource person at your centre.

ACCESS TO CAMPUS

During the pandemic, access to the campus will depend on the public health regulations in effect. For the start of the academic year, access will be limited to essential trips only. The situation may change over the course of the year.

SUPERVISION

To make up for the lack of in-person interactions on campus, INRS staff members will touch base with you more frequently. A mentorship program has also been developed to provide you with personalized support.



2 THINGS TO DO ON ARRIVAL

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.

GET IN TOUCH WITH YOUR MENTOR

- As soon as you arrive, you will be put in touch with a colleague who is familiar with INRS: This is your mentor!
- You will meet them at the beginning of term.

To make things easier:

- Give them your contact information
- Answer their invitations

WHAT MENTORS DO:

- Help you settle in
- Help you quickly connect with colleagues
- Answer your questions and direct you to the appropriate resources
- Help you make the most out of university life

Don't want a mentor?

Want to change mentors?

Contact the head of the mentorship program:

sve@inrs.ca

SUBMIT YOUR LEGAL DOCUMENTS

Get in touch with your contact for student records. Make sure you provide all the required documents.

YOUR CONTACT FOR STUDENT AFFAIRS

Tatiana Brahmi
Administrative officer for student records
EMT Research Centre
Phone: 514 228-6855
tatiana.brahmi@emt.inrs.ca

INRS EMAIL ADDRESS

An INRS email is created for you when you arrive.

Instructions on how to activate it will be emailed to your personal email address or given to you when you arrive.

INRS will use this email address to communicate with you.

Spam emails are filtered out. To view them, follow [these instructions](#) (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>



3 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

ACCESS TO IDÉ

<https://portail.inrs.ca/ide/portail/index.html>

User name and password emailed to you when you register for your first term.

ABSENCES

- Do you need to take a break from your studies? You can suspend your studies for a maximum of three terms. Talk to your program 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

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, cheque, or deduction from your scholarship.

RESEARCH MASTER'S AND PHD

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 TRANSCRIPTS

Submit a request at the following link to obtain a proof of full-time 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 care chapter](#) for more details.

FORMS

You will find all the [forms you need](#) for your studies on the INRS website (in French only).

- Choice and change of supervisor
- Thesis committee proposal
- Thesis submission and 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.

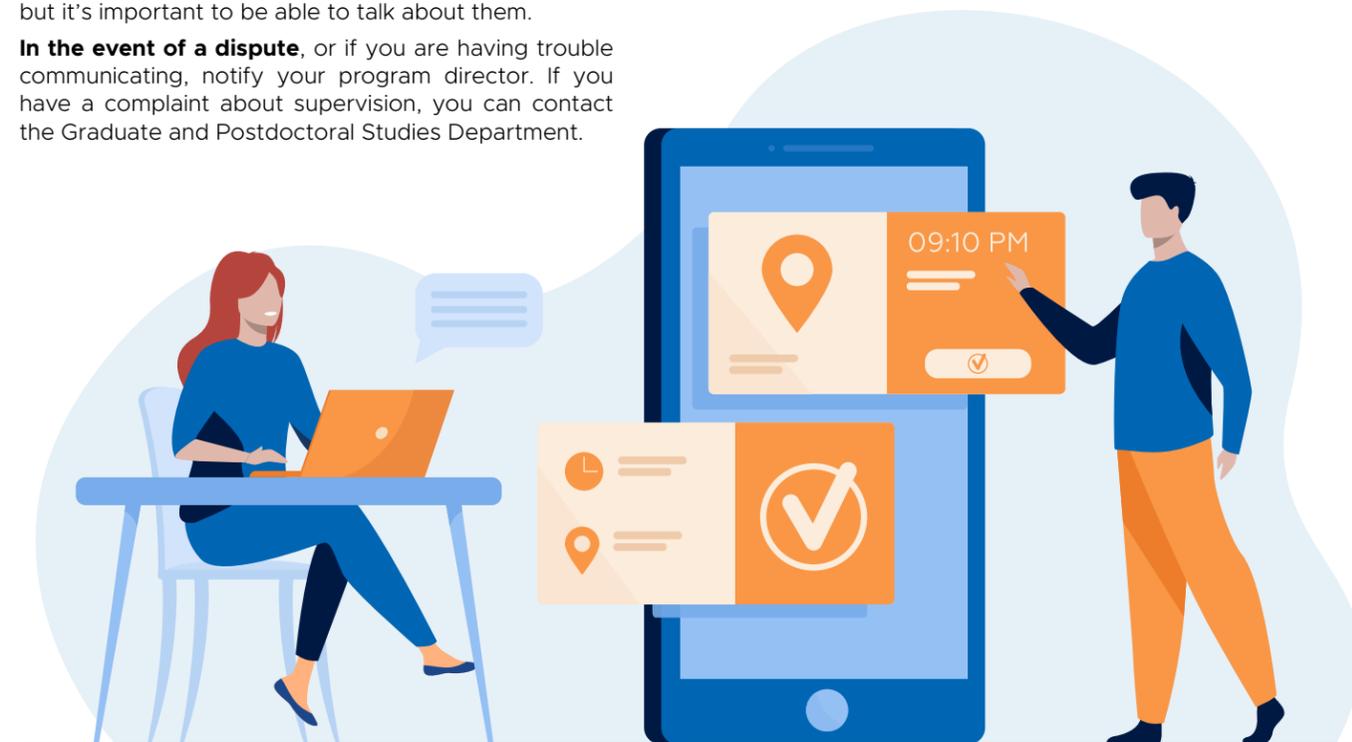
In the event of a dispute, or if you are having trouble communicating, notify your program director. If you have a complaint about supervision, you can contact the Graduate and Postdoctoral Studies Department.

ACADEMIC YEAR

DIVIDED INTO THREE TERMS:
FALL | WINTER | SUMMER

See the [university calendar](#) for:

- Term start and end dates
- Holidays
- Course change and withdrawal deadlines



4 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

385, rue Sherbrooke Est, Montréal (QC) H2X 1E3

Eau Terre Environnement Research Centre + Urbanisation Culture Société Research Centre

490, rue de la Couronne, Québec (QC) G1K 9A9

Énergie Matériaux Télécommunications Research Centre

Varenes
1650, boulevard Lionel-Boulet
Varenes (QC) J3X 1S2

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

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

ÉNERGIE MATÉRIAUX TÉLÉCOMMUNICATIONS RESEARCH CENTRE

CENTRE MANAGEMENT

- **CENTRE DIRECTOR**
Ana TAVARES
- **EXECUTIVE SECRETARY**
Christine LAHAIE
- **ADMINISTRATIVE AND SERVICE MANAGER**
Rufin DJAOZANDRY

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.

For more information:

CONTACT PERSON FOR EACH BUILDING

Geneviève Quintal
Varenes reception's, extension 6902
receptionV@emt.inrs.ca

Sara Verdieu
Place Bonaventure reception's, extension 7001
receptionB@emt.inrs.ca

CLASSROOMS AND MEETING ROOMS

Classrooms and meeting rooms are available by reservation only. To reserve a room, please email reception.

Varenes: receptionV@emt.inrs.ca

Montreal: receptionB@emt.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, a toaster oven, a toaster, and a kettle 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

- 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.

5 PAYING FOR YOUR STUDIES

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

SUPPORT AVAILABLE

EMT CENTRE

Research PhD and master's

Scholarship for all full-time students

Master's with thesis: four terms (\$5,740/term)
PhD: eight terms (\$6,685/term)

Professional master's degree

Scholarship for all full-time students

All terms (\$2,890)

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

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.

QUESTIONS ABOUT SUPPORT OR PAYMENT OF YOUR SCHOLARSHIP?

Tatiana Brahmi

Administrative officer for student records
EMT Centre

tatiana.brahmi@emt.inrs.ca

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!

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:

Fall 2020 term	Winter 2021 term
September 17	January 21
October 15	February 18
November 19	March 18
December 17	April 15

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.

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](#).

6 HOUSING AND TRAVEL

FINDING HOUSING

INRS does not offer student housing.

FIND AN APARTMENT

[Cherche Trouve](#) (in French)

[Trouve un appart](#) (in French)

[Kijiji](#)

[LesPAC](#) (in French)

[Kangalou](#)

[Louer.com](#)

HOUSING INFORMATION

Student reference on housing (traps to avoid, tips, renters' rights): see [Likehome.info](#)

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@emt.inrs.ca

BY BIKE

Tourisme-Montérégie website: [bike network](#)

GETTING AROUND MONTRÉAL

TAKING THE BUS IN MONTRÉAL

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@emt.inrs.ca

BY BIKE

Ville de Montréal website: [bike network](#) (in French)



7 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

On the Immigrant Quebec website, [guides](#) available in English also address these topics. In addition, you can visit the [Living in Quebec page](#) on the Ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI) website.

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:

- [Budget and banking institutions](#) (in French)
- [Banking accounts and credit cards](#) (in French)

Information on these topics can also be found in the [English guides](#) presented above.

BANK ACCOUNT COMPARISON

Government of Canada:

[Account Comparison Tool](#)

CREDIT CARD COMPARISON

Government of Canada:

[Credit Card Comparison Tool](#)

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.

OTHER SERVICES

As a renter, you may also have utilities to pay for. Utility [costs vary](#).

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/>

PAYING RENT

Rent is due on the first of every month.

For more details: [Régie du logement website](#)

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](#) (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.

ALREADY SPEAK FRENCH WELL?

If you already speak French, you may have some questions about certain Quebecois words and expressions.

To help you, or simply satisfy your curiosity, we've put together a [short glossary](#) of Quebec expressions.

NOT COMFORTABLE ENOUGH IN FRENCH?

You can—and we recommend you do—take French lessons. INRS offers free French lessons each term for all levels. You will receive an email with course information at the beginning of each term.

INCOME TAX

If you live or work in Quebec for a certain period of time, you will probably have to file income [tax returns](#) (in French). Information in English is available in the guides mentioned earlier. You will need to file two returns: one for Quebec and one for Canada.

Canada: to learn more, visit the [website of the Government of Canada](#)

Quebec: to learn more, visit the [Revenu Québec website](#)

HEALTH AND HOSPITALIZATION INSURANCE

You must have health and hospitalization insurance. See the [Health care chapter](#).

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 [Chapter 8](#) for a list of student services staff members and their contact information.

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.



8 STUDENT SERVICES

THE STUDIES AND STUDENT LIFE DEPARTMENT 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@emt.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

Hama Tchamo-Kpona

Secretary
Phone: 418 654-3815
hama.tchamo-kpona@inrs.ca

CHECK YOUR INRS EMAIL REGULARLY

The student services team, like other INRS services, will share relevant information with you via email. Sometimes emails contain information about activities taking place in a few days.

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.

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.

SPECIAL NEEDS

Student services provides personalized individual assistance to students with disabilities or learning disorders.

Tools, services, and other accommodations may be available to you.

Welcome to INRS!

WORKPLACE INTEGRATION

Every year, INRS holds a career event called *Rendez-vous carrière*.

- Networking and professional network
- Information on the job market
- Job opportunities

Come check out your options and map your career trajectory!

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.

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!



9 HEALTH CARE

INTERNATIONAL STUDENTS: HEALTH AND HOSPITALIZATION INSURANCE

During your stay in Quebec, you must be covered by a health insurance plan. Students from [some countries](#) are eligible for Quebec public health insurance plan (RAMQ) and must [apply](#) when they arrive.

Other students must register for the group insurance plan for international university students that Quebec universities have negotiated with Desjardins Financial Security. The premium is billed by INRS at the same time as tuition fees.

DISTANCE LEARNING STUDENTS

International students studying from outside Canada do not have to pay the health insurance premium.

EMERGENCIES/INFO-SANTÉ

DIAL 911 FOR EMERGENCIES

For emergencies, especially medical ones. Please note that fees apply for ambulance service.

** You must have a Canadian SIM card for 911 service to work with your phone.*

DIAL 811 – INFO-SANTÉ HEALTH LINE

Do you or your family need advice from a nurse? Do you need someone to direct you to the appropriate healthcare resources?

24/7 free phone consultation service

HEALTH, SAFETY, AND COVID-19

For any health issues related to being on campus during the pandemic, please contact your program director.

GROUP PLAN – ASEQ (ADDITIONAL INSURANCE)

All INRS students benefit from a two-part group health-care plan (Group insurance plan – ASEQ):

HEALTHCARE COMPONENT

- Vision care
- Professional services
- Vaccines, X-rays, etc.

Available only to students covered by RAMQ

DENTAL COMPONENT

Available to everyone

For more information, consult the [insurance documents](#) (in French) or contact the [INRS student federation \(FEINRS\)](#).

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 term in which you are enrolled, you can opt out of one or both components.

Fees for 2020-2021:

Fall	Winter
Healthcare: \$71.75	Healthcare: \$143.51
Dental: \$53.93	Dental: \$107.84

FEINRS

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

NEED TO TALK ABOUT PERSONAL PROBLEMS

The employee and student support program (PAEE) offers fast and free access to consultations if you feel the need to talk to someone about your worries and personal problems. The service is offered by an external company and is completely confidential.

You can contact PAEE 24/7 at 1 877 257-5557 (French: 1 800 361-2433).

PSYCHOLOGICAL HELP

THE DESJARDINS PLAN FOR INTERNATIONAL STUDENTS

Sessions with a psychologist are reimbursed up to a maximum of \$500 per year.

GROUP PLAN – ASEQ

Sessions with a psychologist or psychotherapist are reimbursed up to a maximum of \$500 per year, but you pay the first \$50 for each session.



10 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@adm.inrs.ca

You can also talk to your representatives on the FEINRS [executive committee](#).

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@emt.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>.

You can also contact AEINRST by email at aeinrst@emt.inrs.ca.

11 INFORMATION TECHNOLOGY AND PHONE NUMBERS

FOR ANY IT QUESTIONS OR SUPPORT REQUESTS (INRS EMAIL, WIRELESS NETWORK, COMPUTER ROOM)

Please refer to the [Information Resources Department website](#) (in French). There you'll find:

- Documents on certain procedures and software
- A support [request form](#) (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](#) (in French)



12 LIBRARY

SPECIALIZED DOCUMENTATION AND INFORMATION SERVICE (SDIS)

SDIS groups together all the INRS libraries.

During the COVID-19 pandemic, all online services remain available. However, physical access to the libraries is very limited. For full details on how the library is operating during this period, see the SDIS support for research and teaching page (<http://sdis.inrs.ca/covid-ressources> – in French). The page will be updated regularly, as changes occur.

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>

REGISTRATION

SDIS is putting a new and improved system in place at the beginning of the Fall 2020 term. New students will receive an email explaining how to register and access specialized documentation and information services.

For urgent requests, please contact SDIS.



13 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.

GRADUATE STUDIES REGULATION

The Graduate Studies Regulation ([Règlement sur les études supérieures](#)) covers:

- Academic advising
- Research programs, courses, and activities
- Supervision
- Admission and registration
- Evaluation and awarding of degrees

SUPERVISION

The regulation sets out, among other things, the rules and guidelines for the supervision of graduate studies.

PLAGIARISM

INRS provides students with a tool called *Compilatio* to help detect plagiarism. The tool is used to verify that assignments are original. Be careful though—while the software is useful for school works, it is less well suited to research publications, scientific articles, dissertations, and theses. For access to *Compilatio*, contact sve@inrs.ca. For context-appropriate training, contact sdis@inrs.ca.

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

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.



IN RS

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RESEARCH