



CENTRE DE RECHERCHE
SUR LE CANCER
DE L'UNIVERSITÉ LAVAL

Resource Guides

For student and postdoctoral members of the
Université Laval Cancer Research Centre

Version 2.0 – March 2024

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Preamble

Objectives of the guide

Dear student members and postdoctoral fellows, because your path to graduate studies or postdoctoral studies can be strewn with pitfalls, the Comité Relève du Centre de recherche sur le cancer de l'Université Laval (CR-CRC) and the Executive Committee of the Centre de recherche sur le cancer de l'Université Laval (CRC) have updated this guide. It should be noted that its first edition in 2023 was developed by the Comité Étudiant Regroupement Cancer combining the student members of the CRC and the Oncology Division of the Centre de recherche du CHU de Québec-Université Laval (CRCHU). The purpose of this guide is to guide you as best as possible to the resources that are available to you throughout your journey to facilitate your success and help you. Whether your problem is harassment, disagreements with your research supervisor or financial difficulties, you should know that there are many structures and designated people who can help you.

A word from CRC director

To all CRC members,

It is with great pleasure that I welcome you to the CRC. I invite you to read this guide carefully and consult it throughout your journey.

We are committed to providing you with all the necessary information through this tool to support your training program and with the objective of enriching your student experience. We hope that this guide will allow you to familiarize yourself with your new research and training environment from the beginning of your journey, as well as to learn more about the extensive network of resources available to you at Université Laval.

On behalf of the entire CRC community and on my own behalf, I wish you every success with a training that lives up to your aspirations. We are pleased to accompany you on your university journey, which will undoubtedly be marked by scientific discoveries, enriching encounters and unforgettable memories. In a spirit of kindness, the CRC remains attentive to your needs and concerns, and invites you to share them and improve this guide. I remain available to discuss with you!

Chantal Guillemette

Director of the CRC

Any suggestions?

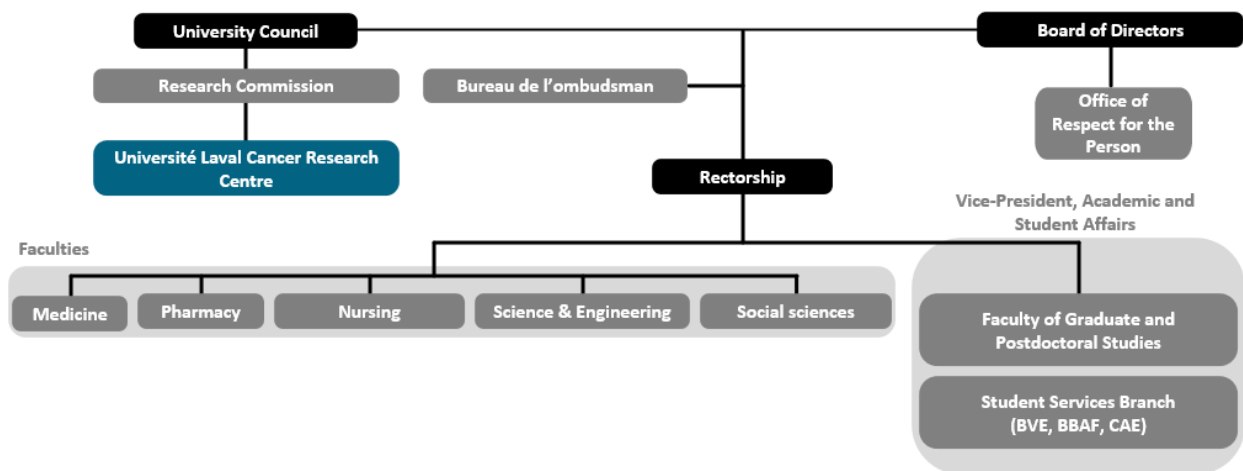
Please write to Comite-releve-CRC@ulaval.ca

Understand your study environment

To feel comfortable in your study environment, you need to know the institutions to which you belong. To do this, we invite you to take note of the following organizational charts:

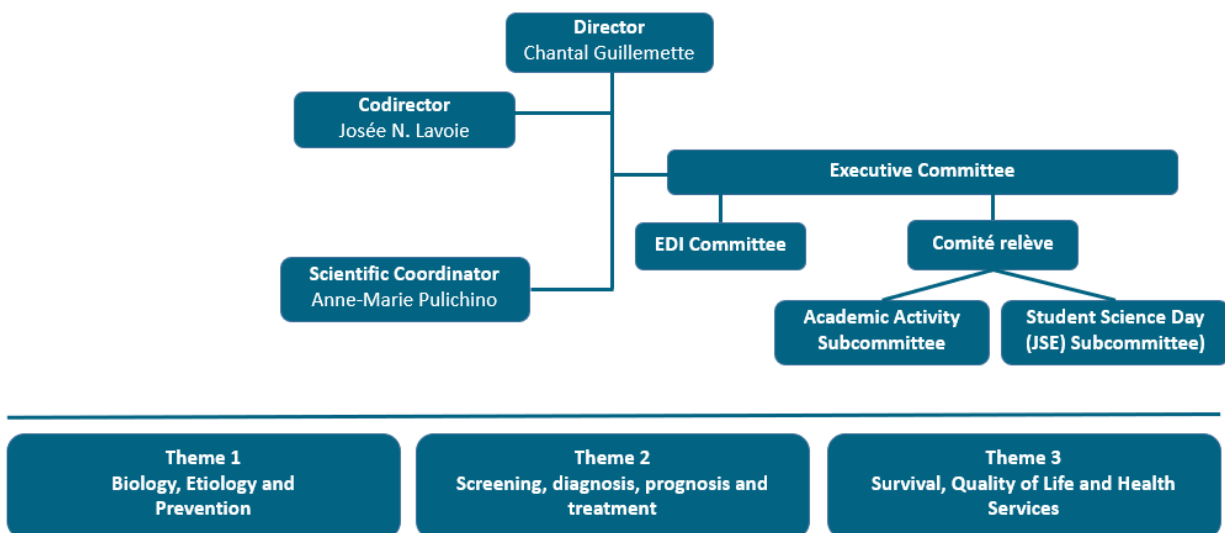
Université Laval's Simplified Organizational Chart and Resources for Student Members

- + For more details, we invite you to consult the complete organizational chart of [Université Laval](#) or the [Vice-Rectorate of Studies and Student Affairs](#) (VREAE).



CRC Organizational Chart

The CRC is a thematic research centre of Université Laval that brings together members from 5 faculties of Université Laval and spread over several research sites: the Centre de recherche du CHU de Québec-Université Laval ([CRCHU](#)), the Research Centre of the Institut universitaire de cardiologie et de pneumologie de Québec ([CRIUCPO](#)), the [CERVO](#) Research Centre and the Centre intégré de santé et de services sociaux de Chaudière-Appalaches ([CISSS-CA](#)).



Composition of the CRC Executive Committee

Name	Function
Chantal Guillemette	Director
Josée N. Lavoie	Co-Director
Martin Simard	Director of Oncology Division, CRCHU
Mathieu Laplante	Regular Member
Gabrielle Fortin:	Regular Member
Jean-Philippe Lambert	Regular Member
Louis Archambault	Regular Member
Raoul Santiago	Associate Member
Véronique Boumtje	Student Member
Erell Cadoret	Student Member
Reza Alavi	Postdoctoral Member
Christian Laflamme	Staff Member
Damien Carignan	Staff Member

The CRC Comité relève

The Comité Relève of Centre de recherche sur le cancer de l'Université Laval (CR-CRC) is the organization of the CRC's student and postdoctoral members. The CR-CRC is composed of members representing the various research sites affiliated with the CRC. These members are elected at an Annual General Meeting (held in September), in which all student and postdoctoral fellows are encouraged to participate. This is a good opportunity for each of our members to get involved in the life and organization of their research centre. The CR-CRC is committed to representing the interests and rights of all student members to the CRC management, as well as bridging the gap between student members and their research infrastructure in order to better meet the needs raised and improve their well-being. This includes welcoming international student members, promoting the principles of equity, diversity and inclusion (EDI), organizing information conferences, etc.

As such, the CR-CRC organizes academic activities (conferences, career meetings, open days) but also social activities (5 à 7, outdoor group outings, etc.). In order to facilitate the organization of these activities and to include the next generation of research and training sectors and sites, the CR-CRC has set up two sub-committees (Annual Scientific Day (JSE) and academic activities), in addition to members representing sites. These activities are open to all CRC student and postdoctoral fellows regardless of their faculty, program of study, research theme or level of study.

This guide has been written to help you better understand your research environment, its unique features, and the resources available to you. For more general aspects such as studying at Université Laval, administrative formalities or daily life in Quebec City, you can refer to the excellent [guides](#) produced by the Faculty of Medicine's REAGIR support network (most of the information presented is relevant to student members of all faculties). In case of financial difficulties, you can call on the Office of Scholarships and Financial Aid ([BBAF](#)) to help you manage your budget and apply for financial aid.

To contact the CR-CRC, write to Comite-releve-CRC@ulaval.ca

It's important to read your emails

Since it is possible for you to have multiple affiliations, you may have multiple email addresses. While this generates a large amount of emails received every day, it is important to read these emails to avoid missing out on information related to these different affiliations. We advise you to automatically redirect all your emails to a single address or to integrate your different mailboxes via an Outlook-type manager.

Resources you need to know for a good journey

Develop and maintain a harmonious relationship with your research supervisor

The policy for supervising 2nd and 3rd cycle student members of the Faculty of Graduate and Postdoctoral Studies ([FESP](#)) requires students and their research supervisors to write a [collaboration plan](#). This essential step serves to define the expectations and responsibilities of the research supervisor and student members, and to establish an agreement between the two parties on several key topics related to the training and implementation of a research project.

The collaboration plan in 4 points

1. Objective: Clarify the expectations and duties of each party to avoid misunderstandings

The collaboration plan is **mandatory** for research-type master's and doctoral degrees. It is presented in the form of a digital document describing in detail the working agreement between the research supervisor (and, if applicable, co-supervisor) and the student. This mutual agreement between the student member and his or her research supervisor is a tool for establishing a productive and satisfying organization of research and studies for both the student and the research supervisor. This document facilitates communication between the parties to define the expectations and responsibilities of each party and to maximize the chances of completing their academic career on time and without hindrance.

2. When should the collaboration plan be completed? As soon as possible!

It is advisable to write the collaboration plan as soon as possible through a meeting between the student and his or her research supervisor. The plan must be accepted by the student and his/her research supervisor and ideally completed **before the end of the first semester** following the appointment of the research supervisor, or at the latest, one year after this appointment. The plan could be shared with program management if desired, and those involved should keep a copy of the collaboration plan.

These timelines are indicative and we strongly recommend that you clarify with your program director and consult the faculty plan for awarding FESP Achievement Scholarships in order to know the specific moments in the course at which you need to discuss and revise the collaboration plan.

This plan **must be updated annually** (every three semesters), and according to the student's progress and the progress of the project. It should also be noted that the collaboration plan can be adapted according to the specific situations or needs of the study programs, and **can be re-discussed at any time at the request of the student or his/her research supervisor** depending on the evolution of the research project and events not planned at the time of its initial acceptance.

3. Don't forget that you have rights... and duties!

Several points are addressed in the collaboration plan: from the language in which the research project is written, to the clarification of the roles and responsibilities of the student and his/her research supervisor for the success of the project. It is necessary to be as clear as possible about all the elements included in the plan in order to avoid possible discrepancies in the future. The supervision modalities, in particular the frequency with which you wish to speak with your research supervisor, is another important point to validate and clarify at the beginning of the course. This can avoid situations where the research supervisor does not make itself available enough for the student, contrary to what is written in the collaboration plan. The financing of studies and working conditions section is an important part that should not be neglected. We also encourage you to discuss the resources and infrastructure available for your research project. This includes access to licenses and software. Feel free to ask your research supervisor about the possibility of obtaining licenses from research funds. It is important to keep in mind that following the signing of this plan, both you and your research supervisor agree to respect it. It is therefore very important to ask for clarification if one or more points seem unclear and to make sure that the information is acceptable to both parties. In addition, each student has a unique situation and you **should not be afraid to express your needs, expectations and limits to avoid future frustrations**. Be proactive! A clear and well-written collaboration plan is a plus for successful program and academic goals.

4. In practice

The collaboration plan is accessible online via the Université Laval [intranet](#) , by clicking on the menu on "Profile" and then on "My collaboration plans". The Faculty of Graduate and Postdoctoral Studies provides you with a template **in English or French** that is suitable for most cases, but you can customize it by addressing any point that you think is important and that would not be included in this template. A list of key items to discuss and tips on how to complete the collaboration plan can be found [here](#). Alternatively, you can watch an [explanatory capsule](#) from the Faculty of Medicine. If you have any questions, please do not hesitate to contact your programme director. You can also write to fesp@fesp.ulaval.ca or call (418) 656-2464.

Sources and additional explanations:

[Study Regulations](#)

[Supervision policy for master's and doctoral programs at Université Laval](#)

[Université Laval's collaboration plan for the research master's or doctoral program](#)

What to do in case of difficulties?

In case of disagreement, or if you think you are respecting your commitments but your research supervisor is not, you can call on resource persons (for the Faculty of Medicine, you can consult them [here](#)).

If you find that your relationship with your research supervisor is conflictual, insufficient, or even non-existent, **the first step is always to open a dialogue** with them. The goal is to present your point of view without trying to impose it, but also to better understand the point of view of the person supervising you by keeping an open mind. This step is essential because many conflict situations are the result of a lack of communication or different perceptions on the part of the two

parties involved. You will find important information about the rights and duties of the student member and those of his or her research supervisor and that structure the supervisory relationship with your supervisor [here](#).

In the event that you are unable to reach a satisfactory agreement with your research supervisor, the **second step is to contact your program director** (see table on the next page). They will help you confidentially or take the necessary measures. You can also call on your program committee (made up of professors at different research sites and students) to act as an intermediary.

In the event that the problem cannot be resolved by your research or program director, you will have to call on the **director and academic management advisors of your faculty** (see table on the next page), then the Faculty of Graduate and Postdoctoral Studies (FESP).

What should you keep in mind?

It is important to keep in mind that graduate studies aim to obtain degrees that are "*not only based on the acquisition of knowledge and skills, but also on the critical analysis of existing knowledge and the creation of new knowledge. Graduate student members are expected to develop and implement advanced analytical and interpretive skills, as well as to understand and/or produce research. Scientific discovery is rarely a linear process, and it is usually not possible to lead research directly to the desired outcome. Discovery is a mixture of insight, effort, curiosity and luck*"¹. It is therefore sometimes difficult for students to understand and accept the criticisms made by their research supervisors in order to train them, but we must try to remember that these are formulated to sharpen their critical thinking.

¹ <https://www.etudesuniversitaires.ca/planifier-ses-etudes/que-sont-les-etudes-superieures>

CRC members academic programs table

Faculty & Graduate Contact	Name and website of the study program	Name of Curriculum Director	Contact information for the program director
Medicine Email: Etudes.superieures@fmed.ulaval.ca Telephone: (418) 656-2131, ext. 404698 Academic Management Advisors: Mari-eve.chauinard@fmed.ulaval.ca Marie-Josée.Lavoie.4@fmed.ulaval.ca perieures@fmed.ulaval.ca	Cellular and Molecular Biology	Jean Charron	DirectionBMO@fmed.ulaval.ca (418) 525-4444, ext. 15557
	Molecular Medicine	Francine Durocher	francine.durocher@crchudequebec.ulaval.ca (418) 525-4444, ext. 48508
	Epidemiology	Lynne Moore	directionEPM@fmed.ulaval.ca (418) 649-0252, ext. 3366
	Microbiology-Immunology	Martin Pelletier	directionmim@fmed.ulaval.ca (418) 525-4444, ext. 46166
	Clinical and Biomedical Sciences	Marie-Renée Blanchet	etudes.sup-directionscb@fmed.ulaval.ca (418) 656-8711, ext. 3247
Pharmacy Email: etudessuperieures@pha.ulaval.ca Telephone: (418) 656-2764, ext. 408260 Academic Management Advisor: Melanie.Dupuis@Pa.browsal.k	Pharmaceutical Sciences Mastery Doctorate Pharmacoepidemiology Mastery Doctorate	Benoit Drolet	benoit.drolet@pha.ulaval.ca (418) 656-2131, ext. 412619
Nursing & Medicine Email: Etudes.superieures@fmed.ulaval.ca Telephone: (418) 656-2131, ext. 403127	Community Health (interfaculty program with FMED)	Élisabeth Martin	etudessuperieures@fsi.ulaval.ca (418) 656-2131, ext. 406713

Science & Engineering Courriel : etudes.cycle23@phy.ulaval.ca Téléphone: (418) 656-2131, ext. 403545 Academic Management Advisor: genevieve.doyon@fsg.ulaval.ca			
	Medical Physics Mastery Doctorate	Laurent Drissen	Directeur.Cycle23@phy.ulaval.ca (418) 656-2131, ext. 405641
	Psychology (Ph.D and M.A.)	Célyne H. Bastien	direction.phd-recherche@psy.ulaval.ca (418) 656-2131, ext. 404257
	D.Psy. in psychology	Marie-Christine Ouellet	programme3ecycle@psy.ulaval.ca (418) 656-2764, ext. 402500
	Ph.D. Research and Intervention in Psychology	Geneviève Belleville	programme3ecycle@psy.ulaval.ca (418) 656-2764, ext. 402500
	Travel Social (2A Cycle)	Annie Fontaine	direction.maitriseTS@tsc.ulaval.ca (418) 656-2131, ext. 404712
	Travel Social (3A Cycle)	Bernadette Dallaire	direction.doctorat@tsc.ulaval.ca (418) 656-2131, ext. 412899
Social sciences Email: gestionetudes@fss.ulaval.ca Téléphone: (418) 656-2500	Criminology (2nd cycle)	Joane Martel	direction.2ecycle.criminologie@tsc.ulaval.ca (418-656-2131), ext. 407991

Other resources by faculty

In case of psychological or financial distress, or if you simply need to be listened to or find information, different resources are available for student members of all divisions (see tables on the following pages). In addition, it is possible to approach some members of these institutions and/or associations directly at your research center.

* *Star-marked resources also offer their services in English.*

All Faculties

Resources	Service(s) offert(s)	Coordinates	Site internet
Confédération des associations d'étudiants et étudiantes de l'Université Laval (CADEUL)* 	For the 1 st cycle: Defending the rights and interests of student members Activity grants Group insurance	cadeul@cadeul.ulaval.ca (418) 656-7931	www.cadeul.com www.facebook.com/CADEUL twitter.com/CADEUL
Association des étudiantes et étudiants de Laval inscrits aux études supérieures (AELIÉS)* 	For the 2 nd and 3 rd cycles: Defending the rights and interests of student members Activity grants Group insurance Student rights support	aelies@aelies.ulaval.ca (418) 656-7190	www.aelies.ulaval.ca
Bureau des bourses et de l'aide financière (BBAF)	To inform students about the various forms of financial aid available and to support them in seeking funding to further their studies.	Formulaire de contact sur le site web (418) 656-3332	www.bbaf.ulaval.ca
Accueil et soutien spécialisé en situation de handicap (ACSESH)	Support, inform and accompany student members with disabilities Promoting accessibility for student members with disabilities Raise awareness	-	www.aide.ulaval.ca/situation-de-handicap/presentation
Mon équilibre Ulaval	Healthy lifestyle services Free nutritionist service Stress Management Workshops	monequilibre@ulaval.ca (418) 656-2131	www.ulaval.ca/monequilibre-ul/nous-sommes-monequilibre-ul
Centre d'Aide aux Étudiants (CAE)*	Interactive training Conferences/workshops/podcasts to develop tools to better complete your studies Guidance	CAE@aide.ulaval.ca (418) 656-7987	www.aide.ulaval.ca
Les Lucioles de l'Université Laval	Student network to raise mental health awareness Awareness-raising workshops	lucioles@aide.ulaval.ca	www.aide.ulaval.ca/lucioles

Faculty of Medicine

Resources	Service(s) offert(s)	Coordinates	Site internet
Direction des Affaires Étudiantes (DAE)	Individual consultations Reporting situations of violence/harassment/discrimination	dae@fmed.ulaval.ca (418) 656-2131, ext. 403459	www.fmed.ulaval.ca/faculte-et-reseau/nos-services/aide-aux-etudiants
Réseau d'aide des étudiantes et étudiants gradués inscrits en recherche (RÉAGIR)  RÉAGIR	Listening and information service for student members in difficulty	reagir@fmed.ulaval.ca	www.fmed.ulaval.ca/faculte-et-reseau/nos-services/aide-aux-etudiants/reseau-daide-reagir www.accem.asso.ulaval.ca/reagir www.facebook.com/REAGIRUL twitter.com/ReagirUI
Réseau d'aide La Béquille  RÉSEAU D'AIDE LA BÉQUILLE	Peer Support Network Listening and support Sociability Week	labequille@fmed.ulaval.ca	www.fmed.ulaval.ca/faculte-et-reseau/nos-services/aide-aux-etudiants/reseau-daide-la-bequille www.facebook.com/ReseauLaBequille
Réseau d'aide en médecine  LE RÉSEAU D'AIDE EN MÉDECINE	For pre-externship and externship student members: Individual academic and personal help Mental health Conferences	reseau.aide@fmed.ulaval.ca	www.fmed.ulaval.ca/faculte-et-reseau/nos-services/aide-aux-etudiants/reseau-daide-en-medecine www.facebook.com/reseaudaide.medecineUL
Association des chercheuses et chercheurs étudiant à la Faculté de médecine de l'Université Laval (ACCÉM) 	Travel grants contests Grants for activities such as career days Promotion of REAGIR network activities Advocating on behalf of student members	accem@asso.ulaval.ca	www.accem.asso.ulaval.ca www.facebook.com/accemulaval twitter.com/accemulaval

Faculty of Pharmacy

Resources	Service(s) offert(s)	Coordinates	Site internet
Association générale des étudiants en pharmacie (AGEP) & projet Phare  	For the 1 st cycle: Defend the interests of student members before faculty and university bodies Lunchtime conferences	agep@pha.ulaval.ca phare@agep.ulaval.ca	www.agep.asso.ulaval.ca
Association des chercheuses et chercheurs étudiant à la Faculté de pharmacie de l'UL (ACCEP) 	Sponsor Service	accep@asso.ulaval.ca	www.facebook.com/ACCEPUL
Association des résidents en pharmacie de l'Université Laval (ARPUL)	Advocating on behalf of student members	arpul2009@hotmail.fr	-

Faculty of Science and Engineering

Resources	Service(s) offert(s)	Coordinates	Site internet
Association des étudiants en sciences et génie de l'Université Laval (AESGUL) 	For the 1 st cycle: Career Day Moderated email list Bulletin boards Food concession	communications@aesgul.com ul.com (418) 656-2516	www.aesgul.com/ www.facebook.com/aesgul
Association des étudiants gradués en sciences et génie (AEGSEG) 	Representation of members Science and Engineering Research Day Individual grants and sponsorships to associations	aegseg@asso.ulaval.ca (418) 656-2131	www.aegseg.asso.ulaval.ca www.facebook.com/AEGSEG discord.com/invite/ArCDYK2KWs
Groupe Synapse 	Support for struggling student members Yoga sessions Stress Conferences Pet therapy workshops	-	www.fsg.ulaval.ca/espace-facultaire/etudiants-actuels/groupe-synapse www.facebook.com/synapsefsg

Faculty of Nursing

Resource	Service(s) offert(s)	Coordinates	Site internet
Association des étudiantes et étudiants en sciences infirmières inscrits aux études supérieures (AESIIES) 	For the 2 nd and 3 rd cycles: Welcome Day Relay For Life Scientific workshops Presentation of student work at scientific lunches	aesiies@asso.ulaval.ca	www.fsi.ulaval.ca/etudiants-actuels/vie-etudiante/associations-etudiantes/aesiies www.facebook.com/AESIIES

Faculty of Social Sciences (School of Psychology)

Resource	Service(s) offert(s)	Coordinates	Site internet
Le Mouvement des étudiant·es en travail social de l'Université Laval (METSUL) 	For the Social Work program	metsul@asso.ulaval.ca	metsul.wordpress.com/ www.facebook.com/METSULasso/

Resources for International Student Members

Resources	Service(s) offert(s)	Coordinates	Site internet
École de langues de l'Université Laval	French courses	-	flsh.ulaval.ca/ecole-langues
Bureau de la Vie Étudiante (BVE)	Twinning program Individual consultation Discovery activities	accueil@bve.ulaval.ca (418) 656-2765	bve.ulaval.ca

Resources for Postdoctoral Studies

Not necessarily students but nevertheless enrolled at Université Laval, CRC postdoctoral fellows often have a somewhat unclear status. Nevertheless, they are all encouraged to join CR-CRC and participate in the activities organized by the CRC. They are also represented by a postdoctoral fellow on the CRC Steering Committee. To contact your representative, see below in this guide.

To learn more about the benefits and consult the collective agreement between Université Laval and postdoctoral fellows, [click here](#). For more information, please visit the [FESP](#) website. If necessary, you can also use the services of the local resources described below.

Resources closer to you

Calling on outreach contact

In order to provide resources to students and postdoctoral fellows as close as possible, Université Laval has set up [outreach workers](#) who offer psychosocial support. The role of these people is to offer direct assistance, through one-on-one, remote or face-to-face meetings, free of charge and confidential. The topics discussed during these meetings can be varied: support during difficulties with the research supervisor, anxiety when the search results are not there, romantic break-up, depressed mood, etc. Some speakers also have the possibility to come directly to your research center, so don't hesitate to contact them!

Table of outreach contacts

Faculty	Speaker	Email	Office
Faculty of Medicine	Hélène Lévesque	helene.levesque@aide.ulaval.ca	Room 2445 of the Ferdinand-Vandry Hall
Faculty of Pharmacy and Faculty of Nursing	Christian Boucher	christian.boucher@aide.ulaval.ca	Room 2522 of the Ferdinand-Vandry Pavilion
Faculty of Science and Engineering	Stephanie Skenazi	estefania.esquenazi@aide.ulaval.ca	Room 1031 of the Alexandre-Vachon Pavilion
Faculty of Social Sciences (School of Psychology)	Claudine Pelletier	claudine.pelletier@aide.ulaval.ca	Room 2454 of the Charles-De Koninck Pavilion

Reaching out to your on CR-CRC representatives

There are two student members and one postdoctoral fellow who sit on the CRC Executive Committee. Their role is to:

- Survey members to gather their opinions and make their voices heard by management bodies
- Assist management bodies in solving problems and establishing new activities dedicated to the student body (setting up scholarships, financing activities, coordinating events, etc.)
- Participate in the management of the research centre (renewal of the research centre, its statutes and strategic planning, updating of the CRC website)
- Welcoming and informing new student members of the research centre

There are also individuals representing the CRC-RC at each of the research sites. They are your most direct contacts and will be able to convey your questions and needs to the members of the management committee. Their role is to:

- Report any question, problem or event/activity proposal highlighted on their site to the CRC-RCC

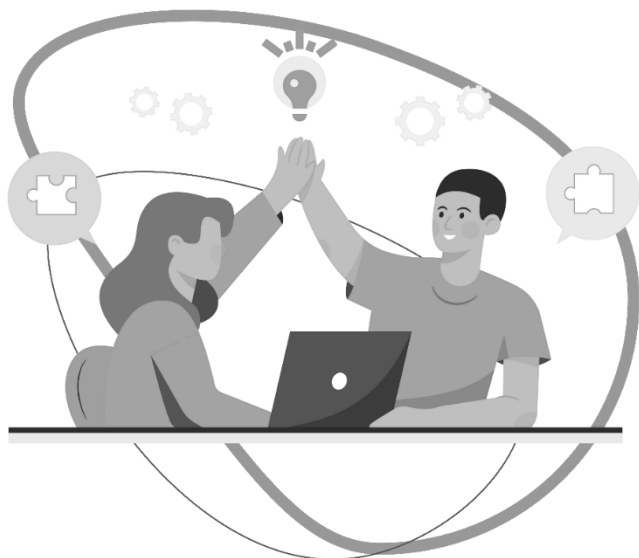
- Ensure that everyone on their site has access to the information and events offered by the CR-CRC
- Remain attentive to student members in the event of a problem with a third party, in order to direct them to the most appropriate structure to meet their needs

CR-CRC Representative Table

Role	Name	Email
CRC Executive Committee	Véronique Boumtje (student) Erell Cadoret (étudiante) Reza Alavi (postdoc)	veronique.boumtje.1@ulaval.ca erell.cadoret.1@ulaval.ca Resa.meter.1@Browse.k
Secretary/Treasurer	Caroline Beaudoin	caroline.beaudoin.13@ulaval.ca
CHUL	Lucas Galey Thibault Rommel	Lucas.Kelly.1@browsing.k Dibaud.romel.1@browse.k
St. François-d'Assise Hospital (HSFA)	Joanie Ringuette	joanie.ringuette@crchudequebec.ulaval.ca
Hôpital du Saint-Sacrement (HSS)	Aurélié Fuentes-Rodriguez	aurelie.fuentes-rodriguez@crchudequebec.ulaval.ca
Hôtel-Dieu de Québec (HDQ) & Hôpital de l'Enfant Jésus/Centre Intégré de Cancérologie (HEJ/CIC)	Emile Clerf & Emma Coughlan ; Patrick - Johan Ngontie - Agriculture	emile.clerf.1@ulaval.ca emma.coughlan.1@ulaval.ca patrick-johan.ngontie-ngounou.1@ulaval.ca
IUCPQ	Arnaud Driussi	arnaud.driussi@criucpq.ulaval.ca

These representatives are at your disposal, so don't hesitate to contact them or take advantage of student events to approach them in person.

In addition, if you are interested in becoming a representative for student members and/or postdoctoral fellows, simply write to: Comite-releve-CRC@ulaval.ca



Map of the different research sites to which the CRC's student and postdoctoral fellows are attached



Identifying and getting out of a harassment situation

Harassment is a type of inappropriate conduct that can significantly complicate your work and study conditions. Université Laval has adopted a by-law dedicated to its prevention. Harassment is defined as:

"Vexatious conduct manifested by repeated behaviour, words, acts or gestures, whether sexual or not, that is hostile or unwanted, that violates the dignity or psychological or physical integrity of a member of the University or a third party and that results in a harmful work, study or service environment for that member. A single serious act of conduct may also constitute harassment, if it causes such harm and has an ongoing harmful effect on the individual. »

The fight against bullying concerns us all: gestures, words or behaviours that seem innocuous to us can contribute to greatly reducing the quality of life of the people who are subjected to them. Harassment and bullying are a significant part of the difficulties expressed by student members during their journey. This can be done by colleagues, collaborators, other students, research supervisors, and sometimes unconsciously. It is up to all of us to pay attention to it, to try to put ourselves in the shoes of those we meet during our journey and to contribute to making our study environment pleasant for all its members. It is crucial not to remain passive if we are witnessing a situation of harassment, by providing support to victims and referring to appropriate resources. As with most problematic situations that are likely to be encountered, the first response should be to talk to the people responsible in order to get them to change their behaviour. This action can lead to a constructive resolution of harassment issues and may be sufficient to address a number of them. If, however, this is not possible or the situation persists, fortunately there are solutions.

It is important to note that Université Laval grants a right of management and direction in the name of which directors are legitimate to share comments, opinions and criticisms of their work with their students, as also indicated in the regulations:

"A legitimate and non-abusive exercise of the right of management and direction by representatives of the University does not constitute harassment. The same applies to the management of university activities and services offered, and to the application of the University's various regulations and policies. »

Some supervisors may be clumsy in exercising this right, and if these situations are not addressed and resolved through good communication (see the section of this guide "What to do in case of difficulties?"), they are likely to worsen to the point of significantly deteriorating working conditions, or even lead to actual forms of harassment. As we can see, it is important to identify situations that may or may not be harassment, in order to mobilize the right resources and strategies to remedy them. As with other types of problems discussed in this guide, the first solution to consider is to resolve the situation through dialogue directly with the person(s) concerned when possible.

Supervisors can often be perceived as being in a position of power vis-à-vis students, which can lead to hesitation and fear of reprisals when seeking help. Don't let your situation get out of hand, all the resources mentioned in this guide are there for you, in complete confidentiality.

Whether you are a victim or witness of harassment, Université Laval's [Respect Office](#) is the main resource to consult. Their website presents information accessible to all on the subject, and the speakers are trained to help you determine the nature and severity of the problems encountered, in a completely confidential manner. The staff can advise you and support you in any steps you may need to take. **It is very important to note that it is possible to seek help without intending to file a formal complaint**, as the main objective is to get out of isolation. Of course, all the help resources mentioned in this guide, as well as your student associations, are also able to support and guide you during the first steps of this process.

Anti-Harassment Resource Table

Resources	Service(s) offert(s)	Coordinates	Site internet
Office of Respect for the Person	Several services are offered: - One-on-one meeting to assess the problem encountered - Prevention and training - Relationship Coaching - Amicable resolution process - Receipt of a Formal Complaint - Counselling and one-on-one support for members experiencing sexual violence - Reports and Complaints - Referrals to other specialized resources - Prevention and training	info@respect.ulaval.ca (418) 656-3468	https://www.ulaval.ca/respect-de-la-personne
Department of Student Affairs (DAE)	For members of the Faculty of Medicine: - One-on-one meetings - Workshops - Filing a Whistleblower Online	Day@%B6MD.Browsi ng.k (418) 656-2131, ext. 403459 Room 2445 of the Ferdinand-Vandry Hall	fmed.ulaval.ca/faculte-et-reseau/nos-services/

When you are experiencing or think you are experiencing harassment, it is important not to isolate yourself. Discuss your situation, at a time you deem appropriate, a loved one or a family member. The resources mentioned above are always available for students who need them, to provide them with listening and support. All of these resources offer **individual and anonymous consultations** for advice and can support you if you are experiencing harassment.

- + Université Laval also offers **mandatory training** on the prevention of sexual violence on [myPortail](#) > Études > Cours > Activités de perfectionnement.
- + For the Faculty of Medicine, the sentinels of the [REACT](#) network are also present to accompany you and guide you confidentially in such situations. CEMS Executive members are also familiar with faculty policies and can answer some of your questions.
- + Finally, keep in mind that **the human resources departments of hospitals** are also able to support you in situations of harassment or conflict.

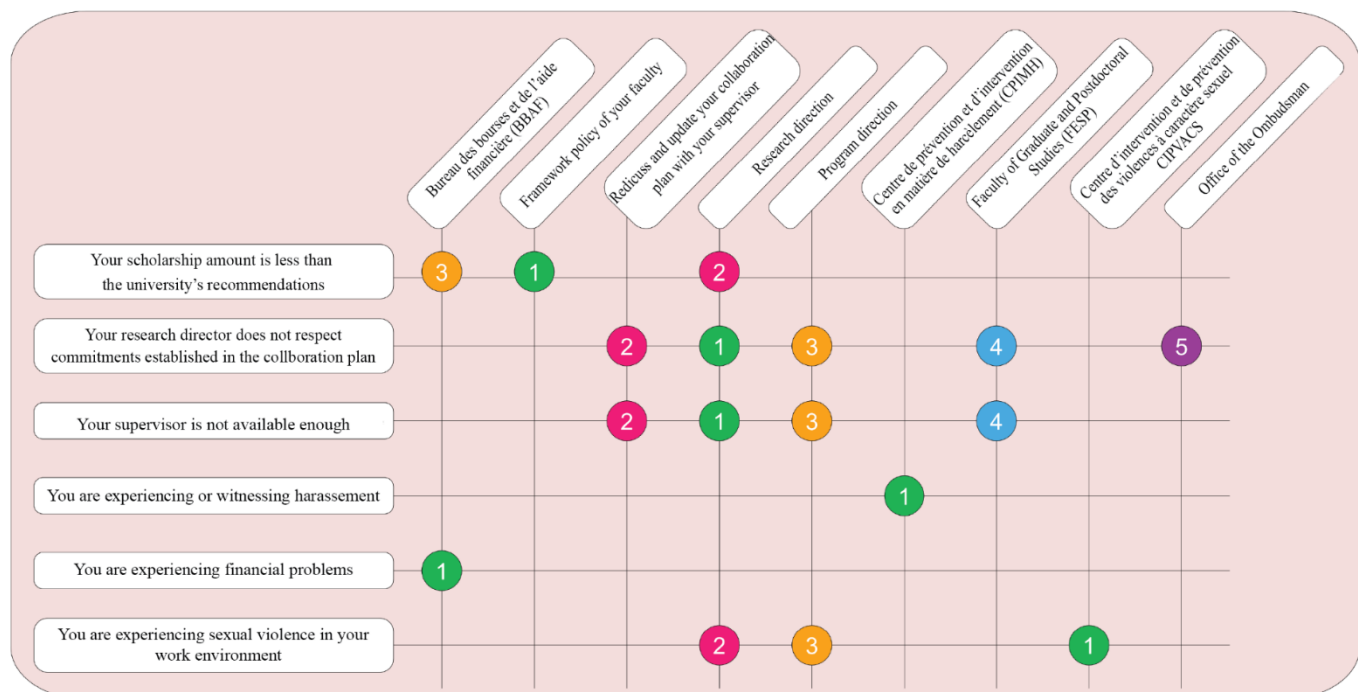


A Practical Guide to Solving Difficult Situations

The situations mentioned here are examples from fictitious situations, but inspired by real events experienced by the student community. They are by no means an exhaustive list. Also, it is important to keep in mind that the perception of difficulties varies from one person to another. The solutions presented here should therefore serve as food for thought and need to be adapted according to the specific situations of each individual. They are not necessarily a guarantee that you will resolve all your difficulties satisfactorily. Finally, we remind you that these steps must be taken at the initiative of the person concerned. You may decide to start them for someone in distress, but that person must be proactive and remain open-minded if they want to see their situation improve.

Don't hesitate to consult the various resources presented in this guide to help you find the right solutions, and try not to isolate yourself: your fellow students may be facing the same difficulties as you and a solution could emerge by talking to each other.

Example of solutions to be considered in order of priority and according to the situation experienced



Notes:

- + **The solutions are listed in order of relevance.** Solutions as a last resort should therefore be considered as a last resort.
- + "Research/Program Director" means your research or program supervisor.

Example 1 You are a newly arrived student member in your research lab. In discussions with your colleagues, you will find that the amount of scholarship paid to you by your supervisor is lower than the minimum recommended by your faculty.

Solutions

- 1) Discuss the situation with your supervisor, emphasizing the minimum recommended by your faculty's policy.
- 2) Talk to your program director, who can also encourage your supervisor to meet the recommended minimum amount.
- 3) At the same time, consult the Office of Scholarships and Financial Aid ([BBAF](#)) to help you manage the lack of resources.
- 4) Keep in mind that the minimum amount defined by your faculty is only a recommendation and not an obligation, your research supervisor remains the decision-maker in the matter and it is therefore possible that a satisfactory solution cannot be found. Some program committees have adopted a measure that makes the recommended minimum amount mandatory. Check with the student members who sit on your program committees. As a last resort, it is always possible to request a change of research direction from your program director.

Example 2 Despite an agreement with your research supervisor when establishing or updating your collaboration plan, you feel that the latter is not respecting the commitments made in this plan. Examples include:

- Your management refuses to allow you to participate in an international conference.
- You do not receive the regular increases in your scholarship as agreed.
- You disagree with your research department about expectations in terms of workload or the length of your vacation.

Solutions

- 1) Talk to your supervisor about the commitments made in the collaboration plan and how they are not being met. Use the discussion to update and refine your collaboration plan. In case of disagreement with your research supervisor, it is possible to submit your version of the plan to [your file](#) with your program director, mentioning the discrepancies.
- 2) Consult with your program director to ensure that your research supervisor complies with the collaboration plan.
- 3) Contact your faculty and/or the Faculty of Graduate and Postdoctoral Studies ([PSPA](#)) and consult their advice on [Dispute Resolution](#).
- 4) As a last resort, contact the [Office of the Ombudsman](#) of Université Laval, whose function is to resolve these conflictual situations.

Example 3 You are having difficulty communicating with your research supervisor because you feel that they are not very accessible (they do not respond to your emails, postpone scheduled interviews with you, etc.) and this slows down the progress of your project and your academic progress.

Solutions

- 1) Discuss with your colleagues whether this situation affects the entire team, which could suggest an external explanation (e.g., personal problems of your management) and/or a temporary situation.
- 2) Try to present the situation to your supervisor when the opportunity arises, they may not be aware of the problem and how it affects you.
- 3) Update your collaboration plan by clearly articulating your expectations in terms of communication and frequency of meetings. If your research supervisor is not willing to discuss the plan with you again, it is possible to complete it on your own and [send](#) it to your program director, mentioning any discrepancies.
- 4) Contact your program manager to request support.
- 5) Contact your faculty or the Faculty of Graduate and Postdoctoral Studies ([FESP](#)).

Example 4 You believe you are being harassed and/or discriminated against by your research supervisor or colleagues. You feel attacked by some of their comments or behaviors towards you, but you are not sure if it is real harassment or discrimination and you are afraid to report your feelings for fear of reprisals.

Solutions

- 1) Talk to people and be clear about your boundaries and how their behaviour affects you.
- 2) Contact the [Office of Personal Respect](#), which can help determine whether or not you are experiencing harassment. This office will advise you on how to resolve the issue. This can be done completely confidentially and the speakers will only act with your consent.
- 3) Talk to your program director to ask for their support.

Example 5 You have to constantly monitor your budget and the amount of your scholarship does not allow you to live in line with your financial obligations or your consumption habits.

Solution The Office of Scholarships and Financial Aid ([BBAF](#)) can help you by referring you to [Scholarship programs or loan programs](#). He or she can also guide you in obtaining a job on the Université Laval campus or a job as a teaching and research assistant in agreement with your research supervisor, as well as help you manage your budget. Finally, don't forget to apply for the progression scholarships to which you are entitled throughout your program of study according to the established Faculty Plan, you can consult them according to your faculty [Here](#).

Example 6 You find that someone at your research centre (student, professor, etc.) is behaving inappropriately towards you. When you're alone with them, they insist that you meet at the bar after your lab hours. You politely refuse, but you feel that this refusal is not accepted. No matter what your answer is, this person continues to write to you and ask for your availability. You feel harassed and uncomfortable when you are in the same room as your colleague.

Solutions

- 1) Talk to the people involved to clearly articulate your boundaries.
- 2) Contact the [Office of Respect for the Person](#). This can be done anonymously and the counsellors will be able to advise you on the best measures to take.
- 3) If the problem persists, and on the advice of the Office of Respect for the Person, talk to the supervisor of the person concerned (this can be your research supervisor if this person is part of your team, the program director if it is a professor, etc.) or with the human resources department of your research center.

Generally speaking, the program director, the faculty director and the FESP (in that order) are the first responders in a problematic situation. The Ombudsman's office is the last resort.



Conclusion

Higher education can be accompanied by difficulties, the severity and manner of which differ from person to person. The solution to your problem will very often require the clearest possible formulation of your point of view to your research supervisor. Remember to keep an open mind and try to put yourself in their shoes: your research supervisor is a person like any other with a lot of responsibilities to carry out at the same time. However, you have the right to live a rewarding, inclusive journey that respects your values. Remember that your good progress and your success are also in their interest!

Whatever obstacles you encounter during your studies, remember that solutions exist and that people will always be ready and trained to help you if you need it. The resources presented in this guide are not exhaustive and some may be more adapted than others to your problem. If in doubt, do not hesitate to seek advice from the CRC-RC or the CRC Executive Committee.

Other non-academic resources:

Info-Social at 811 (confidential telephone consultation offered 24 hours a day, 7 days a week)

The Quebec City Crisis Centre at 418-688-4240

Suicide Prevention Centre at 1-866-APPELLE

Additional training / transversal skills:

- Free training offered by the [FESP](#)
- Science Communication Course (MMO-7021)
- Responsible Conduct of Research ([Tools](#))
- CIHR [Individual Development Plan](#)



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This 2024 edition is the second version of the resource guide, so feel free