

PROCEDURE ON DEPOSITS (INITIAL ET FINAL) OF A M.SC. MEMOIR

MASTER'S PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY (1662)

All the forms and templates cited in this document are provided on the [CPCS-BCM web portal](#) as well as in the [Boîte à outils du Décanat des études](#) UQTR.

As a reminder: the student must continue to register to each consecutive term of his master's study program, as long as the recommendation for the diploma has not been issued by the program director and processed by the Registrar's Office (i.e. a few working days after the final deposit of the memoir).

1) BEFORE THE INITIAL DEPOSIT

1.1 There are two steps that the supervisor must take, before his master's student can make the initial deposit of a memoir:

1.1.1 Formation of the jury

The student's research supervisor is invited to submit in advance to the program committee (CPCS) director, for validation purposes, the list of suggested members for the evaluation jury.

The memoir is evaluated by a jury composed of three (3) people. The supervisor, unless he decides otherwise, shall be a member of the jury; when a student also has a co-supervisor, the latter cannot be a member of the jury, unless the supervisor gives way to him. One of the members of the evaluation jury must come from a department or institution different from the research supervisor. All evaluators must hold a doctoral degree and if they are not professors attached to a university, the authorization of the Dean of Studies is required for their appointment to the evaluation jury.

1.1.2 Completion and transmission of the jury presentation form for memoirs

When the composition of the jury has been validated by the CPCS-BCM's director, the student's research supervisor must complete and send to this address Dir.Cycles.Sup.Bcm@uqtr.ca the jury proposal form for memoirs. This form allows the supervisor (and co-director if applicable) to certify that the memoir reaches a sufficient level of quality and scientific productivity, and at the same time to authorize the initial deposit of the memoir. There is no need for the supervisor to provide a separate letter of authorization for the initial deposit anymore.

1.2 There is a specific check to be done by the student before for the initial deposit of his memoir:

1.2.1 To ensure that the title page conforms to the institutional template.

2) AT THE TIME OF INITIAL FILING

To proceed with the initial deposit of a memoir, the student must send to this address Dir.Cycles.Sup.Bcm@uqtr.ca the memoir in Word and PDF formats. The CPCS is responsible for forwarding the memoir to each member of the evaluation jury. At the same time, the CPCS specifies to them by means of an official letter, the deadline for the return of the evaluations, knowing that four (4) weeks are allocated under UQTR's Graduate Studies Regulation.

3) UPON RECEIPT OF THE JURY'S EVALUATION REPORTS

Once the CPCS has received the three (3) evaluation reports from the members of the jury, the CPCS director will send the student and his research supervisor the following information:

- A summary report of the evaluations, specifying the verdict of acceptance or refusal as well as the mention rendered by majority or unanimity by the jury;
- The evaluation sheet completed by each member of the jury;
- The copies of the memoir that were annotated by some members of the jury, if applicable.
- An official letter specifying the next steps and informing of the deadline (maximum of 2 months from the date of sending the summary report to the student) which is allocated to the student to make the corrections suggested by the evaluators, prepare a reply letter and other documents required for final deposit and proceed with the final deposit of the memoir.

4) BEFORE FINAL DEPOSIT

The student's supervisor must confirm with the CPCS director, by means of a letter (an email to Dir.Cycles.Sup.Bcm@uqtr.ca is sufficient), that the corrections have been made to the memoir to his satisfaction and that he authorizes his student to make the final deposit.

5) AT THE TIME OF FINAL DEPOSIT

To proceed with the final deposit of the memoir, the student sends to this address Dir.Cycles.Sup.Bcm@uqtr.ca :

- The corrected memoir in Word as well as PDF formats. The title page of the memoir must conform to the institutional template;
- A rebuttal to the CPCS director outlining the changes appearing in the corrected version of the memoir and indicating which comments from the evaluators are considered unwarranted;
- No later than a few days after the final deposit, the [Copyright License](#) form, completed and signed. The title of the memoir entered therein must be identical to that on the title page of the memoir. The form can be signed electronically or by hand (in the latter case, a photo or an assembly of photos of the completed form is transmitted) by all authors. If the student has provided an electronic signature, he must attach an email to the form in which he certifies that his electronic signature in the form is valid.
- No later than a few days after the final deposit, our clerk (room 3483 of the Léon-Provancher building) must receive on her desk at least one printed copy of the finalized memoir, for binding purposes. Additional information on the production of one or more bound copies of the memoir will have been provided by email to the student and their supervisor.