

The term "research work" refers to: research work, creative work, intervention work or action research or any artistic, media or literary work, as the case may be.

This form must be completed and returned by the examiner along with his or her detailed critical comments to the following office:

- **If it is a doctoral thesis:** to the Dean of the concerned faculty **within a period not to exceed three months** after receipt of the research work;
- **If it is a master thesis, an essay, a report or any other end-of-studies activity:** to the departmental offices of the program of studies **within a period not to exceed one month** after receipt of the research work.

Evaluation Criteria

Given the level of studies and the type of research work submitted, the examiner shall submit a grade taking the following evaluation criteria into account.

- Content:** Originality of the work (innovation in the subject matter, the approach or the methodology; contribution to the discipline or the field of study; and, if appropriate, the work's interest to the field in question); appropriate and critical understanding of the theoretical and practical context of the research work; mastery of an appropriate and rigorous methodology in both the collection and treatment of the data; subtlety and rigour demonstrated in the interpretation of the results and their importance, coherent and rigorous arguments; quality of the summary; clear and precise writing; demonstration of having achieved an appropriate level of intellectual independence.
- Form:** Appropriate organization of the text, presented in a logical and well-integrated progression of its components (introduction, chapters, transition texts, titles, subtitles, tables, figures, illustrations appendices etc.); good style (grammar, spelling, syntax, careful treatment of citations and references, etc.); impeccable presentation that meets the relevant standards (cover, paper or electronic copy, word processing template, etc.). If need be, proper resolution of problems related to the production and presentation of the work.

Recommendation

The examiner must make one of the following recommendations: accept the work (with or without minor corrections) **or** return the work to the student for major corrections **or** reject the work.

All corrections requested by the jury are done under the supervision of the Research Direction (or its academic equivalent). If major corrections are requested, the new text will be resubmitted to all the examiners. If minor corrections are requested, only the Research Direction will authorize resubmission of the requested text, without its reconsideration by members of the jury. **In the case of a doctoral thesis**, an examiner may, **by exception**, ask that the minor corrections be resubmitted to him or her for approval before the thesis defence. **In such a case, the examiner makes a de facto commitment that he or she will be quickly and easily accessible** to reread the student's revised text as soon as such corrections are completed.

Grading

When the examiner makes a recommendation that the work be accepted, this recommendation must be accompanied by a grade (Excellent, Very Good, Good) given on the basis of the above evaluation criteria (content, form). **In the case of a doctoral thesis**, this grade is simply indicative, as the definitive grade is bestowed only after the thesis defence. Any research work that receives a recommendation of "Reject" is automatically accompanied by a grade of "Fail".

Comments

The examiner must attach to this form a detailed critical report of the work. A separate list of errors requiring correction may also be included. If the examiner decides that the work must be rejected, he or she must explain the reasons behind this decision.

Although generally speaking it is impossible to modify or retouch an artistic, media or literary work, the examiner is nevertheless required to provide a critical report of the accompanied theoretical text of the student work.

Confidentiality

Evaluations remain confidential. This rule applies to any contact between the examiners as well as between the examiner and the student.

Subject to the Quebec "Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information", only the comments of jury members are sent to the student, with no indication of who wrote them. However, the evaluations indicating the identity of each examiner may be consulted by the student once the final grade has been recorded by the Registrar. **In the case of a doctoral thesis**, the grade is only recorded after the thesis defence.

Property of the research work and its return after evaluation
 Student research work sent for evaluation remains the property of the Université du Québec à Montréal (UQAM). Subject to the last paragraph below, each examiner shall return the work at the same time as they submit his or her written evaluation. The external examiner should return the document by registered mail and by air mail, as the case may be.
In the case of a doctoral thesis, each examiner shall hold on to the work and bring it with them to the thesis defence. If the thesis defence does not take place, the work must be returned as quickly as possible to the *Dean of the concerned faculty*.

ACADEMIC INFRACTION

The University has passed regulations for the purposes of disciplining any act of plagiarism, fraud, falsification of documents or any other academic infraction. The following excerpts from Regulation N°. 8 and Regulation N°. 18 provide examiners with basic information from the regulations.

Examiners must report any student who commits anyone of the infraction listed below. As required, the examiner must:

- Check the appropriate box on this form if it is an infraction that, to the examiner's judgment, merits immediate rejection of the work and a grade of Fail;
- Contact the Program Director if the infraction does not merit immediate rejection of the work (and a grade of Fail), but still requires that appropriate corrections be made.

Excerpt from the Graduate Studies Regulation N°. 8

(See http://www.instances.uqam.ca/reglements/reglement_8.html)

"When, while evaluating the \report, essay, thesis\), a member of the jury notices that an academic infraction has been committed, he or she must either reject the \report, essay, thesis\ without the right to repeat as a result of an academic infraction or advise the chairperson of the SCAE of a minor academic infraction requiring the appropriate corrections."(Art. 6.6.5 or 7.3.2.1.4 or 8.3.2.1.4, last paragraph, as the case may be) \translation\)

Excerpt from the Academic Infractions Regulation N°. 18

(See also http://www.instances.uqam.ca/reglements/reglement_18.html)

"Any act of plagiarism, fraud, copying, cheating or falsification of a document committed by a student, as well as any participation in such acts or attempt to commit them with respect to an examination or a research work evaluation or any other circumstances constitutes an infraction within the meaning of this regulation."

Partial list of infractions

Without limiting the generality of the above, performing or attempting to perform one of the following acts or participating in such action constitutes an infraction:

- a) *Substituting one person for another;*
- b) *Using all or part of a text written by another person and attempting to have it pass for one's own or not giving a reference;*
- c) *Submitting work for evaluation, while substantially this work has already been submitted for academic evaluation at the University or another educational institution, except when prior consent has been obtained from the faculty;*
- d) *Obtaining questions from or responses to an examination or any other unauthorized document or material through theft, scheming or corruption, or otherwise obtaining an unmerited evaluation;*
- e) *Possessing or using any unauthorized document or material either before or during an examination;*
- f) *Using a copy of another person's examination during an examination;*
- g) *Obtaining any unauthorized assistance, whether such assistance is collective or individual;*
- h) *Falsifying a document, particularly a document transmitted to the University or a University document transmitted or not to a third party, independently of the circumstances;*
- i) *Falsifying research data in academic work: in particular, in a doctoral thesis, in a master thesis, an essay, a report on a practicum or a research report."(Articles 2.1 et 2.2) \translation\)*