

Office of the Registrar
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2009 UQAT, MY WORLD! 9 admissions guide

You are getting ready to take the last step in the discovery of UQAT and you soon plan to submit an Application for Admission.

This guide was created to help you with this process. Here, you will find all the information you need to get started on the right foot.

SO, FOLLOW THE GUIDE!



Admission deadlines

Students must send their Application for Admission as soon as possible prior to the start of each trimester, in order to receive a timely response from UQAT.

Applicants must submit their applications prior to the following deadlines.

Summer term	March 1	Full-time Part-time
	March 1	Master's and Ph.D.
Fall term	March 1	Full-time
	June 1	Part-time
Winter term	June 1	Master's and Ph.D.
	November 1	Full-time Part-time
	November 15	Master's and Ph.D.

For international students (at all levels), admissions deadlines are:

Summer term	November 1
Fall term	November 15
Winter term	June 1

Admissions process

The process is as follows:

- The student submits a duly-completed Application for Admission and includes all the required documentation;
- The Université sends a response to the student (Application for Admission Decision)
- The student confirms their acceptance of admission by beginning the registration process

The successful candidate will be admitted as one of the following:

- **Regular student:** a student admitted to a program and registered in one or more courses in a given program
- **Casual student:** student admitted to the Université and registered in one or more courses. This status does not lead to a university diploma or degree.
- **Auditor:** student admitted to the Université and registered in one or more courses, but exempt from assignments and exams; an auditor receives no credit, diploma or degree, but obtains a transcript of grades with a grade of N.

Whatever the status of the student, tuition fees are the same.

Conditions for admission

General admission conditions for undergraduate students:

- Must have a diploma of college studies (DCS) or equivalent **OR**
- Possess appropriate knowledge, experience that has been deemed relevant and must be 21 years or older as of the start of the session.

General admission conditions for Master's programs:

- Must have a Bachelor degree or equivalent **AND/OR**
- Possess the required knowledge, appropriate training and experience deemed to be relevant.

Specific admissions conditions may be required for some programs. These conditions are described in the pages related to those programs. Consult the UQAT website www.uqat.ca and click on the Futurs étudiants tab for the latest requirements.

General admission conditions for Doctorate programs:

- Must have a Masters degree or equivalent **OR**
- Have a Bachelor degree and possess required knowledge and appropriate training

Specific admissions conditions may be required for some programs. These conditions are described in the pages related to those programs. Consult the UQAT website www.uqat.ca and click on the Futurs étudiants tab for the latest requirements.

Response to the Application for Admission

All candidates applying for admission to UQAT will receive one of the following responses:

1. **Unconditional admission:** the candidate has satisfied all formalities and conditions for admission.
2. **Conditional admission:** the candidate does not meet certain conditions. However, they are authorized to register in courses if they satisfy the necessary admissions conditions within the required deadlines. When the candidate has satisfied these conditions, they are granted unconditional admission. A candidate may be conditionally admitted if they are deemed not to have the necessary preparation; upgrading courses may be required.
3. **Waiting list:** When the selection committee's decision is positive, but the number of available spaces is not sufficient to allow the student's admission at that time.
4. **Refusal of admission:** Admissions Services provides the reason for the denial of admission to the student.

Validity of admission

Admission is valid only if followed by registration in the session for which admission was declared. This means that an admitted student who has not registered or who has cancelled all courses (without payment of fees, or with refund) must complete a new Application for Admission, if they want to register for courses in subsequent sessions. The admissions application fee of \$50.00 must be paid each time such an application is made.

French language proficiency

Students admitted to a Bachelor program must demonstrate that they meet French language requirements.

If admission is conditional to the successful completion of the French test, the student will receive a letter indicating the date, time and place of the next test. The student must satisfy this requirement to continue to advance in their program, or to receive their degree. If the student does not pass the test, they must successfully complete two French courses.

Recognition of prior learning

All students may request that prior learning be recognized within their academic program, by completing the necessary form. This form (Request for Prior Learning Assessment) is available at the Office of the Registrar and on the UQAT website www.uqat.ca by clicking on the **Futurs étudiants** tab. The form must be filled out prior to end of the first session for which you were admitted.

Registration

After admission to the Université, the student must select their courses using one of the registration procedures. Consult the registration guide on UQAT's website at www.uqat.ca, under the **Étudiant** tab.

Student status: students registering in a number of courses totalling a minimum of 12 credits per trimester are considered full-time students. Students registering in a number of courses totalling less than 12 credits per trimester are considered part-time students.

At the Master's and Doctorate (Ph.D.) levels, full-time status is equal to 9 credits or more.

Consult the Registration Guide for more information.

International students (www.uqat.ca)

International students must be aware of the immigration formalities necessary to prepare for their stay at UQAT.

Consult the **Étudiants Internationaux** [International Students] tab on the UQAT website.

Access to documents and protection of personal information

In accordance with the clauses in Article 65 of the law respecting access to public documents and protection of personal information, identifying information provided by the student, and identifying information subsequently contained in their UQAT student record, are confidential and will be used solely for institutional purposes, and only by staff authorized to work with the record in the context of their work. Information collected is mandatory, and whosoever should refuse to provide it will not be granted student status at the Université.

Additionally, identifying information is used by the Université du Québec for verification, study, or program start-up purposes, as well as for admissions rationalization with other universities in Québec.

The student or prospective student may avail themselves of access to and correction of their student file, during regular office hours, and in the presence of a person authorized by the Office of the Registrar.

As well, the Université sends limited information to the following organizations:

- Student associations duly recognized by the university or duly accredited by the Government of Quebec in accordance with the loi sur l'accréditation et le financement des associations des élèves ou étudiants (LRQ CH A-3.01)
- UQAT Student and Alumni Services (Services aux étudiants et aux diplômés de l'UQAT)
- UQAT Financial Aid Service (Service d'aide financière de l'UQAT)
- UQAT Placement Service (Service de placement de l'UQAT)
- Alumni Association (Association des diplômés)
- Fondation de l'UQAT

La loi sur la statistique du gouvernement fédéral confère une autorité légale à Statistique Canada pour accéder à l'information personnelle détenue par des institutions éducatives. En vertu de la Loi sur l'accès à l'information et sur la protection des renseignements personnels, les individus peuvent demander l'accès à l'information personnelle les concernant, et qui est détenue dans des bases de données fédérales, y compris celles de Statistique Canada.

Students not wishing to have their personal information used may request that Statistics Canada withdraw their personal information from the national database. (Tel.: 1-613-951-1666).

Criminal record check

It is important to note that, when seeking a practicum placement with an agency, the administrators of the organization or institution can perform a criminal record check and, depending on the nature of the criminal record, may deny the student a placement with their agency. Furthermore, in accordance with the Code des professions, the permit to practice (received on completion of the program of study) may be denied a person who possesses a criminal record.

More specifically, for programs in the educational sciences: The department of educational sciences informs students that they must produce a criminal record check when requesting the issuance of their authorization to teach, in accordance with legislative measures adopted by the ministère de l'Éducation, du Loisir et du Sport.

FOR ANY INFORMATION REGARDING PROGRAMS, CONSULT THE APPROPRIATE DEPARTMENT

Departments	Rooms (in Rouyn-Noranda)	Ext.
Creation and New Medias	D-313.1	819 762-0971 ext. 2643
Applied Sciences	D-526	819 762-0971 ext. 2562
Educational Sciences	A-301	819 762-0971 ext. 2230
Human and Social Development	C-528	819 762-0971 ext. 2340
Management Sciences	A-406	819 762-0971 ext. 2279
Health Sciences	D-310	819 762-0971 ext. 2693

First Nations Services	Val-d'Or	819 874-3837 ext. 296
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Submitting your Application for Admission

IN PERSON AT: Bureau du registraire 445, boulevard de l'Université, bureau A-100 Rouyn-Noranda (Québec) J9X 5E4	BY MAIL, AT THE FOLLOWING ADDRESS: Université du Québec en Abitibi-Témiscamingue Bureau du registraire 445, boulevard de l'Université Rouyn-Noranda (Québec) J9X 5E4
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You can contact the Office of the Registrar at 819 762-0971 ext. 2210 or toll-free at 1 877 870-8728 ext. 2210

Fax: 819 797-4727 — **Email:** registraire@uqat.ca