

EXCELLENCE

PROGRAMME
DE BOURSES D'EXCELLENCE

SCHOLARSHIP PROGRAM



**Guide for submitting a
scholarship application**

Fonds pour l'éducation
et la saine gouvernance
Encourager le savoir!

 **AUTORITÉ
DES MARCHÉS
FINANCIERS**

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Introduction

Created in 2008 by *An Act to amend the Act respecting the Autorité des marchés financiers and other legislative provisions*, the Education and Good Governance Fund (EGGF) provides financial support for awareness, education and research projects that tie into the mission of the *Autorité des marchés financiers* (AMF), as well as for students registered in a master's or doctoral program through an Excellence scholarship program.

More specifically, the research projects are aimed at improving knowledge, particularly in the fields of securities, derivatives, insurance and the distribution of financial products and services. The education projects are aimed at developing the knowledge, skills or abilities of consumers of financial products and services, and the awareness projects are, among other things, campaigns aimed at the general public.

Through its financial support, the EGGF promotes the launch of innovative initiatives that will have a measurable impact and encourages students to continue their studies so that they may become future contributors to the development of Québec's financial sector.

The EGGF's funding comes from fines, sanctions or administrative penalties collected by the AMF. The Fund also receives the interest and investment income earned on its assets, sums collected under paragraph 7 of section 115.9 of the *Act respecting the distribution of financial products and services*, paragraph 7 of section 127 of the *Derivatives Act* or paragraph 9 of section 262.1 of the *Securities Act*, and any contributions that the AMF may receive for the Fund.

Prepared in accordance with the AMF's mission, this guide explains the eligibility criteria, the selection criteria, instructions for submitting a scholarship application, and the decision-making process.

The AMF administers and applies this guide and will have the final say on all questions of interpretation thereof. The AMF reserves the right to modify this guide if necessary, without notice.

The Excellence scholarship program

The purpose of the Excellence scholarship program is to increase knowledge in all areas associated with the AMF's mission and to enhance the AMF's visibility.

Through the EGGF, the AMF grants annual scholarships to selected candidates: \$8,000 to master's students and \$20,000 to doctoral students. The AMF enters into agreements with the selected candidates.

The scholarships are paid out in two equal instalments, one per university session. Selected candidates must provide confirmation of full-time studies in order to receive the next instalment. Depending on the AMF's needs, some scholarship recipients may also be offered a maximum twelve-week paid internship at the AMF.

Eligibility criteria

To be eligible for an Excellence scholarship, candidates must:

- Be Canadian citizens or permanent residents as defined in the *Health Insurance Act*;
- Have lived in Québec for at least one year;
- Be registered full time in a master's or doctoral program with a research project that ties into the AMF's mission, at a Québec university* that is recognized by the *Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche*;
- Have obtained the cumulative grade point average shown in the table on page 4 for their most recent university diploma and for their current program of studies;
- Have completed at least one full-time session in the program in which they are currently registered.

* Candidates registered at a university outside Québec (border regions) may be considered, provided that they meet the eligibility criteria.

The following are excluded from the program:

- AMF employees;
- Regular professors;
- Immediate family members of AMF employees or of members of the EGGF assessment committee or the *Conseil consultatif de régie administrative* (CCRA) (Advisory Board).

This table sets out the minimum cumulative grade point averages. They must not be rounded off.

Institution	Cumulative average
HEC Montréal	3.7/4.3
Bishop's University	85/100
Concordia University	3.7/4.3
Laval University	3.67/4.33
McGill University	3.4/4.0
University of Montréal	3.7/4.3
University of Sherbrooke	3.7/4.3
University of Québec	3.7/4.3

Selection criteria

The following criteria are used in evaluating candidates.

MASTER'S LEVEL:

Weighting (%)	Criteria for the master's level	Rating
50	Academic excellence	
	Cumulative grade point average at the master's level	/10
	Cumulative grade point average at the bachelor's level	/15
	Participation in scientific papers judged by a scientific committee or scientific communications committee	/5
	Number and quality of academic excellence awards and/or academic excellence scholarships won	/10
	Letters of recommendation	/10
15	Research project	
	Originality or innovative nature of the project	/10
	Project methodology	/5
35	Application	
	Prizes, scholarships and non-academic distinctions	/10
	Work experience, participation in professional committees or teams	/10
	Non-academic publications and volunteer, student, cooperative, sports, community, cultural or business activities	/15

DOCTORAL LEVEL:

Weighting (%)	Criteria for the doctoral level	Rating
50	Academic excellence	
	Cumulative grade point average at the doctoral level	/10
	Cumulative grade point average at the master's level	/10
	Participation in the capacity of author or co-author in scientific papers judged by a scientific committee, and in scientific communications	/10
	Number and quality of academic excellence awards or academic excellence scholarships won	/10
	Letters of recommendation	/10
35	Research project	
	Scientific interest of the project	/15
	Originality or innovative nature of the project	/10
	Project methodology	/10
15	Application	
	Prizes, scholarships and non-academic distinctions	/5
	Work experience, participation in professional committees or teams	/5
	Non-academic publications and volunteer, student, cooperative, sports, community, cultural or business activities	/5

Submitting a scholarship application

Here are instructions for submitting a scholarship application to the EGGF. The application form may be downloaded from the AMF website, at http://www.lautorite.qc.ca/files/pdf/fonds-education-saine-gouvernance/formulaire-bourse-etude_an.pdf.

I. Content of the application

In addition to a duly completed application form, the application must include:

- A cover letter of no more than 2,500 words describing the applicant's personality, academic achievements, research projects, career plans, leadership and innovation qualities, and passion for his/her chosen field of study;
- Two letters of recommendation*;
- A CV;
- A photocopy of a valid Québec health insurance card or any official document confirming the applicant's status as a Québec resident as defined in the *Health Insurance Act*;
- For permanent residents, a copy of the Record of Landing or Confirmation of Permanent Residence (Form IMM 1000 or IMM 5292) certified as a true copy by a commissioner of oaths or any other person empowered to authenticate the document;
- A copy of the grade transcripts for all university studies, whether or not completed (certificate, diploma, bachelor's degree, etc.), signed by an authorized person from the university and bearing the seal (or stamp) of the university or department. Official transcripts are also accepted;
- A copy of the comparative evaluation of studies done outside Québec, produced by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*, if applicable;
- Any other item deemed relevant.

* The two letters of recommendation may be sent directly to fesg@lautorite.qc.ca.

II. Sending the application

All applications must be sent via e-mail to fesg@lautorite.qc.ca.

Each application must be sent in a single pdf file. Said file must contain all the items listed in Section I above, in the order listed.

III. Cut-off dates

Applications may be submitted at any time. The cut-off dates are October 15 and April 15.

Applications must be duly completed using the appropriate form available on the AMF website. Only fully documented applications submitted in the prescribed format will be considered.

As far as possible, the AMF issues an answer within five months of the cut-off date of each call for applications.

Decision-making process

First of all, the applications are reviewed by the AMF to ensure that they meet the eligibility criteria. Any incomplete application will automatically be rejected and the candidate will be informed thereof.

All eligible applications submitted to the EGGF's Excellence scholarship program are evaluated by an assessment committee composed of five independent members from outside the AMF who are appointed by the *Conseil consultatif de régie administrative* (CCRA) (Advisory Board). The members of this committee are governed by a code of ethics and professional conduct.

The members of the assessment committee evaluate the applications according to the criteria shown on pages 5 or 6 of this guide. The results of the individual assessments are grouped together and are discussed during a work session held for the purpose of deciding on the recommendations, for or against, that will be given to the President and CEO.

The President and CEO makes his decisions based on the recommendations of the assessment committee. A report is filed with the CCRA, and the candidates are informed in writing of the President and CEO's decision.

The AMF reserves the right to select candidates whose research pertains to areas that it considers to carry priority. Those priorities are made public on the AMF website, in the EGGF section, as applicable.

The EGGF establishes a maximum annual budget for its Excellence scholarship program. The amount of this maximum budget is set annually, and may be changed without notice.

The selection of candidates is final and without appeal. Chosen candidates must submit to a security and criminal background check.

Rejected candidates may re-apply during the next call for applications. Successful candidates may only receive one scholarship per degree level (master's and doctorate).

Partnership agreement between the AMF and successful candidates

Recipients of Excellence scholarships from the EGGF must sign a partnership agreement with the AMF. This agreement covers the responsibilities and duties of the parties with respect to the scholarship and sets out the following:

- Purpose and amount of the scholarship
- Payment terms and conditions

Scholarship recipients retain full ownership of the intellectual property rights over their work within the framework of their research projects, but grant the AMF a non-exclusive, transferable and irrevocable licence to reproduce, publish, communicate to the public and translate the research for training, meeting, discussion, workshop and all other purposes as may be required to allow the AMF to fulfill its legal obligations.

Scholarship recipients must undertake to send the final version of their research reports and publications, if applicable, to the AMF. The AMF will make these documents available to the community at large.

The AMF follows up with all scholarship recipients to ensure that all the provisions of the partnership agreement are complied with.

For information: Montréal: 514-395-0337
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