

REGULATIONS – STUDENT FINANCIAL SUPPORT PROGRAM

ASSOCIATION SPE SECTION QUÉBEC

<https://www.spesection.quebec/>

1. Objectives of the Program

The Student Financial Support Program aims to support the educational mission of SPE – Québec by promoting:

- Academic training in plastics, polymer science, and polymer engineering.
- Active student participation in conferences, conventions, and scientific events.
- The development of scientific and technical projects.
- The visibility and outreach of SPE Québec among the next generation of professionals.

2. Creation and Management of the Fund

1. A dedicated fund entitled “Student Financial Support Fund – SPE Québec” will be approved at the beginning of the fiscal year, in September.
2. The total annual amount is approved by vote of the SPE Québec Executive Council.
3. The distribution of funds by category is proposed by the Education Director and approved by the Executive Council.
4. Each application is reviewed individually and approved by vote of the Executive Council.
5. The Education Director ensures the implementation of decisions and reports periodically to the Executive Council.

3. Categories of Financial Support

Students may apply under one of the following categories:

3.1 Merit Scholarship

Intended to support a student enrolled in a program related to plastics or polymers

Maximum Amount:

Up to CAD\$ 750 per student (depending on available funds and number of applicants).

Specific Conditions:

- The program director or professor in charge selects the recipients, who must
 - Provide a summary of their academic and or scientific activities

- Demonstrate their involvement in the field of polymers
- The program director or professor in charge is invited to organize a short event to recognize the awarding of the scholarship. A brief summary of the event, along with a few photos of the recipients, must then be submitted to SPE so that it can be shared on social media, with the student's prior written authorization
- The program director must be a member of SPE Québec.

3.2 Support for Conference or Event Participation or Scientific/Technical Presentation

Intended to partially fund participation in a scientific or industrial conference or event.

Maximum Amount:

Up to CAD\$ 1,500 per student (depending on available funds and number of applicants).

Specific Conditions:

- Be an active SPE Student Member for at least six (6) months; the thesis or research supervisor must be an SPE member.
- Be enrolled in a educational institution (University or CEGEP) in Québec
- Submit a complete application before the deadline (see Section 5)
- Present a communication (oral or poster) related to plastics/polymers
- Include the SPE Québec logo in the acknowledgements of the presentation
- Commit to presenting their work at an event organized by SPE Québec within two (2) years following the conference
- Provide proof of participation and original invoices (registration transportation accommodations etc...)

Reimbursement is made only after receipt of supporting documentation.

3.3 Support for the Organization of Activities, such as Scientific Poster Competition or “three Minute Thesis”

Specific requests may be submitted for this type of activity. The SPE Québec Executive Council will review each request and determine, at its discretion, the amount of support that may be granted. Applications must be submitted in accordance with the procedure described in section 4 and by the deadlines indicated in Section 5.

3.4 Support for Educational Institutions in the Field of Plastics

Financial support may be granted to educational institutions for special projects or teaching materials related to plastics and polymers. The person responsible for the application must be a member of SPE Québec.

4. Application Procedure

The application file must include:

1. A letter addressed to SPE – Québec Section including:
 - Category of support requested: 3.1., 3.2, 3.3 o3 3.4.
 - Full name of the applicant
 - SPE membership number of the student of the person responsible for the application
 - Program and institution
 - Name of academic supervisor
 - Category of support requested
 - Title of the communication or project (if applicable)
 - Title and link of the event (if applicable)
 - Amount requested
 - Detailed budget

Applications must be sent by email to the designated SPE Québec representatives before the announced deadline.

5. Calls for Applications

Two annual calls may be launched:

- **First call:**
Deadline: December 1st
For events between January 1st and June 30th
- **Second call:**
Deadline: March 1st
For events between July 1st and December 31st

Dates may be adjusted annually by the Executive Council.

6. Payment Conditions

- Funds are disbursed only after receipt of proof of participation and invoices.
- The amount granted may be lower than the amount requested depending on available funds.
- Only one financial support may be granted per student per academic year (unless exceptionally approved by the Executive Council).

7. Final Provisions

- The Executive Council reserves the right to interpret and amend these regulations.
- Any incomplete application or application not meeting the criteria will be automatically rejected.
- The program is reviewed periodically to ensure alignment with the educational mission of SPE Québec.
- If a student who has received financial support fails to fulfill the required commitments (including, but not limited to, presenting a seminar or giving a presentation at an SPE Québec event within the required timeframe), the academic supervisor who sponsored the student will not be eligible to sponsor another student application for a period of two (2) years.
- Any academic supervisor sponsoring a student application must be an active member of SPE at the time of submission