

Application to open a case file

Bureau des droits étudiants of REMDUS

Bureau des droits étudiants of REMDUS' services:

The Bureau des droits étudiants of REMDUS (hereinafter "BDE") is a confidential and free service offered to REMDUS's members. The BDE promotes informal methods of dispute resolution and healthy communication between the different actors. The BDE acts on the basis of the values of autonomy, transparency, diligence and confidentiality and works only with the official documents of the University of Sherbrooke

The BDE provides the following services:

- a) Information about rights and responsibilities within the University;
- b) Advice on the steps to be taken within the University;
- c) Accompaniment during a meeting with a member of the University staff;
- d) Accompaniment during a discipline committee.

The BDE team consists of the Directorate of Academic and Student Affairs of REMDUS and the legal adviser of REMDUS.

Request to open a case file:

To open a file, the student must provide the completed file opening request form, the reasons and the documents supporting their request. Any request leads to the opening of a file which belongs exclusively to the REMDUS. Only the BDE team and the members of the REMDUS Management Committee can access those files.

File management:

By opening a file, the student authorizes BDE officials to communicate information related to its file to members of the REMDUS Management Committee.

The student has the obligation to be transparent in the information she or he provides to the BDE. The BDE values the autonomy of the student and therefore, the student is in charge of the management of his file.

File closure:

The BDE reserves the right to end the file, in particular when: there is a loss of trust between the BDE and the member; the member tries to mislead the BDE; the member does not collaborate with the BDE; the member acts without taking into account the BDE; the member no longer reports to the BDE and the member has exhausted his remedies within the University.

Reasons supporting the opening of the file:

Please briefly describe the reasons behind your request:

I, the undersigned (first name/last name) _____ hereby confirm that **I have read and understood** this document and accept the terms and conditions therein.

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Signature and CIP

Date

Program of study

Beginning of studies (year and semester)

