

Application to open a case file

Bureau des droits étudiants du REMDUS

Personal information

Last name: _____ First name: _____

Preferred pronoun.s or designation.s: _____

Residential address: _____

Phone number: _____ Institutionnal email: _____

Academic information

Study program: _____

Faculty: _____

CIP: _____

Place of study: _____ Check the element.s that apply to your situation applicable:

- | | |
|--|--|
| <input type="checkbox"/> Campus principal | <input type="checkbox"/> Parents studying |
| <input type="checkbox"/> Campus de la santé | <input type="checkbox"/> Student with a disability |
| <input type="checkbox"/> Campus Longueuil | <input type="checkbox"/> International student |
| <input type="checkbox"/> Distance learning | <input type="checkbox"/> Full-time studies |
| <input type="checkbox"/> Others, please specify: _____ | <input type="checkbox"/> Part-time studies |

Bureau des droits étudiants 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:

- Information about rights and responsibilities within the University;
- Information on the steps to be taken within the University;
- Accompagnement during a meeting with a member of the University staff;
- Accompagnement during a discipline committee.

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.

File manaaement

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

Reason supporting the open of the file

1. Summary of the issue/problematic situation

2. Name and position of the individuals involved

3. Course title and acronym if applicable

4. Summary of the steps taken so far

5. Impacts of the situation on your journey

I, the undersigned, hereby confirm that I have read and understood the present form and the **Politique de gestion du Bureau des droits étudiants du REMDUS**. I accept the terms provided therein. I also confirm the accuracy of the facts mentioned in the form.

Signature

Date

How did you hear about BDE ?

- | | |
|--|---|
| <input type="checkbox"/> REMDUS email | <input type="checkbox"/> Other student association, please specify : _____ |
| <input type="checkbox"/> REMDUS social media | <input type="checkbox"/> Faculty, school, department, or service of UdeS, specify:
_____ |
| <input type="checkbox"/> REMDUS website | <input type="checkbox"/> Awareness |
| <input type="checkbox"/> REMDUS office | <input type="checkbox"/> I already knew |
| <input type="checkbox"/> Advertisement (bulletin boards, agenda, etc.) | <input type="checkbox"/> Other, please specify: _____ |

PLEASE SEND THE FILE OPENING FORM TO THE STUDENT RIGHTS OFFICE OF REMDUS AT BDE@REMDUS.QC.CA AND ATTACH ALL RELEVANT DOCUMENTS IF APPLICABLE.