



Graduate Student Funding Policy

PhD Programs in CPHS (Community and Population Health Sciences)

All Thesis-Based Graduate Programs in the CPHS (Community and Population Health Sciences)

Policy Effective: March 6, 2023

Approved By: Faculty and Department Head

Office of Accountability: Department Head

Purpose: The overarching objective of financial assistance is to support graduate students in completing their graduate programs in an efficient and timely manner and to attract students to programs.

1. The minimum stipend for PhD students is \$ 20,000 /year for 4 years for full-time students.
(As of May 2023, *the minimum doctoral stipend for students who maintain good standing and who are enrolled full time in a PhD program is \$20,000 annually, guaranteed for 4 years.*)
2. There is no set minimum funding for Master's students. Master's students are encouraged to apply for eligible funding and may apply for department funding.
3. All the following **do** count toward meeting the student's minimum guaranteed funding amount:
 - Stipend/scholarship payment from supervisor's research grant.
 - Scholarships provided through the department/school/college or CGPS.
 - SA/RA/TA payments falling within the PSAC collective employment agreement *assigned through the supervisor or the department.*
 - External and/or internal scholarships such as the various Tri-Agency programs and the CGPS funded scholarships Dean's Scholarship, IGLA, TSDF.
 - International partner agreements or external foreign awards and scholarships.
4. Income from the following sources **are not** counted toward the students guaranteed funding amount:
 - Income earned through unrelated paid employment external to the university.
 - Student Loans (domestic or international).
 - Funds provided by Indigenous communities to their members.
 - Income earned as a sessional instructor unless these opportunities support training in their research area, as determined by the graduate chair.
5. Funding in place for the upcoming year, September to August will be communicated to the student and supervisor in writing by May 1 from the supervisor and/or graduate chair and include employment obligations. *This timing may be adjusted for students who have started their programs in January or May or when resources allow an accommodation for competitive late applicants.* The



combination of funds may change during the year should the student receive a new scholarship or take on additional academic employment.

6. Decisions regarding 75th Anniversary Recruitment Scholarships will be:

- Awarded based on the application for admission to the PhD program and approved by the Graduate Committee.
- Informed by holistic adjudication practices and consideration for equity deserving groups.
 - The 75th Anniversary Recruitment Scholarships will be used to address strategic priorities in recruitment such as increasing Indigenous student enrolment, achieving gender parity, including differently abled individuals, and supporting students who are expected to be eligible for Tri-Agency, ComGRAD, and Dean's in future years.
- Available to PhD Students with the understanding that successive years might need to be covered by the 75th Anniversary Recruitment Scholarships if they are unsuccessful with funding applications but continue to meet progress milestones on their PhD program.

Options:

- Where faculty have appropriate funding, supervisor(s) are responsible to ensure the students receive the minimum stipend from their research funds.
- Where students hold scholarships and/or academic employment the amounts will be counted toward the stipend and the supervisor is responsible to ensure the stipend reaches the minimum level.
- Supervisors may provide a stipend that exceeds the minimum.
- Funding is not guaranteed during program extensions (applies where > 4 years guaranteed for PhD).

7. Students are strongly encouraged to apply for all awards and scholarships for which they are eligible. Target funding for the MSc is \$18,000 for two years, and for the PhD is \$20,000 (the minimum amount) for four years. Students can only hold one major scholarship (more than \$15,000) but are required to inform the Graduate Chair when they receive a new scholarship so the department can investigate ways to support them to be fully funded while freeing up funding for other students. The department will use its Student Support Fund so that a variety of sources can bring students up to target funding levels.

8. All students are responsible for paying tuition and fees on a per term basis.

9. Funding will continue during thesis revisions until submission if it falls within the time frame guaranteed to the student.



10. To be eligible to receive financial support, a student must be registered full time and active in program, maintain satisfactory progress in the program and meet the expectations laid out in between the student and supervisor in the Student-Supervisor Agreement. PhD Students will need to meet the progressions for milestones laid out in their funding letter of offer. Decisions to discontinue funding based on poor academic performance and progress in research will be made in consultation with the supervisory committee and the graduate program chair and align with the conditions for holding funding as signed by off on by the student in their letter of offer or align with a required to discontinue recommendation.
11. Exceptions to the minimum funding guarantees:
 - a. Students funded through foreign agencies or institution.
 - i. Students who are fully funded by an external agency (such as the scholarship agency of a foreign government) must provide documentation to the Graduate Chair.
 - ii. Where the amount is equal to or greater than the minimum doctoral funding amount at the time of admission may be admitted without additional funding.
 - b. Students who choose to decline funding terms due to full-time outside employment or other commitments that preclude meeting the terms of the funding guarantee *subject to approval by the Dean CGPS for students that fall under the guaranteed minimum funding policy for PhD students*. The procedures for declining the funding will be made available upon request. See Note 1.
 - i. Students who decline the guaranteed funding prior to or during their program remain eligible for scholarships and awards where they meet the criteria.
12. Where funds are required to be paid by the supervisor(s): If the supervisor cannot continue stipend/scholarship support after the guaranteed time frame, this must be discussed with the graduate program chair and the student before any action is taken to stop payments.

Notes:

1. The purpose of funding thesis-based students is to provide financial support to individuals pursuing full time graduate studies in the absence of significant professional work [e.g. primary school educator, practicing registered nurse, practicing doctor or clinician, faculty member, professional accountant, university leadership positions, etc.].