

Graduate Student Funding Policy
All Thesis-Based Graduate Programs in the **Health Sciences**
(MSc, PhD)

*This **policy document template** is designed to support units to comply with the minimum funding guarantee in conjunction with allocations of 75th Anniversary Recruitment Scholarships and provide transparency in the distribution and adjudication of scholarships and awards.*

- The primary responsibility for these functions lies with the Department Head and Graduate Chair or equivalent administrative lead and with departmental, school, or college Graduate Affairs Committee.*
- The policy should be readily available to students and supervisors – incorporation into graduate student guidelines or handbooks is highly recommended.*
- We encourage all programs to review this document to inform revisions to pre-existing funding policy whether compliant or not with the minimum funding guarantee. However, following the template is not required to submit funding policy to the Dean CGPS.*
- A key principle with respect to recruitment scholarships/funding packages and admissions is to ensure that the awarding of recruitment scholarships and funding packages is done through a robust process with more than a single person making decisions and are fully coordinated with the admission process.*
- The funding policy should incentivize students to apply for additional scholarship support.*

Policy Effective: **September 1, 2023**

Approved By: **[Health Sciences Graduate Program Committee]**

Office of Accountability: **[Vice Dean of Research (College of Medicine)]**

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 September 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. The minimum stipend for master's students who maintain good standing and who are enrolled full time in a master's program is **\$18,000/year** for 2 years.

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 department*.
 - External and/or internal scholarships such as the various Tri-Agency programs and the CGPS funded scholarships Dean's Scholarship, IGLA, TSDF.
4. Income from the following sources **do not** count 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**
 - SA/RA/TA payments falling within the [PSAC](#) collective employment agreement [this option may apply and then should be removed from list above]
 - *Income earned as sessional instructor [unless part of TSDF?]*
5. Decisions regarding 75th Anniversary Recruitment Scholarships
 - Awarded based on the application for admission to the program by the Health Sciences Graduate Program Committee.
 - Informed by holistic adjudication practices and consideration for equity deserving groups where:
 - The 75th Anniversary Recruitment Scholarships will help address strategic priorities in recruitment such as increasing Indigenous student enrolment, achieving gender parity, including differently abled individuals, etc.
 - Restricted to PhD and Thesis-based students
 - Only awarded for 1 year
 - Supervisor(s) are responsible to ensure the students receive the minimum stipend from their research funds.
 - Where students hold scholarships, the amounts will be counted toward the stipend and the supervisor is responsible to provide a stipend to reach the minimum level.

- Supervisors may provide a stipend that exceeds the minimum at their discretion
- Funding is not guaranteed during program extensions (applies where > 4 years guaranteed for PhD).

6. Students are strongly encouraged to apply for all awards and scholarships for which they are eligible. Base funding is defined as the amount of funding that the student is guaranteed by the program prior to receiving the award. Students are required to inform the Graduate Chair when they receive a new scholarship and will not be required to accept an external award that does not financially benefit the student. **Success in external and internal scholarship competitions will affect the students funding in the following way:**

75th Anniversary Recruitment Scholarships must be awarded to both MSc and PhD students in units of \$20,000/year minimum. PhD awards will be topped up to \$24,000/year using the Health Sciences Student Support Fund (SSF).

	Award Value	75 th Anniversary Recruitment Top Up	Total Funding Received
Eligible External Awards (General)	MSc: Less than \$20,000	Top up to \$20,000/year Prorated for 75 th Scholarship term	\$20,000
	PhD: Less than \$24,000	Top up to \$24,000/year Prorated for 75 th Scholarship term	\$24,000
Eligible External Awards (General)	MSc: Greater than \$20,000, less than \$25,000	Top up to \$25,000/year Prorated for 75 th Scholarship term	\$25,000
	PhD: Greater than \$24,000, less than \$30,000	Top up to \$30,000/year Prorated for 75 th Scholarship term	\$30,000
Dean's Doctoral Scholarship	PhD: \$24,000/ up to two years	Not eligible for 75 th Scholarship	\$24,000

CoMGRAD	MSc: \$19,000/ up to two years*	Top up to \$20,000/year Provided by 75 th Scholarship	\$20,000
	PhD: \$24,000/ up to 3 years**	\$20,000/year Provided by 75 th Scholarship + Top up (\$4,000) provided by CoMGRAD	\$24,000
Tri-Agency (NSERC, CIHR, SSHRC)	MSc: \$17,500/ one year	Not eligible for 75 th Scholarship	\$23,500 (including CGPS top up)
	PhD: Variable/ up to three years	Not eligible for 75 th Scholarship	Variable (including CGPS top up)
Vanier	PhD: \$50,000/ up to three years	Not eligible for 75 th Scholarship	\$50,000

*New MSc students who receive one year 75th Anniversary Recruitment Scholarship may hold year 2 of CoMGRAD if eligible based on time in program.

**New PhD students who receive one year 75th Anniversary Recruitment Scholarship may hold year 2 and 3 of CoMGRAD if eligible based on time in program.

7. All students are responsible for [paying tuition and fees](#) on a per term basis.
8. Funding will continue during thesis revisions until submission [if it falls within the time frame guaranteed to the student].
9. 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 between the student and supervisor in the [Student-Supervisor Agreement](#). 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 institution of a required to discontinue recommendation.
10. 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.
 - iii. If there are fluctuations in currency that impact the net pay to the student, then every effort will be made to secure additional funding. However, it is not guaranteed.
 - 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 are found here [link]. 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.
11. [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, professional accountant].