GRADUATE SCHOLARSHIP AND AWARD GUIDE

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January 25, 2017
INTRODUCTION

All graduate scholarships and awards administered by the Faculty of Graduate Studies (FGS), including those paid on behalf of external granting agencies, are governed by these guidelines and the Graduate Scholarship and Award Regulations. These guidelines are developed with the intent to distribute graduate scholarship and award funding fairly and broadly across the university.

If you accept an offer of an award offered through FGS, you must be aware of and abide by the terms and conditions of these guidelines. By accepting a scholarship and award offer you are acknowledging that you understand and will abide by these guidelines.

DEFINITIONS

- **Award** refers to scholarships, awards, fellowships, internships, research and training grants
- **Award tenure** is the number of months or years over which the award is paid
- **Award tumble** occurs when the recipient of an award receives a higher valued award and is no longer eligible for the first award; the first award then tumbles to the next eligible student
- **Award year** for graduate awards at the University of Calgary runs from May to April. Payment starts in May or September of the calendar year of the award, or January of the following calendar year. Payment dates depend on your registration status and the type of award, unless otherwise specified by the granting agency
- **Bursaries** are awards based on academic merit and financial need
- **Competitive awards** are awarded for academic merit and research potential through peer reviewed competition
- **External awards** are generally major national and provincial awards; for the purposes of these guidelines this category also includes award funding not administered through the Faculty of Graduate Studies
- **First-class average** is defined by the institution issuing the transcripts; for the University of Calgary it is a 3.5 GPA or higher
- **Full time employment** is defined by Statistics Canada as 30 hours or more per week
- **Full-time students** must be registered full-time and paying full-time fees. Course-based students must be registered in 3.0 or more full-course equivalents per annual registration.
- **Internship** refers to paid employment normally associated with your studies. For questions contact gsaward@ucalgary.ca. An exception is the Faculty of Graduate Studies Transformative Talent Internship which is not associated with your studies. For questions contact gradintern@ucalgary.ca.
- **Major award** is an award that provides funding equal to or greater than the minimum Tri-Council award for that degree – presently $17,500 for master’s; $20,000 for doctoral
• **Other awards** refers to external funding agency awards; major research and training grants; and department, program or institute level awards not administered by the Faculty of Graduate Studies.

• **Terms of Reference** describe the eligibility criteria for an award. FGS award terms of reference are found on the searchable [Graduate Award Database](#). External award terms of reference are found on the individual funding agency’s website.

• **Third-party Sponsors** are funders such as the China Scholarship Council, Science without Borders, First Nations, domestic and international governments. Sponsored students are considered fully-funded when a living allowance is included in the sponsorship.

• **Tri-Council** is made up of three granting agencies that provide research funding for high caliber master’s and doctoral students. It includes Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council of Canada (NSERC), and Social Sciences and Humanities Research Council of Canada (SSHRC).

• **University of Calgary awards** are administered through the Faculty of Graduate Studies.

### UNIVERSITY FACULTY OF GRADUATE STUDIES AWARDS

• **Bursaries** are awarded through the Graduate Award Competition. Students must demonstrate financial need equal to or greater than the value of the bursary.

• **Doctoral Recruitment Scholarships** are awarded through the Entrance Competition and support the best and brightest future leaders from around the world. These awards are exempt from the [Graduate Scholarship and Award Regulations](#).

• **Izaak Walton Killam Pre-Doctoral Scholarships** are awarded through the Graduate Award Competition and support doctoral students of outstanding caliber. The scholarships are funded through the Killam Trusts, established in 1965 by Izaak Walton Killam and his wife Dorothy J Killam to support advanced education and research, and are considered the most prestigious of the University of Calgary awards. The University of Calgary is one of only five Canadian universities supported by the Killam Trusts.

• **Medals and Prizes** recognize graduates whose dissertations make an original and significant contribution to their academic field.

• **Open Doctoral Scholarships** are awarded through the Graduate Award Competition and support doctoral students with a first-class average.

• **Program Recommended Awards** are awarded to students in a specific program or Faculty. Programs nominate students to the Faculty of Graduate Studies.

• **Queen Elizabeth II Scholarships** are funded by the Province of Alberta and are awarded as a Program Recommended Award or through the university level Tri-Council competitions.

• **Special Awards** are awarded through the Graduate Award Competition and are funded by donors who wish to support a particular area of interest or research.

• **Travel Awards** support students who are undertaking fieldwork or who are presenting their work or research at major national and/or international conferences. The funding is intended to offset travel costs and is not awarded for academic merit. These awards are exempt from the [Graduate Scholarship and Award Regulations](#).
OTHER AWARDS

• **Department, Program or Institute Level Awards** are fully administered at the department, program or institute level. When a department or program level award is considered a major competitive award, students holding these awards are governed by the [Graduate Scholarship and Award Regulations](#). These awards are not FGS Program Recommended Awards.

• **External Awards** are generally major national and provincial level awards. Application for these awards is made either through the University of Calgary or directly to the external funding agency, depending on the funding agency.

• **Research and Training Grants** are either paid by a supervisor through his/her research grant or are awarded competitively by the funding agency. When the grant is awarded by the funding agency and considered a major competitive award, students holding these awards are governed by the [Graduate Scholarship and Award Regulations](#).

ELIGIBILITY

To be eligible for any type of award offered through FGS, **you must meet the following requirements throughout the full award tenure:**

• be registered and assessed fees as a graduate student (including Cotutelle) at the University of Calgary

• meet the terms of reference of the award

• accept the terms and conditions of the award, as set out in these regulations and the [Graduate Scholarship and Award Regulations](#)

To be eligible for any type of award offered through FGS, **you must not:**

• be fully funded by a third party sponsor making you ineligible under the [Graduate Scholarship and Award Regulations](#)*

• hold or commence full-time employment during the tenure of the award; full-time defined by [Statistics Canada](#) as 30 hours or more per week**

• hold or commence employment when registered as a full-time student involving 612 or more hours per year when the total value of the award (or combination of awards) is equal to or greater than $15,000 (unless otherwise specified by the external granting agency). This annual hourly employment limit includes Graduate Assistant Teaching (GAT) and Graduate Assistant Non-Teaching GA(N)T work hours.*

* Fully-funded sponsored students are eligible to apply for the Izaak Walton Killam Pre-Doctoral Scholarship (Honorary designation).

** Students registered in a program structured for full-time employees, such as the Haskayne evening program, are eligible to hold program recommended awards (not including Queen Elizabeth II Scholarships).

Questions about your funding and eligibility? Contact [gsaward@ucalgary.ca](mailto:gsaward@ucalgary.ca)

MULTIPLE AWARDS

You must notify the Graduate Award Office [gsaward@ucalgary.ca](mailto:gsaward@ucalgary.ca)
• if you receive an external award after being offered FGS graduate scholarship funding
• if you are already receiving FGS graduate scholarship funding

Funding from multiple scholarships and awards is governed by the Graduate Scholarship and Award Regulations.

The purpose of this regulation is to provide for fair distribution of university-wide competitive academic awards among eligible graduate students, while maintaining graduate programs’ autonomy in the allocation of Program Recommended awards.

This regulation does not apply to:

• Doctoral Recruitment scholarships adjudicated through the Entrance Competition
• Izaak Walton Killam Pre Doctoral Scholarship – Honorary
• Funds awarded by graduate programs through their Graduate Support Allocation
• Supervisor funding
• Graduate Assistantships (Teaching and Non-Teaching)
• Differential tuition awards
• Non-academic awards, eg Travel awards, Graduate Student Association (GSA) awards

This regulation governs graduate students receiving awards from any source. Graduate students are expected to apply for all awards from external funding agencies for which they are eligible, especially the awards available through the Tri-Council, which includes the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), and the Canadian Institutes of Health Research (CIHR).

To provide for fair distribution of University of Calgary academic competitive awards, the maximum amount a student can hold in other awards and/or university-wide competitive awards at any given time is:

• Master’s: $20,500
  • Doctoral: $26,000

Students may hold one single award of any value.

Students holding the maximum amount or less may also receive one additional Program Recommended award, unless otherwise specified by the award terms of reference.

Students holding a University of Calgary competitive academic award and who are subsequently awarded an external award must take up the external award at the earliest possible date and notify the Graduate Scholarship Office. Holding an external award does not necessarily prevent holding another award. In cases where the regulation is not clear, contact the Graduate Scholarship Office for advice.

A program with an approved tuition differential may combine Program Recommended awards for an individual student up to the value stated above plus the difference between the tuition charged and the regular base tuition.

Definitions:

• Award refers to scholarships, awards, fellowships, internships, research and training grants
• Competitive awards are awarded for academic merit and research potential through peer reviewed competition
• Other awards refers to external funding agency awards; major research and training grants; and department, program or institute level awards not administered by the Faculty of Graduate Studies
• Program Recommended awards are nominated by individual graduate programs and administered through the Faculty of Graduate Studies
• University-wide awards are administered through the Faculty of Graduate Studies
• Master’s $20,500: this cap is set as Tri-Council master’s scholarship value, currently $17,500, plus $3,000
• Doctoral $26,000: this cap is set as Tri-Council doctoral scholarship value, currently $20,000 plus $6,000

GRADUATE AWARD COMPETITION

You may receive only one Open Doctoral Scholarship or one Special Award/Bursary through the Graduate Award Competition per award year.

AWARD OFFERS

ACCEPTING OR DECLINING AN AWARD

If you are offered an award:

• notification of the award and award details will be sent to your University of Calgary email (@ucalgary.ca)
• and if it is required, you must accept or decline the award offer via the My UofC Student Centre no later than the deadline stated in the offer
• it is your responsibility to ensure compliance; if you must decline the award due to the Graduate Scholarship and Award Policy, you may include the declined award on your Curriculum Vitae (CV)
• and it is established by a private donor, the Development Office will email you an invitation to thank the donor

RENEWALS

To renew a multi-year award, you must provide proof of satisfactory progress in program. You must:

• submit the Scholarship Progress Report to the Graduate Awards Office no later than four weeks prior to the renewal date; or
• submit an electronic Annual Progress Report through your My UofC Student Centre no later than six months prior to the renewal date; or
• meet external agency renewal regulations, if applicable
PAYMENT

Graduate awards are paid directly to you through automatic bank deposit and not towards tuition, unless otherwise specified by the terms of reference of the award.

To receive payment, you must:

- be registered by the 10th of the month in which you are starting the award
- submit current banking information using the ‘Submit banking information’ link on your My UofC Student Centre
- as a Canadian citizen or Permanent Resident, provide your Canadian Social Insurance Number to the Human Resources Payroll Office (at hr@ucalgary.ca fax 210-8155, phone 220-5932)
- as an International student, provide a Study Permit Number with expiry date and a temporary Canadian Social Insurance Number or Individual Tax Number to the Human Resources Payroll Office (at hr@ucalgary.ca fax 210-8155, phone 220-5932)

PAYMENT SCHEDULE

*By accepting payment, you agree to abide by the rules and regulations governing graduate awards administered by the Faculty of Graduate Studies. If you fail to do so, the university will require that you repay the scholarship.

Payments are made in equal monthly installments on the 25th of the month. If a granting agency directs payments through the Graduate Award Office, the payment will follow the FGS payment schedule, unless otherwise required by the agency.

<table>
<thead>
<tr>
<th>Amount of Award</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $2,500</td>
<td>One lump sum payment</td>
</tr>
<tr>
<td>$2,501 to $6,000</td>
<td>Paid in equal monthly installments over a four month term</td>
</tr>
<tr>
<td>$6,001 to $10,000</td>
<td>Paid in equal monthly installments over eight months</td>
</tr>
<tr>
<td>Awards over $10,000</td>
<td>Paid in equal monthly installments over twelve months</td>
</tr>
</tbody>
</table>

It is important for you to know and understand what you are being paid. Your Earnings Details Statement provides details about your payments. The statement is accessed through your MyUofC Account: Academic / Finances / My Refunds / Earnings Details Statement.

Example view:
If you have questions about what you have or have not been paid, contact the Graduate Award Office at gsaward@ucalgary.ca or visit the Award Office, MacKinnie Tower, MT 213 between 10 a.m. and 4:30 p.m., no appointment required.

**START DATE**

Award start dates are determined by the funding agency, university, competition, award, student registration status and/or other funding held. Students cannot select the start date or payment schedule of an FGS administered award.

- Payments normally start in May, September or January, unless otherwise specified by the funding agency
- Program Recommended Awards (excluding Program Recommended Queen Elizabeth II Scholarships), Special Awards and Bursaries start in September or January
- Program Recommended Queen Elizabeth II Scholarships start in May, September or January
- All external major awards must be taken up at the earliest possible start date when you are also holding an FGS award

Examples:

1. Meera R. was awarded a 2014 Program Recommended award to be paid from September 2014 to August 2015. Meera was then awarded a 2015 SSHRC CGS-Master’s scholarship. As all external major awards must be taken up at the earliest possible start date when a student holds an FGS award, the SSHRC scholarship started May 2015 at which time the Program Recommended award was cancelled.

2. Samwell T. was awarded a 2015 Open Doctoral Scholarship. When awarded to a continuing student, an Open Doctoral scholarship normally starts in May however because Samwell was being paid a CIHR Doctoral scholarship until August 2015, the Open Doctoral started in September.
When an external funding agency offers an award part way through the award year, there may be options for the award start date.

- When allowed by the external funding agency, you may choose to start the award in the term you were notified, the following term, or retroactively to the earliest possible date.
- When it is an external agency requirement, or it is your decision to take up the award retroactively, the late award may replace FGS scholarship payments already received.

Example:

1. Sansa S. was advised in March 2015 that she was an alternate for the 2015 NSERC Doctoral award. In September, Sansa was notified she was now a recipient and was required to start the award retro-active to May. Sansa had also been paid an Open Doctoral scholarship from May to August. As she was no longer eligible for the Open Doctoral scholarship it was cancelled retro-actively. The Graduate Award Office managed the adjustment and transfer of funds and communicated the details to Sansa.

Questions about your options? Contact gsaward@ucalgary.ca

**INCOME TAX**

The University of Calgary Payroll Office will issue a T4A income tax slip, either by mail or electronically, depending on the option you select through your My UofC Student Centre.

For more information on current tax regulations, refer to Canada Revenue Agency.

**TRANSCRIPTS**

Only competitive awards officially adjudicated and offered through the Faculty of Graduate Studies will be recorded on your transcript.

**INTERNERSHIP**

**Internship**

Awards may be interrupted for an approved internship (such as Mitacs, other research related internships and the Transformative Talent Internship).

If you hold:

- an external award, refer to the agency’s award holder’s guide for more information
- an FGS award
  - your award payment will stop during an authorized paid internship of up to one year and be reinstated once you return to full-time studies
  - Queen Elizabeth II (QEII) scholarships are the exception and, depending on the duration of the paid internship, may not be reinstated upon return to full-time studies

**Internship – Required by program**

The exception is when internships are required by program, such as Clinical Psychology, Counselling Psychology and School and Applied Child Psychology.
If you hold:

- an external award
  - your award will continue to be paid while on internship when agency regulations allow
- an FGS award
  - your award payment will continue to be paid while on internship

### LEAVE OF ABSENCE OR DEFERRAL

#### Leave of Absence

Awards may be interrupted for an authorized leave of absence. If you hold:

- an external award, refer to the agency’s award holder’s guide for more information
- an FGS award
  - refer to the Faculty of Graduate Studies’ policy for [Leave of Absence](#)
  - your award payment will stop during an authorized leave of absence of up to one year and be reinstated once you return to full-time studies
  - Queen Elizabeth II (QEII) scholarships are the exception and, depending on the duration of the leave of absence, may not be reinstated upon return to full-time studies

**Examples:**

1. Jon S. was awarded a Special award to be paid from September 2014 to August 2015. Jon took an approved leave of absence from January 2015 to April 2015. The Special award was halted January 2015 and reinstated May 2015 to December 2015 once he returned to full-time studies.

2. Petyr B. was awarded a Queen Elizabeth II scholarship to be paid from May 2014 to April 2015. Petyr took an approved leave of absence from January 2015 to April 2015. His scholarship was cancelled effective January 2015 and not reinstated.

#### Deferral

If you have to defer your registration start date and you have been offered:

- an external award, refer to the agency’s award holder’s guide for more information
- an FGS award, you may defer the award for up to one year when the award terms of reference allow it
  - Queen Elizabeth II (QEII) scholarships are the exception and, depending on the deferral date, may not be reinstated upon return to full-time studies

### TERMINATION

If you change to part-time status, change your degree program, withdraw from program or are not progressing at an acceptable rate, it is likely you will no longer be eligible to hold an award. It
is your responsibility to inform the Graduate Award Office at gsaward@ucalgary.ca when, for whatever reason, you are no longer eligible.

Awards may be terminated without notice if the terms and conditions under which they are granted are not met.

Awards will be terminated:

- at the end of the month in which you complete your degree requirements (e.g. for thesis-based students, upon submission of your thesis to FGS) unless otherwise specified in the terms of the award (e.g. Alberta Innovates-Health Solutions funding is terminated upon completion of the Oral Examination; Tri-Council funding is terminated the day you hand in your thesis to FGS); review the Thesis Guidelines for submission timelines
- the day you commence full-time employment; full-time is defined by Statistics Canada as 30 hours or more per week
- the day you commence employment when registered as a full-time student involving 612 or more hours per year when the total value of the award (or combination of awards) is equal to or greater than $15,000 (unless otherwise specified by the external granting agency)
- the day you no longer meet the terms of reference of the award
- if you are no longer registered and assessed fees as a graduate student at the University of Calgary, except when all degree requirements are completed during the first month of a term and fees are cancelled as a result, you cannot start an award the same month in which you complete your degree requirements

Examples:

1. Tyrion L. was awarded an NSERC Doctoral scholarship. Mid-way through the tenure of the scholarship he transferred to a master’s program making him ineligible for the doctoral scholarship. Tyrion informed the Graduate Award Office and the scholarship was cancelled immediately.

2. Olenna T. was awarded an Alberta Innovates–Health Solutions scholarship and completed her oral exam on May 23, 2015, making her ineligible for further funding effective June 1. Olenna did not inform the Graduate Award Office and received two more months of funding before handing in her thesis on August 15, 2015. Olenna was required to repay the two months of funding she received when not eligible.

3. Khal D. was nominated for a Program Recommended award to be paid starting September 2015. Khal handed in his thesis by the September deadline, completing all degree requirements. Registration and fees were reversed. Because a student cannot start an award in the same month he/she completes all degree requirements, Khal was no longer eligible for the Program Recommended award and was required to repay the September payment.

**TRANSFERRING FROM A MASTER’S TO A DOCTORAL**

If you transfer from a master’s program to a doctoral program while holding a master’s level award, you may still hold the master’s level award when the award terms of reference allow it.
REPAYMENT

If you receive payments during a period in which you are ineligible, you will be required to repay the university the full amount you received while ineligible.

CONTACT US

For questions and help, contact gsaward@ucalgary.ca or visit the Award Office, MacKimmie Tower, MT 213 between 10 a.m. and 4:30 p.m., no appointment required.