Graduate Award Regulations

All graduate awards administered by the Faculty of Graduate Studies (FGS), including those disbursed on behalf of external granting agencies, are governed by the Policy on Graduate Student Support through Scholarships and Awards and the following regulations.

Acceptance or Refusal

Eligibility

Employment

Income Tax

Internship

Late Notification of Award

Leaves of Absence

Multiple Scholarships and Awards

Travel Awards

Payment

Scholarship Renewal

Tenure

Termination of Award

Transcripts

Eligibility

To hold an award, you must:

• be registered and assessed fees as a graduate student in FGS at the University of Calgary for the term the award payment is made
• accept the terms and conditions of the award, as set out in this guide and the Multiple Award Policy
• meet the terms of reference of the award
• not accept full-time employment when registered as a full-time student
• not hold paid employment when registered as a full-time student that entails 600 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)

An award or combination of awards may not be split or partially declined for the purposes of decreasing the value to less than $15,000.

Awards may be cancelled without notice if the terms and conditions under which they are granted are not met. Any payment made during a period in which you were not eligible to hold the award must be returned to FGS.

Acceptance or Refusal of Award

• notification of award will be sent to you electronically
• if required, you must accept or decline the award offer via the “My UofC” Student Centre no later than the deadline stated in the offer
• if you receive an award established by a private donor, the Development Office will send you an email to facilitate your thanks to the donor
• if you must decline an award due to the Graduate Student Support policy, the declined award may be included on your CV
Tenure of Award

- payment period of award tenure is determined by the award value (as per the table under Payment of Awards) with a disbursement start date of either May, September or January
- the start date is determined by the external funding agency, competition, student registration status and the individual student’s funding year
- all external awards, (e.g. NSERC, SSHRC, CIHR, AITF, AIHS) must be taken up at the earliest possible start date when a student is holding an award from FGS

Late Notification of Award

- when an external funding agency offers an award midway through the award year, and when allowed by the external agency, the award may be taken up in the current or following semester in which you receive the late notification of award or it may be taken up retroactively to the earliest possible start date
- when it is an external agency requirement or it is your decision to take up the award retroactively, adjustments will be made for any FGS scholarship funds already received

Payment of Awards

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

To receive payment, you must:

- activate your registration by the 10th of the month in which you are taking up the award
- provide the Human Resources Payroll Office (at hr@ucalgary.ca fax 210-8155, phone 220-5932) with your Canadian Social Insurance Number or a Student Authorization/Study Permit Number with expiry date
- submit current banking information to Payroll using the ‘Submit banking information’ link on the Student Centre Self Service site

Payments are made in equal monthly installments on the 25th of the month. If an agency directs payments through the Graduate Scholarship Office, the payment will follow the FGS payment schedule, unless explicitly dictated 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>

By accepting payment, you agree to abide by the rules and regulations governing graduate awards administered by the Faculty of Graduate Studies.

May 2014
Termination of Awards
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)
- if you accept full-time employment when registered as a full-time student
- if you hold or accept paid employment when registered as a full-time student that entails 600 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)
- if you no longer meet the terms of reference of the award
- if you are no longer registered and assessed fees as a graduate student in FGS at the University of Calgary except when all degree requirements are completed during the first month of a semester and fees are cancelled as a result

You cannot start an award in the same month in which you complete your degree requirements.

Multiple Scholarships and Awards
Funding from multiple scholarships and awards is governed by the Multiple Award Policy

- you can not receive a total of more than the minimum tri-council scholarship value (currently $17,500 for Master's and $20,000 for PhD) from awards made in the Graduate Award competition and Program recommended awards.
- if you are holding external awards with a total value equal to or greater than the minimum tri-council scholarship, you are not eligible for funding from Program recommended awards or the Graduate Award competition (with the exception of an Honorary Izaak Walton Killam Pre-Doctoral Scholarship)
- if you are awarded both a University of Calgary scholarship (or combination of awards) and an external award equal to or greater than the amount stated above, you must take up the external award at the earliest possible date and decline the University of Calgary scholarship(s) effective on that same date. This policy may be applied retroactively when an award announcement is received after the start of the award.

Travel Awards
Travel awards are exempt from the Multiple Award Policy and not subject to the funding limits.

Employment
The University of Calgary expects award holders to devote the majority of their working time to the completion of their degree.

- you may not accept full-time employment while your award is active when registered as a full-time student
- you may not hold paid employment when registered as a full-time student that entails 600 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)

May 2014
An award or combination of awards may not be split or partially declined for the purposes of decreasing the value to less than $15,000.

**Income Tax**
- the University of Calgary Payroll Office will issue a T4A income tax slip to award holders
- for more information on current regulations, refer to Canada Revenue Agency at [http://www.cra-arc.gc.ca/menu-e.html](http://www.cra-arc.gc.ca/menu-e.html)

**Internship**
A student on a program approved internship is allowed to compete for and hold a single award of any value offered by FGS (including those in the Open Doctoral, Special Award and Bursary and Program Recommended competitions) or a combination of awards totaling not more than the minimum tri-council scholarship value (currently $17,300)

**Leaves of Absence**
If you hold an:
- external award, you should refer to the agency’s award holder’s guide for more information
- internal award, you should refer to the Faculty of Graduate Studies’ policy for [Leaves of Absence](#)
  Your award payment will stop during an approved leave of absence of up to one year and be reinstated once you return to full-time registration. Queen Elizabeth II (QEII) scholarships are the exception and will not be reinstated upon return to full-time registration.

**Scholarship Renewal**
To renew a multi-year award, you must provide proof of satisfactory progress in program by either:
- submitting the [Scholarship Progress Report](#) or the [Bursary Progress Report](#) to the Graduate Scholarship Office no later than four weeks prior to the renewal date.
  or
- must have submitted an annual progress report to the Faculty of Graduate Studies within the last six months
- meet external agency renewal regulations if applicable

**Transcripts**
Only awards officially adjudicated and offered by the Faculty of Graduate Studies will be recorded on your transcript