

Guidelines for the Awarding of SGS Fellowships and Graduate Student Support

1. *General principles*

- a. SGS baseline funds for the awarding of SGS Fellowships will be allocated to academic units by the Dean of Graduate Studies on a fiscal-year (April 1- March 31) basis for the support of their graduate students according to the “Guidelines for Allocation of Academic Unit Baselines”.
- b. It is recommended that academic units develop and make known program level funding norms. While SGS does not specify floor funding, academic units are encouraged to design funding norms that combine SGS fellowship support with other sources (Graduate Assistantship (GA), external or internal scholarship, supervisor’s grant or contract support, etc.) in order to achieve financial packages that best reflect estimated costs of living.
- c. Recommendations for awarding SGS Fellowships must be forwarded to the School of Graduate Studies for approval and disbursement according to the criteria and procedures below.

2. *Student Eligibility Criteria*

- a. Students must normally **have and maintain an overall MUN, or equivalent, average of 75%** and be registered as full time¹ in a baseline supported master’s or doctoral program in order to receive a SGS Fellowship.
- b. Academic standard
 - i. On admission, students must normally have an overall MUN, or equivalent, average of 75% determined by using **either the last 20 attempted courses for which grades are available, or by using all courses attempted for which grades are available excluding those in the first year of an undergraduate program. Attempted post baccalaureate courses for which grades are available are included in both calculations.**
 - ii. In-program students must normally have successfully completed at least one full semester and achieved a mark of at least 75% in each program course attempted or an overall average of at least 80% for all program courses attempted (minimum of two program courses), or where one course or less is required, evidence of academic standing acceptable to the Dean.

¹ A full-time graduate student cannot commit more than 24 hours per week to employment. Any changes in a student's registration status will normally be made for a minimum of one semester. Normally, only one such change in status will be permitted in any one semester.

- c. Time in program
 - i. Master's students must be within the first 12 program-months of a one-year program, excluding any leave period.
 - ii. Master's students must be within the first 24 program-months for other than one-year programs, excluding any leave period.
 - iii. PhD students must be within the first 48 program-months excluding any leave period.
 - iv. PhD students who transfer from a master's program in accordance with General Regulation 1.2.1.3.1) must be within the first 48 program-months of the master's commencement date excluding any leave period.
- d. In exceptional cases, an academic unit may recommend an extension of SGS Fellowship eligibility from baseline funds for one additional semester beyond the periods outlined in 2.c
- e. A student who was the recipient of a major scholarship or award, and as a result was ineligible for a SGS Fellowship under 4 below, may be recommended in exceptional circumstances for a SGS Fellowship for one semester beyond the periods outlined in 2.c.

3. *Procedures for awarding SGS Fellowships*

For students meeting eligibility as in 2:

- a. SGS Fellowships will normally be offered at the time of admission for a one-year period. Details should be specified in the "Program of Study" form. If the admission is deferred, the SGS Fellowship may, on the recommendation of the academic unit, be deferred for a maximum of three semesters.
- b. SGS Fellowships are renewable subject to subject to the eligibility criteria 2.b.ii. and, in the case of thesis students, a satisfactory annual progress report. SGS Fellowships will normally be renewed at a value which is at least equal to that received in the offer of admission from the University and administered by the School of Graduate Studies in the initial program year.
- c. On commencement of a semester, academic units may recommend allocation of uncommitted or previously committed SGS baseline funds that become available to:
 - i. applicants, newly admitted students, or in-program students who were not offered SGS Fellowship support,
 - ii. in-program students who did not meet eligibility criteria on admission but are being reconsidered on the basis of improved performance as in 2.b.ii,

or

- iii. increase SGS Fellowship support to in-program students.

Normally, such allocations will not be retroactive and will be in effect for the remainder of the student's eligible funding period, subject to renewal as in 3.b. above.

- d. Students receiving SGS Fellowships who transfer from a master's program to a PhD program shall receive the standard baseline differential support² awarded to master's vs. PhD students currently in place in the student's academic unit of record. This differential support will be paid only for semesters in which a master's SGS Fellowship was received. The cost will be attributed to the academic unit's SGS baseline.

4. *SGS Fellowship Limitations*

- a. Normally, the maximum allowed SGS Fellowship is as follows:

<u>Academic Units in Group 2</u>	<u>Master's student</u>	<u>\$15,000 per annum (pa)</u>
	<u>PhD student</u>	<u>\$20,000 pa</u>
<u>All other Groups</u>	<u>Master's student</u>	<u>\$12,500 pa</u>
	<u>PhD student</u>	<u>\$16,500 pa</u>

- b. SGS Fellowships may not be awarded to:
 - i. master's students receiving in excess of \$27,500 pa from all sources in a program year (Sept - Aug; Jan - Dec; May - Apr), excluding graduate assistantships, or
 - ii. PhD students receiving in excess of \$35,000 pa from all sources in a program year (Sept - Aug; Jan - Dec; May - Apr), excluding graduate assistantships.

5. *Administration of graduate student support (regardless of source)*

- a. Graduate student support will be paid bi-weekly. Academic units are responsible for initiating payments to students (including renewals) by submission of a Graduate Student Support Payroll form. It is also the responsibility of the academic unit to stop payments to students by means of the same form (e.g., program completed, leave of absence, academic standing, etc.).

²In units not specifying baseline funding norms, every attempt should be made to minimize the financial impact to the student.

- b. Recommendations for adjustments to the level or source(s) of bi-weekly funding received by any student must be submitted to the School of Graduate Studies prior to the beginning of the semester in which these changes will take effect. Changes in SGS Fellowship amounts will normally remain in effect for the remainder of the student's eligibility period.
- c. Lump sum payments from sources other than the SGS baseline allocation may be made at any time, but will result in adjustment of SGS Fellowship amounts for the program year if limitations in 4 above are exceeded. However, where special circumstances warrant, and on approval of the Dean, the SGS Fellowship may be maintained.

6. *Graduate Assistantships (GAs)*

Graduate assistantships are an integral part of graduate student funding. The remuneration for GA duties forms a portion of the student's financial support, and is awarded and paid on a semester basis. The duties to be performed by a student holding an appointment as a GA will be assigned by the academic unit. Normally, a GA unit consists of 56 hours of work over a 14-week period within a semester (i.e., an average of 4 hours per week). Required duties may include assisting in research and/or teaching, including marking of assignments, invigilation of examinations, or laboratory demonstration.

7. *Review*

These guidelines will be reviewed every three years by the Dean of Graduate Studies in consultation with an *ad hoc* advisory committee with representation from the faculties of arts, science, medicine, engineering, a professional unit and the Graduate Students' Union (GSU).

[Revised January 2009]