



Faculty of Graduate Studies York Fellowship

Standard Operating Procedures (SOP) and Guidelines

June 18, 2020

Graduate Funding

- The funding model is for full time students in good standing in research based programs
- Graduate Funding may consist of the following:
 - Pan-university fellowship program (York Graduate Fellowship)
 - Teaching Assistantship / Graduate Assistantship
 - Scholarships
 - Faculty enhanced funding

York Graduate Fellowship SOPs

Timelines

- Fellowship amounts are disbursed in September, January and May
- CUPE members who have opted INTO receiving lump sum Fellowship payments will not receive payments in September/January
- No postings are planned for other months except to make adjustments due to changes in student employment status, registration status and/or scholarships that impact Fellowship amounts, and to correct errors

York Graduate Fellowship SOPs

Fellowship Disbursement is impacted by the following:

- Fellowship Amounts
- York University Contributions
- Scholarships
- TA eligibility
- Definition clarification

Posting Procedures and Status Changes Calculation Rules:

- Graduate student status/profile is confirmed weekly for the first 8 weeks of each semester to determine Fellowship eligibility
- For Master's students, Fellowship is posted in two installments in the Fall and Winter terms to allow for the processing of employment contracts. In the summer term, it is posted in one installment.
- If a student's registration status changes after they have received Fellowship (they become unregistered) the Fellowship payment will be reversed

Fellowship Amounts

(excl. MAsc in Civil & Mechanical Engineering and Masters in Design)

Only Full-Time Registered Active and Funded students are eligible to receive (1) Fellowship, (2) Healthcare Bursary, and possibly (3) Graduate Financial Assistance, (4) Supplementary Graduate Assistance (formerly Grant-in-Aid), (5) International Tuition Offset

STANDARD PACKAGE

| Standard No TA | Study Level | Domestic | International |
|----------------|-------------|----------|---------------|
| Master's | Y1 to Y2 | 10,000 | 19,256 |
| Doctoral | Y1 to Y2 | 5,403 | 8,467 |
| | Y3 to Y5 | 5,403 | 7,837 |

TAPACKAGE

| With TA | Study Level | Domestic | International |
|----------|-------------|----------|---------------|
| Master's | Y1 to Y2 | 5,403 | 8,467 |
| Doctoral | Y1 to Y2 | 5,403 | 8,467 |
| | Y3 to Y5 | 5,403 | 7,837 |

TRI-COUNCIL PACKAGE

| With Tri-Council | Study Level | Domestic | International |
|------------------|-------------|----------|---------------|
| Master's | Y1 to Y2 | 5,403 | 8,467 |
| Doctoral | Y1 to Y2 | 0 | 0 |
| | Y3 to Y5 | 0 | 0 |

Fellowship Amounts

MASc – Civil & Mechanical Engineering; Masters in Design

Civil & Mechanical
Engineering

| | Study Level | Domestic | International |
|------------|-------------|----------|---------------|
| without TA | Y1 to Y2 | 10,431 | 21,431 |
| with TA | Y1 to Y2 | 8,484 | 10,642 |

Design

| | Study Level | Domestic | International |
|------------|-------------|----------|---------------|
| without TA | Y1 to Y2 | 17,936 | 37,980 |
| with TA | Y1 to Y2 | 8,483 | 27,191 |

Note: Standard fellowship amounts apply for Doctoral students in Civil, Mechanical and Design

Faculty Enhanced Funding

Faculty of Liberal Arts & Professional Studies

International Equalization Payment (IEP)

- LA&PS provides a top up to select Master's international students to ensure they have as much money after tuition is cleared, as domestic students
- This enhanced funding is on top of the York Graduate Fellowship and is awarded in the admissions process (noted in the Grad Adjudication System)
- Payments are posted in three equal payments in Fall, Winter and Summer Terms
- LA&PS provides a list of students who are to receive this award

| Graduate Student Profile | International Equalization Payment (Annual) |
|-----------------------------------|---|
| F/T International Masters No TA | \$5,262 |
| F/T International Masters with TA | \$2,525 |

Faculty Enhanced Funding

School of the Arts, Media, Performance & Design and Glendon International Graduate Scholarship (IGS)

- AMPD and Glendon provide enhanced funding to select international graduate students at time of admissions
- Enhanced funding is provided to unfunded international graduate students (those who are not funded by the University and/or are paying their own tuition)
- Students are noted as unfunded in the Grad Adjudication System, but receive this payment as an award in their first year
- Payments are posted in three equal payments in Fall, Winter and Summer Terms
- AMPD and Glendon will provide a list of students as well as amounts to be posted

| Graduate Student Profile | International Graduate Scholarship (Annual Amount) |
|----------------------------|--|
| F/T International Masters | Will vary |
| F/T International Doctoral | Will vary |

Faculty Enhanced Funding

School of the Arts, Media, Performance & Design - Design Program only

AMPD MDes Equalization Payment

- AMPD provides a top up to domestic Master's of Design (Mdes) students to ensure they have as much money after tuition is cleared, as domestic Master's students in other AMPD programs
- Payments are posted in three equal installments in Fall, Winter and Summer Terms

| Graduate Student Profile | Amount Received (Annual Amount) |
|--------------------------|---------------------------------|
| F/T Domestic Masters | \$8,488 |

Scholarship Rules

STANDARD

1. All York University matching contributions, regardless of amount will count towards Fellowship, unless the scholarship is an Entrance Award. These are always on top of the Fellowship.

| Scholarship | What Counts Toward Fellowship |
|---|-------------------------------|
| Ontario Graduate Scholarship / Queen Elizabeth Graduate Scholarships in Science in Technology | 1/3 of scholarship |
| Social Sciences & Humanities Research Council for Doctoral Students | 100% |
| Natural Sciences & Engineering Research Council scholarship for Doctoral Students | 100% |
| Canadian Institutes of Health Research scholarship for Doctoral Students | 100% |
| Graduate Scholarship Matching Program for Students (certain awards) | 40% |
| Graduate Scholarship Matching Program for Students (certain awards) | 50% |
| Ontario Trillium Scholarship | 1/3 of scholarship |
| Provost Dissertation Scholarship | 100% |
| Elia Foundation | 100% |

Scholarship Rules

STANDARD

2. Entrance scholarships are always on top of the Fellowship. Some awards (including Tri-Council) are only considered entrance if the student receives it effective the first term of their studies. In these cases, the award amounts are always on top of the Fellowship.
3. If York contributions are less than the Fellowship amounts, the amount to be posted in the student account will be difference between Fellowship amounts and York contributions
4. If York contributions are greater than the Fellowship amounts, no Fellowship amount will be posted to student account (i.e. no fellowship with negative amounts)

EXTERNAL SCHOLARSHIPS RULES

4. External scholarships received from other organizations, which may include, not-for-profit organizations and private for-profit organizations, will be on top of the Fellowship amounts



TA ELIGIBILITY RULES

| | |
|------------------------------|----------|
| Value of Scholarship Awarded | TA range |
| UP to \$50,000 | 0 to 1.0 |
| \$50,000 and above | 0 to 0.5 |

Value of scholarship is the aggregate amount of all scholarships awarded to a student during an academic year.

NB – Some dissertation scholarships/awards require the recipient to not hold employment. These award agreements overrule the above noted TA eligibility rules.

Internal Waivers – Grad Studies

STANDARD

1. Formerly referred to as International Tuition Fee Scholarship and/or Tuition Waiver
2. Students receiving the Internal Waiver will receive an award amount equal to their tuition (including student referenda) and registration fees (limited group – grandfathered process)
3. Internal waiver recipients are eligible to receive award amounts equal to their tuition and registration fees and in accordance with the award agreement, except the following that receive the following awards or their equivalents:
 - i. Graduate Fellowship for Academic Distinction (GFAD)
 - ii. Susan Mann and Provost Dissertation Scholarship

Balance of Degree Fees

STANDARD

1. Students are responsible for degree fees associated with their program, regardless of if they complete early.
2. Students who complete a program early will be assessed and charged (on their student account) the balance of their fees.
3. Students who are not registered active are not eligible to receive the York Graduate Fellowship, but still are responsible for fees owed.
4. E.g. Graduate student completes a 5 term program in 3 terms. The graduate student is responsible for the fees of the full program (5 terms) but will only receive Fellowship for the three terms he was registered/active.

Exception is Economics – Economics students who complete in 2 terms of a 3 term program are blocked from registering in term 3. They are assessed a ‘balance of degree’ program fee and fellowship is applied to offset the cost of tuition.

Minimum Guarantee Top Up & Fellowship

- Each funded graduate student is guaranteed a total amount of funding that is made up of a combination of funding sources
- At the end of each year, the University must have used a combination of sources to meet or exceed that minimum guarantee noted in the student's offer letter
- For funded students, Fellowship makes up part of that minimum guarantee
- For funded students, funding can include a TA/GA
- If the total funding commitment is not met at the end of the academic year through Fellowship and/or TA/GA, a top up payment is provided

Graduate Assistantship

STANDARD

1. Graduate Assistantship is considered part of the student's funding commitment when it is a regular work assignment that is not considered TA work.
2. Graduate Assistantships are often used to issue payment when CUPE employees are **accommodated**, i.e. unable to hold a TA Assignment for medical reasons.
3. Graduate Assistantships can also be used as a top up work assignment when a student's funding commitment has not been met in a given academic year.

EXEMPTION

Those receiving aggregate scholarships with a total value of \$50,000 or more are not allowed to hold GA positions.

Research Assistantship

STANDARD

1. Monies received from Research Assistantship will be on top of Fellowship
2. Funds used to support a Research Assistantship must originate from a fund 400 or 500 cost centre (research funds)
3. Research Assistantships can be used as a top up payment when the annual funding commitment for a student has not been met. (non-working RA) In these cases, an operating cost centre can be charged.

Important - Lasonde

Lasonde uses an RAship as part of their funding package. The money continues to be on top of the Fellowship.

* Review definition of RA ship here:

<http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/research-assistantship/>



York Graduate Scholarship & Bursaries

STANDARD

1. Monies received through York Graduate Scholarship, Entrance Scholarships and/or other similar awards from Faculties will be on top of Fellowships.
2. Depending on the year in which they are granted, a single award can be considered both an entrance and a standard award. Any award received in the first year of a student's academic program and classified as this type of award is on top of the Fellowship.
3. In the case of entrance awards with a York component (York funds), the type of award supersedes the York fund rule – the full amount of the award is on top of the Fellowship

Healthcare Bursary

STANDARD

1. Only funded students (students that receive Fellowship) that are not members of CUPE are eligible to received the Healthcare bursary
2. The Healthcare bursary is only disbursed one-time per student in an academic year, usually in the first term the student is active.
3. The Healthcare bursary is disbursed in the first term of the academic year the student is registered active.

Important:

CUPE members in the Fall term and not Winter term are eligible for benefits up to five months after their contract ends. Additional information can be found here:

<https://3903.cupe.ca/benefits-plan/>

Posting Procedures

STANDARD

1. Fellowship amounts are allocated for each term (i.e. annual amount divided by 3) then posted at the beginning of each term only in September, January, and May
2. At the beginning of September, January and May, postings of Fellowship Amounts will be made every Friday using the student's registration status of end of day of Wednesday that week
3. Eligible Masters students who are registered active will receive their fellowship amounts in two (2) installments. The first installment will be made on or before the due date of the tuition fee. The final installment will be made no later than the last Friday of the month
4. If the eligible Masters student receives no scholarship, the Fellowship amount posted will reflect Fellowship amounts noted at the beginning of this SOP.
5. FGS makes arrangements for an interest freeze for the first two months of each academic term, for funded students who are in good financial standing with the University.

Posting Procedures

STANDARD

5. Changes in eligibility status due to TA/GA assignment, receipt of scholarships, etc. will be reflected immediately on the students accounts. This can include immediate adjustments to Fellowship postings.
6. Students will be notified when adjustments are made to their student accounts

EXEMPTIONS

7. Fellowship amounts may be posted in months other than the above to correct an error
8. Fellowships may be posted in months other than the above to reflect a change in student eligibility (i.e. withdrawal, deregistration, receipt of TA posting, opted out of TA, etc.)

Status changes

STANDARD

1. Changes in student status impact funding and the York Graduate Fellowship.
2. Impacts to Fellowship depend on the status change, detailed in subsequent slides.

Status changes - Withdrawal/Deregistration

1. Changes in students' status during September, January, and May will be reflected in the student accounts during those months
2. Be mindful of refunds that may have already taken place of surplus funds
3. These changes may include in TA and/or GA contract revisions, withdrawals, de-registrations, receipt or refusal of scholarships or awards
4. Dates will be based on the effective date of the change (i.e. retroactive date for withdrawal, etc.). Each month is counted as one full month
5. If the student withdraws or deregisters within the term but not during the months of September, January and May, the previous Fellowship will be adjusted with a new Fellowship to ensure the student account remains whole:
 - i. Calculate the tuition credit for months not registered = tuition owed
 - ii. Credit the previous Fellowship posted
 - iii. Post new Fellowship amount to cover actual tuition owed

Status changes – Employment Change

5. If the employment status changes within the term but not during the months of September, January and May the previous Fellowship amount will be reversed and replaced with new fellowship amount to ensure the student account remains whole:

Student becomes Employed after Fellowship Posting

- i. Reverse initial Fellowship Posting
- ii. Calculate tuition owed for time student not employed
- iii. Post Fellowship to cover tuition costs for time student not employed

Student becomes unemployed after Fellowship Posting

- i. Reverse initial Fellowship Posting for term
- ii. Post full Fellowship amount allowable for degree in term

Payroll Deduction

- Payroll Deduction may not be necessary for those who receive Fellowship since the amounts will cover the Tuition
- Payroll Deduction is mandatory for those who are:
 - On Debt Repayment Agreement
 - Non Funded such as students who are Ph.D 6 or later
- Those who request Payroll Deduction are requested to reach out to FGS office
- A Payroll Deduction Form needs to be completed for Fall and Winter terms for the months of September to April
- A separate Payroll Deduction Form needs to be completed for Summer term for the months of May to August

Important – Student Affairs Assistants can assist with payroll deduction

Changes to the above SOP

Faculty of Graduate Studies reserves the right to change, amend, cancel, introduce or revise any of the standard operating procedures or guidelines above to protect the interest of York University, its agents and its students