Welcome to your Guide for Graduate Departments

Academic units at Queen’s offering graduate level programs are a vital part of the University. You are also at the front line in providing services and support to our students. Our students consistently tell us about the enormously positive difference that their graduate programs made during their academic careers at Queen’s.

As Graduate Coordinators and Graduate Assistants, you provide important leadership and guidance. Your work supports the daily endeavours of our graduate students and results in high levels of academic excellence in our graduate programs.

This guide seeks to support you in your role. Here, you will find a broad overview of the guidelines, policies and issues that affect your programs and students and a listing of resources available to you. These topics range from registering students and your role in the annual Graduate Calendar to information about funding our students and professional development.

I hope that you will find this information helpful as you carry out your role and responsibilities in graduate education. Please visit our website at www.queensu.ca/sgs for updates and further information. Also, I encourage you to contact the School of Graduate Studies (SGS) by calling myself or one of our Associate Deans.

In addition, the School sends a newsletter electronically each week to Queen’s graduate programs that is meant to communicate information to the graduate community, including faculty, staff and students. Watch this newsletter for updates on important issues or events affecting students and graduate programs.

On behalf of the University, I thank you for your dedication and support of graduate studies at Queen’s.

Yours sincerely,

Janice Deakin, Ph.D.
Associate Vice-Principal and Dean of Graduate Studies
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1. Recruiting top graduate students

Queen’s faces a great deal of competition in the pursuit of high quality graduate students. The School of Graduate Studies works closely with graduate units to develop and support recruitment strategies.

Much of our focus on recruitment is to attract the highest quality candidates possible. The SGS wants to assist as you develop your recruitment plans. The School provides the following support:

- Assistance with website development.
- Providing subsidies for graduate units to host campus visits for promising graduate students. Surveys of our applicants indicate that a visit to Queen’s is one of the largest influences in their decision to study here.
- Coordinating Queen’s involvement in a number of graduate student recruitment fairs across Canada. Our appearance at these fairs is enhanced by the participation of faculty, students and alumni of Queen’s graduate programs.
- Assistance with the development of recruitment materials such as pamphlets that can be used to increase awareness of their graduate programs at conferences and events.

Each graduate program’s market for potential students is unique. Please contact the School’s Coordinator of Recruitment Activities at grad.recruitment@queensu.ca to discuss your recruitment ideas.

2. Admission of graduate students

Applicants to graduate programs first complete the on-line application process accessible through the SGS website: www.queensu.ca/sgs. Paper applications can be given to applicants who cannot apply online. Any applicants who cannot access a credit card to complete the online application or who have questions or concerns about disability accommodations should contact Monica Corbett, the Director of Admissions and Student Services in the School, for assistance.

You may find that some potential applicants will contact your program before they apply to gauge their eligibility to be offered admission. In these cases, programs usually provide information about the minimum qualifications required by applicants in order for them to be considered. These criteria should also be available on graduate program websites.

Admission Assistants in the SGS are available to assist graduate programs in gathering all of the documentation needed about each applicant. They work closely with graduate programs throughout the year to coordinate all of the administrative requirements in the admission process.
Programs are expected to evaluate all completed applications according to their procedures and schedules, and to inform the SGS of their recommendation to offer admission, refuse or place the decision “on hold.”

Application deadlines vary by program as does the review process of applications. Most deadlines occur between the months of January and March each year.

Programs should have a clear process in place to ensure all applications are reviewed in a fair and equitable manner. Tell applicants when to expect a decision. Provide feedback to applicants as soon as possible and inform them when a decision has been made about their status. This type of timely communication prevents applicants from continuing to seek information from the program about their application.

In addition, given the competitive environment we face in attracting top graduate students, offers of admission should be made as quickly as possible along with an indication of available funding. This is particularly true of applicants who are the recipients of external awards.

The Bologna Protocol and Queen’s
Many European countries are introducing a three-year bachelor’s degree and a two-year master’s as well as a standard credit system. These changes will make it easier for course work completed at one European university to be recognized by another.

This education system is more commonly known as the Bologna Protocol and mainly affects admission requirements for applications to our graduate programs. Students applying from European institutions participating in the Bologna protocol to master’s level programs at Queen’s who therefore have a bachelor’s degree of three years’ duration are considered on a case-by-case basis for graduate admission eligibility.

3. Registering students
All graduate students must be registered in the School of Graduate Studies in order for them to attend classes, defend their thesis and receive financial awards and assistance.

Registration must be renewed annually up to and including the term of completion or withdrawal.

Registration for new graduate students
QCARD is Queen’s Computerized Access and Registration Database. New students pre-register using QCARD from the beginning of July until mid-August each year. They also use QCARD to make their fee payment selection starting at the beginning of July each year.
Please direct new international students to the Queen's University International Centre (QUIC) to enrol in the University Health Insurance Plan (UHIP) before they pre-register.

After pre-registration, new students must make their fee payment arrangements by August 15. The details of the fee payment options and deadline dates are available through the Office of the University Registrar's website at www.queensu.ca/registrar under Fees.

Final registration steps start during the last week of August when all students register on QCARD. New students can confirm their registration details at that time. When registration is complete, students who have set up banking information receive the direct deposit of their award payment. This payment occurs according to the schedule that students can view on QCARD from the main menu.

New graduate students attend the Bews Gym at the Physical Education Centre during the first week of September to obtain their Queen's Student Photo Identification Card.

**Registration for returning graduate students**
Returning students pre-register using QCARD during the month of April each year. At that time, they also select their payment method.

Returning international graduate students must go to QUIC to update their UHIP before they pre-register.

All returning students must make their fee payment arrangements by August 15. At that time, they also ensure that any outstanding debts have been paid and if required, submit documentation about any third-party funding agencies that are covering their tuition assessment to the Office of the University Registrar.

As a final registration step, returning students register on QCARD during the last week of August. Returning students can then start receiving their scheduled awards payments by direct deposit to their bank account of record.

Returning students update their Queen’s Student Photo Identification Card annually for validation in late August to early September.

**Registration status for students**
At the beginning of their program, students indicate their study status, usually full-time or part-time. Definitions about registration status can be found on the SGS website, in the SGS Calendar under Admission and Registration.

**Full-time students**
Full-time students should not hold paid employment of more than 10 hours a week unrelated to their research.

Students may be eligible for a wide range of internal and external scholarship and bursary awards including Queen's Graduate Awards (QGA), International Tuition Awards (for international students only), and NSERC, SSHRC, CIHR and Ontario Graduate Scholarships (OGS). Many external awards are restricted to Canadian citizens and landed immigrants who have held this status at least one year. Some Queen's internal awards have similar restrictions.

Teaching assistantships (TAs) and research assistantships (RAs) are normally assigned to full-time graduate students.

**Part-time students**

Please note that changes from full-time to part-time status, or initial registration as a part-time student requires approval from the program and SGS except for those programs which are designated as part-time.

Part-time students normally enrol in a half-course each term except for programs whose normal course load is four or more courses per term. In those programs, part-time students can take two courses each term.

**Changing a graduate student’s status**

On occasion, students need to change their study status. Please review the regulations about changing status in the *Graduate Calendar* which is found on the SGS website.

Similarly, please direct students who wish to change their status from full-time to part-time to the SGS. A formal recommendation is required from the program that details the student’s academic program and progress to date. This recommendation is brought forward for consideration of the SGS.

**Inactive students**

Graduate students can register as inactive to discontinue studies temporarily for personal or other reasons such as maternity and parental leave or medical leave. Permission may be granted only if, on return, the student will still be able to complete the degree program requirements within the allowed time. Master’s programs must be completed within five years from the time of initial registration in the program. Doctoral programs must be completed within seven years.

Students granted inactive status usually return to their studies with the status they held (e.g. full-time or part-time) before starting their leave. Term fees are waived for all students who change to inactive status due to maternity, parental leave or medical leave.
The maximum duration of the maternity or parental leave is two terms. Graduate students can apply for a leave of absence on medical grounds for one term and up to a maximum of three terms. Please inform students that they will need to provide documentation from a doctor or health practitioner to support a medical leave of absence for the duration requested.

Awards to students from the SGS -- Dean's Awards, International Tuition Awards, named awards and Queen's Graduate Awards -- will be suspended for the duration of time that the student is registered as inactive. When the student resumes their studies, the award will begin again. The period of funding eligibility is extended by the same number of terms during which the student was registered as inactive.

You should direct students holding externally funded fellowships, or other forms of support derived from sources external to the University, to the regulations prescribed by the granting agency concerned. Students receiving funding support from Teaching Assistantships or Research Assistantships should speak with their direct supervisor.

Forms related to changing registrations status can be found on the SGS website under Current Students.

**Signing students up for courses**

Most graduate programs start communicating with their new graduate students upon admission. Part of this communication usually involves discussing the courses that they need to complete as well as electives and/or optional courses of interest.

Currently, graduate students cannot register in their courses electronically via QCARD. They must register through their department or graduate program. Departmental Graduate Assistants can add courses to a graduate student’s record during a specific, annual time frame. After that time period, students register in courses (or drop out of courses) by completing an Academic Change Form (ACF), collecting all required signatures and submitting the form to the SGS. The form is available from the SGS or graduate programs.

**4. Funding our students**

External graduate student awards are extremely important not only for financial benefit, but as a benchmark of academic excellence. All students are required to apply for external awards for which they are eligible. Please see further details on the SGS website under Current Students, Funding for Graduate Students.

Queen’s guarantees a minimum funding package currently valued at $18,000 each year for eligible doctoral students. This amount is a minimum and actual doctoral student support may be substantially higher depending on the program
of study. The funding package is typically comprised of a combination of internal and external awards as well as Teaching and Research Assistantships.

Registered funding eligible students who are in good academic standing with Queen's may be eligible for a wide range of internal and external scholarship and bursary awards including:

- Queen's Graduate Awards (QGA)
- Sutherland Awards
- International Tuition Awards (ITA – for international students only)
- Graduate Dean's Doctoral Field Travel Grants
- Graduate Dean’s Conference Awards
- E.G. Bauman Fellowships
- Roeher Institute Research Grants
- R. Samuel McLaughlin Fellowships
- Franklin Bracken Fellowships
- Arts ’49 Principal Wallace Fellowships
- Mackenzie King Traveling Scholarships
- PhD Graduate Student Scholarship in Materials Research (MMO)
- Department of National Defence Scholarship and Fellowship Program
- Natural Sciences and Engineering Research Council of Canada (NSERC) awards
- Social Sciences and Humanities Research Council of Canada (SSHRC) awards
- Ontario Graduate Scholarships (OGS, OGSST)

**Internal awards for graduate students**

Queen's offers graduate student support annually through internal, or “named” fellowships and scholarships. Students do not apply for these awards or fellowships. Instead, they are based on students’ academic qualifications and performance.

These merit-based scholarships and fellowships, established by benefactors of Queen's, make an important contribution to the support of our graduate students. For the most part, the Fellowship Committee of the SGS administers these awards on recommendations from the departments or graduate programs through an annual competition.

Graduate programs are notified of this annual competition well in advance of the annual deadline (end of April), and are provided instructions on how to submit departmental nominations, as well as details of the adjudication process. This internal fellowship competition is normally adjudicated in late May.

Students applying to graduate programs or continuing enrolment in a graduate program at Queen’s do not make a separate application for these named
fellowships (with the exception of the Sutherland awards). Departments will nominate eligible students during the annual competition.

In addition, some graduate departments make nominations for awards in particular fields of study. These departmental awards can be paid out for the current academic session until the last day of February. Departments who have such awards are notified each May about that year’s expendable amount and all deadlines and guidelines. Departments nominate eligible students for their awards via a memo addressed to the SGS.

**Queen’s Graduate Awards (QGA) and International Tuition Awards (ITA)**

Each department’s QGA allocation is determined based on the number of full-time funding eligible students (year 1 of one year Master’s programs; years 1 & 2 of two-year Master’s programs; year 1 through 4 of PhD programs) using the enrolment data from the November 1st student count conducted by the University. This information is communicated to Departments by memo from the SGS in March each year.

The SGS has a limited number of ITAs -- with each award worth $5,000 -- that are distributed to departments. In that annual March memo from the SGS, Departments are also advised of the number of ITAs held by continuing international students and whether they can expect to receive any new ITAs.

It should be noted that ITAs return to the SGS when they are no longer required (if the international student has completed their degree, become landed, or withdraws from the program). When an ITA is not available for an international student from the SGS, an equivalent award will be provided from the Department’s QGA allocation.

International students who arrive with full funding support from an external source (e.g. government funding), do not receive ITA funding. Confirmation of that external support must be provided to the SGS.

**Conference Travel Awards**

Conference presentations are an important part of graduate training, provide networking opportunities with experts in the field and acknowledge students’ scholarly contributions. The opportunities for students to present at conferences varies greatly depending on the program of study.

Starting in September 2009, the School of Graduate Studies began allocating a lump sum to each graduate program based on enrolment and the number of Conference Travel Awards received by their graduate students in each of the last two years.
Programs now allocate awards to their students who meet the award criteria and have the flexibility to determine the amount of each award. As a result, CTAs can be awarded in variable amounts.

The terms and conditions of holding a CTA remain unchanged and the graduate program provides to the SGS a list of award recipients and the amount awarded. The School of Graduate Studies will then process payment of the award to the student in the usual manner. Programs may not retain unspent CTA funds from one academic year to the next.

The minimum allocation for a program is $500. Each program receives its lump-sum CTA based on full-time eligible enrolment. The SGS will send a memo to each program in March with the total amount you have available.

**Payment of awards through direct deposit**
All awards -- including scholarships, fellowships and Queen’s Graduate Awards - administered by the SGS are paid through direct deposit to the student's bank account of record after registration is finalized. International Tuition Awards (and their QGA equivalents) are paid directly into the recipient’s fees account.

**Needs-based Awards**
Needs-based awards are administered by the Office of the University Registrar. Please view their website at [www.queensu.ca/registrar/awards/grad](http://www.queensu.ca/registrar/awards/grad) for more information.

**5. Guiding students through their degree**

**Professional development for students**
Each year, the School of Graduate Studies and a number of academic support services units and departments work together to provide professional development opportunities for graduate students called *Expanding Horizons for Graduate and Professional Students*.

Workshops occur throughout the year on such topics as writing a CV, applying for scholarships, research tools and many others. Please direct your students to the SGS website under *Academic Support Services* for a full listing. Updates on workshops are sent to graduate students through their graduate departments.

**Preparing for oral thesis examinations**

The designated person in the student's home unit (usually the supervisor, graduate coordinator or graduate assistant) will schedule the Oral Thesis Examination by filling out the *Oral Thesis Examination Form* (Ph.D.; Master’s). This form is found on the SGS website and outlines the composition of the Thesis Examining Committee and the other details of the thesis examination.
• For doctoral students, the completed and signed form must reach the School of Graduate Studies no later than 25 working days before the tentative examination date.

• Master's students must contact the Graduate Assistant or Graduate Coordinator in the unit for this deadline.

In preparation for the oral thesis examination, the candidate must submit one copy of the thesis to each member of the Thesis Examining Committee including the Chairperson.

Distribution of the thesis copies to the examining committee must follow the same deadlines as outlined above.

The Thesis Examining Committee Membership is as follows:

**Master's Programs**

- Chairperson
- Head of the Department or delegate
- Supervisor(s)
- At least one other member of the Department
- At least one faculty member from another Department *

**Doctoral Programs:**

- Chairperson - (the selection is made by the Thesis Coordinator)
- Head of the Department or delegate
- Supervisor(s)
- At least one other internal, from within the program
- At least one faculty member external, outside of the program *
- An external examiner from outside Queen's University

* Cross-appointees are not considered to be from another program. Requests to have a cross-appointee serve as the external outside of the program must be made in writing justifying the request and confirming that the member has had no involvement in the research project and does not have a conflict of interest.

Examiners from Queen's must be graduate faculty. Please see the SGS Calendar listing of academic staff on the SGS website. Requests to consider non-graduate faculty must be made to your Associate Dean in the SGS in writing and should include the rationale for the request, the faculty member’s CV, and confirmation that the individual is at arm's length of the research thesis to be examined.
With the exception of the Chairperson for Doctoral Programs, it is the responsibility of the unit (e.g. the graduate coordinator and graduate assistant) to select, verify eligibility, and inform all members of the Thesis Examining Committee of the time and date of the oral examination, and for submitting the Oral Thesis Examination Form by the required deadlines.

Please note that final approval of the Thesis Examining Committee members lies with the Dean of the School of Graduate Studies. Occasionally, the Dean requires additional information about one or more members of an examination committee, such as an updated c.v. for an external examiner.

The SGS Thesis Coordinator circulates the oral examination particulars and confidential report forms to each member of the Thesis Examining Committee by e-mail. Reports are submitted in confidence to the Thesis Coordinator for circulation to the Chairperson of the committee in advance of the examination. Each member of the Thesis Examining Committee indicates whether the examination should be held, and if the candidate is permitted to defend the thesis.

At each oral thesis examination, the examining committee reaches one of the three outcome categories: passed, referred or failed.

**Thesis formatting**

All graduate theses or dissertations conform to the minimum style and form requirements as detailed in the General Forms of Theses.

Students can use any word processor or editor to create their thesis. Several templates have been designed to assist students in formatting their theses.

Templates in WORD & LaTeX are available through the Queen’s Library website at library.queensu.ca/webir/e-theses/sgs-index.

**Submitting graduate theses on-line at Queen’s**

QSpace offers a resource for collecting, preserving, and providing online access to digital content produced by the Queen’s community. A submission of a thesis to QSpace automatically alerts the Thesis Coordinator at the SGS when the thesis has been successfully submitted. Please visit the SGS website under Current Students, Completing Your Degree for instructions.

QShare is optional thesis workspace that is available to all students. It is a web-based, on-line file storage, distribution and sharing solution for the Queen’s community. It provides a secure, web-based file space where students' theses can be securely stored and shared with others.

QShare accounts are available free of charge to all Faculty, Staff and Graduate Students of Queen’s. You can create a QShare account by visiting this website:
https://qspace.library.queensu.ca/ldap-login. The site will guide you on creating an account by using your Queen’s email account and allowing you to use your Queen's Net ID and password to access QShare in the future.

**Teaching Assistants and Research Assistants**

A teaching assistantship (TA) is a contractual agreement between the University, normally represented by a unit such as a unit, faculty or school, and a graduate student. These agreements specify the number of hours of teaching support for a degree-credit course and delivery within a particular period of time such as an academic term or part of a term.

Awarding teaching assistantships serves three valuable functions:
- They provide teaching support to undergraduate courses;
- They are a significant component of financial support for a considerable number of graduate students and;
- For many students, they are an important - in some academic disciplines even necessary - component of their professional development

Units are responsible for managing teaching assistantships by creating a fair and transparent process for assigning TAs, making provisions for funding and training as well as collection and completion of TA agreements.

You should be aware of the rights and responsibilities of TAs. They should be informed of their expected workload and to receive a Student Employment Contract as well as a signed TA Agreement form when they start their duties.

In addition, TAs should have access to a fair dispute resolution mechanism, be able to request a sick leave, bereavement leave, or compassionate leave and work in a positive environment.

Full-time graduate students employed as TAs are limited to a maximum of 10 hours a week. This is the total time spent by the student in this position and includes time spent on preparation, reading assignments and marking tests and examinations.

Professional development support for teaching assistants, including a day-long orientation session each September, is available through the Centre for Teaching and Learning. Visit its website for details.

Faculty who are engaged in extensive research programs and who are holders of major research grants usually require several graduate students to work as Research Assistants. These assistants are graduate students who are working in a field of study related to that of the research program.
Time spent on such research will normally be accepted as part of the academic requirements for the student's degree program. Support received through such an arrangement is taxable under federal and provincial laws.

Holders of major merit awards may not receive further assistance from a research grant that is from the same granting agency as the award.

Financial support that is provided through a research contract may contain terms and conditions that will obligate the student to act in accordance with the research agreement signed with the sponsor. If students have concerns about this kind of financial support, they should contact the departmental graduate coordinator.

Students involved in sponsored research projects have an obligation to complete the Participant Agreement form, which can be obtained from the Office of Research Services, the supervising researcher or the graduate program office.

**Graduate student supervision**

All research graduate students must have a supervisor. Graduate students are partners in the university enterprise and it is important that the student and supervisor form a good relationship built on mutual respect, trust and shared academic goals. Open and regular communication is strongly encouraged.

Understanding the respective roles and responsibilities of supervisors, supervisory committees, students, graduate coordinators and programs can be helpful in this regard. As well, it is important for students and those in graduate programs to understand mediation procedures for the resolution of disputes related specifically to issues in graduate supervision, and graduate student research. Above all, it is hoped that good practices will aid in anticipating and avoiding potential problems.

The supervisor must be a faculty member at Queen's who is a member of the School of Graduate Studies. A co-supervisor is either a faculty member at Queen's who is a member of the School of Graduate Studies or who has been given permission to co-supervise by the School. Adjunct or term faculty and faculty from other universities cannot sole supervise a graduate student and can only act as a co-supervisor.

If problems associated with supervision arise, everyone should attempt first to resolve them informally. If an informal discussion does not lead to a resolution, then other members of the graduate program should become involved in seeking an acceptable resolution.

If a satisfactory solution is not reached, then the SGS may become involved and formal procedures followed. Please contact your Associate Dean in the SGS in these cases.
The SGS has published a *Guide to Graduate Supervision* which is available through the SGS website and as a paper booklet. Please contact the School for a copy.

**Helping students in distress**
Attending university can be an exciting and dynamic experience. The change to a new city and rigour of an academic program may also create some feelings of isolation and distress for students.

Students may have to deal with stresses associated with being in a new environment isolated from social support networks, stresses such as physical or mental illness (e.g. depression, anxiety) financial stress, illness or death of a loved one, and the end of important relationships. Because of their frequent contact with students, members of faculty and staff may be in a position to be of assistance.

Health, Counselling and Disability Services (HCDS) at Queen’s can help you assist graduate students. They can help you recognize the signs of distress. Also, they are available as a resource to assess and treat health problems, provide specialized mental health care and counselling for personal, psychological, mental health issues or for academic skills and to provide services for students with disabilities. Please contact HCDS at extension 32506.

**Guidelines for student vacation (updated as of June 2012)**
See the School of Graduate Studies website at [http://www.queensu.ca/sgs/forstudents/policiesprocedures.html#vacation](http://www.queensu.ca/sgs/forstudents/policiesprocedures.html#vacation)
6. Supporting international students

International graduate students can fund their time at Queen’s through a combination of stipends, awards, bursaries and employment opportunities.

**Stipends for international graduate students**

As for domestic students, Queen’s has a guaranteed minimum stipend for funding-eligible international PhD students currently valued at $18,000. The International Tuition Award and its QGA equivalent is not included as part of the minimum stipend.

**Awards, bursaries and loans for international students**

All international graduate students without full external government funding who are admitted to full-time study at Queen’s must receive an ITA. This award began in September 2007.

Under this program, each new international full-time student receives an award to be held during his or her funding-eligible years of study. The annual award of $5,000 is applied as a tuition credit directly to the students’ fees account.

The department will be informed of its ITA allocation by the School of Graduate Studies. It is important to note that when students holding ITAs complete their degree, withdraw or become landed immigrants, their ITA reverts back to the SGS.

Like domestic students, prospective or enrolled international graduate students do not make individual application for most internal named fellowships or scholarships or departmental awards administered by the School of Graduate Studies. Departments are notified of all annual fellowship competitions, and nominate eligible students appropriately. Most of these fellowship decisions are made in April of the year.

Encourage your international graduate students to explore other financial assistance options:

- Visit the Office of the University Registrars’ Student Awards website (www.queensu.ca/registrar/awards/international) for updated information
- Check the Canadian Bureau for International Education website (www.cbie.ca) for information on the availability of awards for international students studying in Canada.
American students who have access to Section 529 savings plans are eligible to utilize these resources while studying at Queen's. International students can hold any student loans they may have secured through their home countries. Please advise students to contact the appropriate student loan agency in their country for further information.

**Employment opportunities for international students**

In order to work in Canada, international students need a Work Permit. However, international students may work for an on-campus employer with their study permit alone.

Students will need to apply for a Social Insurance Number (SIN) in order to be paid. To apply for a SIN number, please direct students to Human Resources and Skill Development Canada (HRSDC) at 299 Concession Street. They may also wish to contact the Queen’s University International Centre (QUIC) and ask for the International Student Advisor or International Student Advisor for Short-Term Programs for further information.

Spouses of international students are not limited to working on the university campus. They are eligible for an Open Work Permit. The only restriction may be a medical requirement.

**Teaching assistantships and English language skills**

Queen's has a program to assist graduate students who, over the course of their studies at Queen's, will serve as teaching assistants.

The program offers specialized workshops as well as a diagnostic assessment for students who were required to take the TOEFL, IELTS, Michigan or other approved English proficiency tests for admission to Queen's University.

This is a mandatory assessment. It is not, however, a condition of acceptance into Queen's graduate programs. The diagnostic assessment will determine incoming graduate students' oral proficiency in English. A course entitled English Language Communication Skills for Teaching Purposes has also been developed as part of the program if additional language training is required to carry out the Teaching Assistant functions. Information about this course can be found through the website of the Centre for Teaching at Learning.

**Immigration issues concerning international students**

Some international students may wish to become Canadian citizens or permanent residents. As a permanent resident, students and their dependants have the right:

- To receive most social benefits that Canadian citizens receive, including health care coverage
To live, work or study anywhere in Canada
To apply for Canadian citizenship and;
To protection under Canadian law and the Canadian Charter of Rights and Freedoms.

In addition, permanent residents, like Canadian citizens, pay domestic tuition fees and are eligible for a greater number of awards, scholarships and financial assistance. Students should access the Government of Canada’s Citizenship and Immigration website at www.cic.gc.ca for a Permanent Resident Card application form and details about the documentation needed to apply.

To become Canadian citizens, adults must have lived in Canada for at least three years (1,095 days) in the past four years before applying.

Watch for notices from the School of Graduate Studies about immigration information sessions for graduate students and graduate coordinators. Citizenship and Immigration officials are available at these sessions to provide information and answer questions.

Coverage under the University Health Insurance Plan (UHIP)
Inform your international students that enrolment in the University Health Insurance Plan (UHIP) is mandatory for themselves and any dependants who arrive with them. UHIP provides basic medical insurance coverage for hospitals, doctors and some diagnostic fees. Please encourage your international students to enrol themselves and their dependants within 30 days of their arrival in Canada or they will pay a penalty of $500 plus retroactive premiums.

Direct your international students to the Queen’s University International Centre (QUIC) upon their arrival to Canada to apply for UHIP. All international students attempting to pre-register or register through QCARD must complete a UHIP application to enrol/waive themselves and their family members who reside in Ontario in UHIP, or to be granted a waiver of this requirement, before pre-registration can be completed. Please note that the payment deadline is mid-August, the same deadline as the student’s fee payment arrangement.

Questions about the UHIP application process should be directed to QUIC by emailing them, uhip@queensu.ca, calling them at extension 32604 or visiting them in the John Deutsch University Centre.

7. Exchanges and visiting students
Graduate students may participate in exchanges to other universities in order to expand their areas of study and research. These exchanges are most often the result of research collaborations between Queen’s faculty and those from other universities.
Because of the reciprocal nature of student exchanges, tuition is often waived at the host institution, however students continue to pay tuition to their home university. Students are responsible for all other expenses such as travel, fees related to non-academic services, accommodation and for incoming exchange students at Queen’s, UHIP payment.

Current Queen’s graduate students indicate their participation in exchanges outside of Queen’s by first completing an Off-Campus Study form. These forms are available through the School of Graduate Studies and its website.

**Exchange programs at Queen’s**
The University has a database of universities with whom Queen’s has an exchange agreement. You can access this list through the Queen’s International website located at www.queensu.ca/international.

These agreements are often the result of a signed Memorandum of Agreement between two institutions and appendices to these agreements include details such as the length of study, fees that must be paid by students and the length of the agreement.

If you would like to establish an exchange agreement with another university, please bear in mind that the agreement must include the reciprocal exchange of graduate students. Contact your Associate Dean in the School of Graduate Studies for assistance in developing the agreement.

**Visiting research students at Queen’s**
A student who is registered in a graduate level program at their home university may register at Queen’s for non-degree study to join a research group. Upon receipt of the requisite application which includes a letter of approval from Queen’s, the recommendation of a research supervisor and the Department Head, such a student can be accepted by the SGS as a Visiting Research Student (VRS) at Queen’s University for a period up to one year. These students are assessed student activity fees but no tuition fees. They must be insured under the UHIP and cannot enrol in courses. The application documents for the VRS program are available at the SGS.

**The Ontario Visiting Graduate Student Program**
The Ontario Visiting Graduate Student (OVGS) Plan allows a graduate student registered full time in a graduate program in any Ontario university to take graduate courses at another Ontario university. They remain registered at their home university. The student’s home university is required to pay a $500 fee (per 0.50 credit course) to the host university. Students pay tuition fees to their home university and are classified as "visiting graduate students" at the host university where they pay no tuition fees. Visiting students are still eligible for awards and other funding at their home university.
Students complete a visiting graduate student form which is available from the graduate office at their home university. On this form, the student indicates the courses or courses to be taken and the term. Please note that admission is not complete until the form has been approved by the department chairperson and graduate dean of both the home university and the host university.

8. The Graduate Calendar
The SGS works with graduate departments each year to produce an on-line Graduate Calendar. This calendar is a guide to our graduate programs and courses. It also provides information on admissions, awards and registration, and serves as a record of the policies and procedures of the School of Graduate Studies.

All information in the graduate calendar must be approved by the department.

By early February each year, graduate departments provide to the School of Graduate Studies about approved courses and program changes and faculty that should be listed in the Calendar for the upcoming academic year. The new Calendar is available through the School’s website in May. Archived calendars can also be found on-line.

9. Ontario Council on Graduate Studies
Queen’s is a member of the OCGS, an organization that promotes the advancement of graduate education and associated research in the provincially-assisted universities in Ontario.

The OCGS also operates an independent process of quality appraisal of all existing and proposed graduate programs. Existing graduate programs undergo periodic appraisals every seven years. Every fall, the SGS starts working with those programs scheduled to submit their appraisal briefs in July of the following year. The SGS and departments work in a consultative manner to complete the appraisal briefs within the timelines provided by OCGS. All briefs are provided to OCGS under the signature of the Associate Vice-Principal and Dean of Graduate Studies.

This process is currently under review and it is expected that OCGS will instead provide guidelines to its member universities. These guidelines will allow universities to perform self-assessments of their graduate programs.

OCGS also conducts standard appraisals of proposed new graduate programs at Ontario universities. The School of Graduate Studies at Queen's works with graduate programs and OCGS to coordinate this process. Please contact your Associate Dean in the School of Graduate Studies for assistance.
Resources for Graduate Departments

**Associate Dean Brenda Brouwer**
Contact for graduate programs in Life Sciences, Engineering, Applied Sciences, Mathematics and Physical Sciences
brouwerb@queensu.ca
Extension 36079

**Associate Dean David Rappaport**
Contact for graduate programs in Social Sciences, Professional Schools and Humanities
dr2@queensu.ca
Extension 36079

**Shelley Aylesworth-Spink, Director, SGS**
Contact for OCGS and SGS operations
shelley.aylesworth-spink@queensu.ca
Extension 32763

**Monica Corbett, Director, Admissions & Student Services**
Contact for admissions, registration, awards and thesis completion
monica.corbett@queensu.ca
Extension 36100

**Linda Lam, Director, Finance and Administration**
Contact for financial matters related to the SGS, budget and staffing
laml@queensu.ca
Extension 75549

**Colette Steer, Coordinator, Recruitment Activities**
Contact for recruitment support
grad.recruitment@queensu.ca
Extension 78776

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Fax: (613) 533-6015
e-mail: SGS@queensu.ca
Key websites for information:

www.queensu.ca/sgs (School of Graduate Studies)

www.queensu.ca/calendars/SGS (online calendar of the School of Graduate Studies)

www.queensu.ca/registrar (Office of the University Registrar)

www.queensu.ca/ctl (Centre for Teaching and Learning)

www.queensu.ca/quic (Queen’s University International Centre)

www.queensu-hcds.org (Health, Counselling and Disability Services)

www.queensu.ca/studentaffairs (Gateway to Student Affairs resources for graduate students)