

Graduate Student Funding Allocation Terms of Reference

Philosophy

All decisions regarding graduate student funding allocation to be made in an equitable, fair, and transparent manner.

Background

The School of Graduate Studies (SGS) provides the Department of Psychology with Queen's Graduate Award (QGA) funding for each academic cycle. QGA is a funding allocation provided to PSYC for each master's student in their first two years of full-time study and each doctoral student in their first four years of full-time study. It is intended to augment a student's annual funding package. A student's funding package may include some combination of a Teaching Assistantship (TA), a Graduate Research Fellowship (GRF), a Research Assistantship (RA) from their supervisor or another faculty member, an external funding award such as a Tri-Agency CIHR/NSERC/SSHRC; or a Queen's internal funding award.

Method of QGA Allocation and Payment

QGA funding allocation to units is calculated by SGS based on graduate student enrolment as of 15 August each year (and verified on 01 November each year). Annual QGA funding allocation is the responsibility of the PSYC Coordinator of Graduate Studies. All QGA funds must be distributed within the current academic year and in accordance with QGA regulations and policies as established by SGS.

QGA Distribution Timelines

The PSYC Department Head tasks the PSYC Coordinator of Graduate Studies (assisted by the PSYC Graduate Program Administrator) to create the draft QGA Funding Allocation chart based on student enrolment using the funding allocation figure projected by SGS in their annual Allocation Memo. Final confirmation of total QGA for that academic session is based on the actual full-time student enrolment count performed by SGS on 01 November each year. The PSYC Grad Prog Administrator prepopulates the QGA Funding Allocation chart for the upcoming academic session by no later than 01 August. The PSYC Coordinator of Graduate Studies meets with the PSYC Grad Prog Administrator to review the draft QGA Funding Allocation chart in early August each year. Upon approval from the PSYC Coordinator of Graduate Studies, the PSYC Grad Prog Administrator forwards the final QGA Funding Allocation chart to SGS to meet their established deadlines. QGA funding transfers are generated by SGS as direct deposits to eligible students identified on the QGA Funding Allocation chart following the SGS established distribution schedule, normally the first week of September, January, and May of a student's eligible year.

QGA Allocation Notification to Students

By 31 August each year, the PSYC Grad Prog Administrator will provide each PSYC graduate supervisor with a summary funding allocation chart outlining each of their students' various sources of funding for the upcoming academic session. Concurrently, the PSYC Grad Prog Administrator will forward each individual graduate student their own individual funding allocation summary for the upcoming academic session. The funding summary will notate all sources of the student's funding as noted in **Background** above. GRF and/or RA amounts may be assigned later during the academic session as identified by graduate supervisors. The QGA chart will be updated accordingly as each transaction occurs.

SGS Annual Funding Minimums

PhD Domestic Minimums

SGS policy stipulates that all full-time, on campus domestic doctoral students must be funded to a minimum amount of \$18,000 per year for each of the first four years of full-time study. The funding may be comprised of any combination of internal/external funding awards, teaching assistantships, teaching fellowships, QGA, graduate research fellowships, and research assistantships.

PhD International Minimums

SGS policy stipulates that all full-time, on campus international doctoral students must be funded to a minimum amount of \$18,000 per year. In addition, each international PhD student must also be awarded a \$5,000 International Tuition Bursary (ITA) for each of their first four years of full-time study. This brings the international PhD minimum annual funding to \$23,000 including the ITA amount. The funding may be comprised of any combination of internal/external funding awards, teaching assistantships, teaching fellowships, QGA, graduate research fellowships, research assistantships, and the mandatory ITA.

PSYC Annual Funding Minimums

PhD Domestic

PSYC policy stipulates that all full-time, on campus domestic doctoral students must be funded to a minimum of \$18,000 per year for each of their first four years of full-time study. PSYC policy further stipulates that all full-time, on campus international doctoral students must be funded to a minimum of \$18,000 per year. In addition, in accordance with SGS regulations, each student will also receive an International Tuition Award (ITA) valued at \$5,000 per year.

SGS MSc Annual Funding Minimums

MSc Domestic

SGS does not mandate annual minimum funding for domestic or international master's students.

PSYC MSc Annual Funding Minimums

MSc Domestic

PSYC policy stipulates that all full-time, on campus domestic master's students must be funded to a minimum of \$18,000 per year for each of their first two years of full-time study.

MSc International

PSYC policy stipulates that all full-time, on campus international master's students must be funded to a minimum of \$18,000 per year each of their first two years of on-campus, full-time study. In addition, international master's students will also receive an International Tuition Award (ITA) valued at \$5,000 per year.

The Department of Psychology is usually able to commit to a minimum funding level higher than that stipulated by SGS. In recent years, we have been able to offer a minimum of \$21,000 for all full-time, on campus students in Years 1 and 2 of the MSc program, and Years 1 to 4 of the Doctoral program. Our intention is to continue providing funding to at least \$21,000, although this needs to be reassessed every year, contingent on departmental resources.

PSYC Minimum Annual QGA Allocation

Eligible students will receive a total of \$12,113 in QGA funding (in 2020) paid in equal, one-third amounts across the three terms of that academic session. Eligible students will also receive a minimum Teaching Assistant allocation of 208 hours for the 2020 academic session (see Teaching Assistantships below).

Funding Awards and QGA Allocation

Where a student has been awarded any of the following funding awards, that student will not also be allocated any QGA for that year:

- Tri-Agency (CIHR / NSERC / SSHRC) CGSM Master's award
- Tri-Agency (CIHR / NSERC / SSHRC) CGSD Doctoral award
- Ontario Graduate Scholarship (OGS) including Indigenous and International awards
- Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII GSST)
- R.S. McLaughlin and Franklin and Helene Bracken Fellowship
- Robert Sutherland Fellowship
- Queen's Other Named (Internal) Fellowship or Scholarship (with some exceptions for awards that are less than \$10,000 per year)

Where an incoming student has been awarded a Queen's Graduate Entrance Tuition Award (GETA) that student may also receive a reduced QGA allocation in that academic session.

Where an incoming student has been awarded a CGSM Master's award or a CGSD Doctoral Tri-Agency award, that student will also receive the **Queen's Tri-Agency Recipient Recognition Award (TARRA)**. This one-time award is payable in year one of the student's degree associated with that award. A \$5,000 one-time TARRA award is allocated to an incoming master's student who secures a CGSM award in their incoming year. A \$10,000 one-time TARRA award is allocated to an incoming doctoral student who secures a CGSD award in their incoming year.

Repayment of QGA in Event of Funding Award on Reversion

Tri-Agency, OGS, QEII GSST, McLaughlin-Bracken, and Queen's Internal Fellowships, and GETAs may be awarded to students who were placed on the reversion list for those awards for the current academic session. This reversion award could be assigned by the Tri-Agency, Queen's, or PSYC at any time during the Fall Term where the original award holder has declined that award. Students may not concurrently hold a funding award and QGA in the same academic session, other than the GETA Award.

Where a funding award is activated in the Fall Term through the reversion list, a student is required to reimburse any QGA overpayment back to PSYC following confirmation of the reversion funding award payment being received into the student's bank account.

Teaching Assistantships

Teaching Assistantships form part of the student's overall annual funding package. Full-time, on campus PSYC master's students in Years 1 and 2, and PSYC doctoral students in Years 1 thru 4, are guaranteed a minimum of 208 TA hours each academic session across (up to three terms) as salary paid at the hourly rate as mandated in the *PSAC 901 TA/TF Agreement*.

The first 208 TA hours assigned in an academic session contribute to the student's minimum annual funding guarantee as noted in PSYC Minimum Funding Guarantee above.

Students may work additional TA hours beyond the 208 minimum when offered, according to SGS policy, and in consultation with their PSYC graduate supervisor. These additional TA hours do not form part of the student's minimum annual funding package, therefore the student's QGA allocation for that academic session will remain at that current year's minimum amount / will not be adjusted downwards by the amount of the additional TA hours/earnings.

TA salary pay is processed in accordance with Queen's payroll schedules.

Student's Decision to Decline Any or All Teaching Assistantships in an Academic Session

Students not wishing to serve as a TA must inform the PSYC Grad Prog Administrator of their decision by 01 Jul or as requested during the TA ranking session. Where a student declines any or all of their TA contract offers for any reason other than illness/inability to perform their contractual duties, their funding package outlined in their letter of admission becomes null and void for that academic session. Incoming students must accept their offer of admission by 01 June if they are to be guaranteed a regular TA allocation in the upcoming academic session. Any students enrolled after 01 June may be allocated TA wherever possible, but may in some cases receive no TA assignments for that academic session if all assignments have already been confirmed following the TA ranking session and TA allocation process. TA assignments will be made according to the policies and procedures outlined in the *PSAC 901 TA/TF Agreement* and those of the Department of Psychology.

TA Redistribution in the Event of A Student's Withdrawal from the Program During the Academic Session or where a student declines a TA assignment during the academic session is performed in accordance with the *PSAC 901 TA/TF Agreement*.

Teaching Fellowships

Some students may secure a Teaching Fellowship at some point during their graduate career. These TF amounts will be listed on the QGA Funding Allocation Chart in the appropriate column as they occur. These TF amounts are above and beyond the student's overall funding minimum guarantee for that academic session and therefore do not affect a student's QGA for that academic session. A student may choose to decline a TA if they secure a TF. Students confer with their graduate supervisors to make a decision to decline a TA in this instance, and notify the PSYC Coordinator of Graduate Studies and Grad Prog Administrator in order that the student's TA contract may be reassigned to another student.