

**Queen's University School of Graduate Studies
2019-2020 Ontario Graduate Scholarships (OGS)
Terms and Conditions**

General Information

Since 1975, the Ontario government, in partnership with Ontario's publicly-assisted universities, has encouraged excellence in graduate studies at the master's and doctoral levels through the awarding of Ontario Graduate Scholarships (OGS). OGS awards are merit-based scholarships available to students in all disciplines of academic study. The OGS program is jointly funded by the Province of Ontario and Ontario universities. The Province of Ontario contributes two-thirds of the value of the award and the university provides one-third.

Value and Tenure

The OGS value is \$15,000, paid in installments of \$5,000 per term for one year. Awards must be held for at least two sequential academic terms. If a student cannot hold his or her OGS for at least two sequential terms, repayment in full will be required.

Eligible Students: In order to be considered eligible to be nominated for and to hold an OGS, a student must be:

- A Canadian citizen, Permanent Resident or Protected Person (under subsection 95(2) of *the Immigration and Refugee Protections Act [Canada]*) at the time of the 2019-2020 OGS application deadline date.
- Enrolled in an eligible postsecondary institution in Ontario (one offering graduate programs).
- Enrolled full time in an eligible full time graduate program.

Visa students: Foreign students who are studying in Ontario under a temporary resident visa-student study permit are eligible for the allotted visa student OGS awards, according to the application and administrative procedures established by the university.

Terms and Conditions

1. OGS recipients must remain enrolled as full-time students. OGS recipients who withdraw, transfer to part-time studies, or fail to complete the term in which an OGS installment has been issued, are required to repay the installment. A withdrawal in a subsequent term will not require repayment of any installment of the award for any completed terms. A recipient who graduates during a term in which they hold an award is permitted to keep the installment for that term.
2. Master's students can receive OGS for a maximum of two years (one year in 1 year programs) and doctoral students for a maximum of four years, subject to a lifetime maximum of six years of OGS funding per student.
3. A university may opt to not provide an award to a master's student who has been enrolled for more than two academic years or a doctoral student who has been enrolled for more than four academic years.
4. Students cannot exceed a lifetime maximum of six (6) years of government-funded graduate awards. Awards under the following programs are counted toward this lifetime maximum:
 - i. Ontario Graduate Scholarship Program (OGS)
 - ii. Queen's Elizabeth II Graduate Scholarship in Sciences and Technology (QE II GGST)
 - iii. Ontario Trillium Scholarship (OTS)

- iv. Social Sciences and Humanities Research Council of Canada (SSHRC)
 - v. Natural Sciences and Engineering Research Council (NSERC)
 - vi. Canadian Institute of Health Research (CIHR)
 - vii. Vanier Canada Graduate Scholarships (Vanier CGS)
5. Students cannot hold an OGS award and an award from any of the following programs, concurrently:
- i. Queen's Elizabeth II Graduate Scholarship in Sciences and Technology (QE II GGST)
 - ii. Ontario Trillium Scholarship (OTS)
 - iii. Social Sciences and Humanities Research Council of Canada (SSHRC)
 - iv. Natural Sciences and Engineering Research Council (NSERC)
 - v. Canadian Institute of Health Research (CIHR)
 - vi. Vanier Canada Graduate Scholarships (Vanier CGS)
 - vii. Ontario Women's Health Scholars Awards
6. Other than the restrictions listed in #4 and #5 above, OGS recipients can hold a graduate award or awards at the same time (in the same academic year) as OGS, provided this is permitted under the terms and conditions of the other graduate award or awards. This restriction includes but is not limited to the following:
- a. Students may NOT hold the OGS at the same time as any Other Named Fellowship or Award administered by the School of Graduate Studies valued at \$10,000 or more.
 - b. Students may NOT hold the OGS at the same time as the Arthur B. McDonald Prize for Academic Excellence.
 - c. Students may NOT hold the OGS at the same time as the R.S. McLaughlin Fellowship or Franklin and Helene Bracken Fellowship.
7. Recipients enrolled in a postgraduate MD training program and simultaneously registered in a full-time doctoral graduate program may hold other awards that, together with the OGS award, do not exceed the current level of funding for clinical training provided by the Ministry of Health and Long-Term Care.
8. Recipients must not have exceeded the maximum number of awards for their level of study. A student can hold one year of OGS funding in a 1 year Master's program. A student can hold up to two years of OGS funding for a 2 year Master's program. The OGS can be awarded for one or both of the first two academic years, but not after the second year. A student can hold up to four years of OGS funding for a program at the doctoral level. The OGS can be awarded in any of the first four years. In 2019-2020, consideration will be given for OGS recipients in the fifth year of their doctoral program.
9. OGS awards are *not transferable* and must be taken up at the university that grants them to the recipient. If a Queen's University OGS recipient transfers to another institution, any and all unused portion of the award remains with Queen's University, not with the recipient.
10. OGS awards are *not transferable* from one department/program to another. OGS awards can only be held in the Department/Program that initially recommended the recipient for this funding.
11. An OGS recipient may be granted a leave of absence, not to exceed, on any one occasion, more than 18 consecutive months, for an approved maternity or parental leave, or an approved

medical leave of absence. Queen's University School of Graduate Studies' policy concerning length of allowable leaves of absence from a program shall apply, where the allowable leave is 18 months or less. Queen's University School of Graduate Studies' policy concerning how the award is disbursed when the leave ends, shall apply.

12. Prior to release of OGS funds to the recipient, Queen's University is responsible for checking the Ontario Student Assistance Program (OSAP) restricted list status of all recipients through the Queen's University Student Awards Office, and for ensuring that restricted students receive clearance from the Student Financial Assistance Branch and/or the Canada Student Loans Plan. If clearance is not received, the student cannot receive the OGS. OGS installments will not be released to any student with any OSAP restrictions, and the OGS award will be revoked if the student cannot resolve their OSAP restrictions by the deadline that the SGS sets. Along with other OSAP restrictions, OGS recipients will not be able to hold their award if their provincial bursary overpayment is in collections
13. If an OGS installment is issued to a student who is subsequently determined to be ineligible to receive that installment, that installment must be refunded. It is the student's responsibility to return the installment as soon as possible. Students should be aware that to reclaim the installment, the SGS will cancel or reverse any direct deposit transaction through the student's fees account. If the SGS cancels or reverses a direct deposit transaction, the SGS shall inform the student that this action has been taken. If the transaction cannot be cancelled or reversed, it is the student's responsibility to repay the award or award instalment as soon as possible.
14. In most cases, scholarships, fellowships, or bursaries are not taxable and need not be reported as income on your tax return, if you received them while enrolled as a student in a program that entitles you to claim the "education amount" on your tax information, as defined by Canada Revenue Agency (CRA). More information on this topic may be found at CRA's website, <http://www.cra-arc.gc.ca/menu-e.html> . In some rare circumstances (outlined on CRA's website), this award or portions of it may be taxed. Tax is not deducted from the award by the School of Graduate Studies or Queen's University.
15. OGS awards usually start in September of the academic year. However, the OGS award start date may be commensurate with the start date of a degree program within that academic year, i.e. in the subsequent January, or May.
16. OGS holders are restricted to ten hours per week for Teaching Assistantships, on average for the academic year. OGS recipients may also accept research assistantships or other employment that does not affect their status as a full-time graduate student.
17. OGS recipients cannot be enrolled in a qualifying or make-up year or be on a paid educational leave or sabbatical.
18. IT IS THE STUDENT'S RESPONSIBILITY TO NOTIFY THE SCHOOL OF GRADUATE STUDIES IF THEY RECEIVE AN EXTERNAL AWARD GREATER THAN \$10,000. ACCEPTANCE OF ANY SUCH EXTERNAL FUNDING SHALL RESULT IN THE WITHDRAWAL OF THE 2019-2020 OGS, AND RE-EVALUATION OF ALL 2019-2020 FUNDING.
19. OGS awards are *not renewable* but are awarded annually based on eligibility, availability, and departmental recommendation.

20. The OGS award may constitute a portion of guaranteed financial support within a department/program.
21. See Appendix A for the compliance policies Queen's University must follow in the administering of this program, under the **Freedom of Information and Protection of Privacy Act (FIPPA)**.

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APPENDIX A: Reporting and Recordkeeping Requirements and the Freedom of Information and Protection of Privacy Act

The Ministry of Advanced Education and Skills Development (the Ministry) has provided Queen's University with funding to administer the OGS Program. As a condition of this funding, Queen's University is required to make reports to the Ministry of your contact information, the amount of OGS you receive, and information related to your program of study. This personal information will be used by the Ministry to administer and finance the OGS Program. If you apply for the Ontario Student Assistance Program (OSAP), this personal information will be used to update your OSAP application or award, including your declared income.

Administration includes: public reporting on the administration and financing of the OGS program; monitoring and Queen's University or its authorized agents to ensure that they are administering the OGS Program appropriately; conducting risk management, error management, audit and quality assessment activities; and conducting policy analysis, evaluation and research related to all aspects of student assistance. Financing includes: planning, arranging or providing funding for the OGS Program.

The Ministry administers the OGS Program under the authority of the *Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c. M.19*, as amended. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, P.O. Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

Recordkeeping

Institutions are required to retain students' application records including transcripts, notifications of outcome, letters of recommendation, departmental ranking forms, competition assessments and acceptance forms submitted by the student, for a minimum of four (4) years per the Ministry's recordkeeping schedule. Following this four (4) year retention requirement, institutions should have the application records archived.