

Queen's University School of Graduate Studies  
2019-2020 Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII-GSST)  
Terms and Conditions

This program is funded in part by the Ontario Ministry of Advanced Education and Skills Development.

**General Information:** Since 1998, the Ontario government, in partnership with Ontario universities through private sector matching funds, has rewarded excellence in graduate studies in science and technology through the Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII-GSST) (formerly the OGSST program). The QEII-GSST program is administered centrally within universities, with each university selecting recipient graduate students exhibiting overall academic excellence and research potential and abilities.

The QEII-GSST program is in addition to and distinct from the Ontario Graduate Scholarship Program (OGS).

The QEII-GSST program supports only graduate students enrolled in research masters and doctoral programs in science and technology disciplines. At Queen's QEII-GSST holders are in graduate programs in the applied, health, life and physical sciences. See Appendix A for a list of eligible science and technologies disciplines).

International graduate students are ineligible for QEII-GGST awards.

**Value and Tenure:** The QEII-GGST value is \$15,000, paid in installments of \$5,000 per term for one year. QEII-GGST awards are not renewable. The QEII-GGST must be held for at least two sequential academic terms. If a student cannot hold his or her QEII-GGST 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 a QEII-GGST, 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 QEII-GGST 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.
- Enrolled in a research master's or doctoral program in a science and technology discipline (See Appendix A for a list of eligible science and technology disciplines).

**Terms and Conditions:**

1. QEII-GGST recipients must remain enrolled as full-time students. QEII-GGST recipients who withdraw, transfer to part-time studies, or fail to complete the term in which a QEII-GGST 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 QEII-GGST 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 QEII-GGST 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 a QEII-GGST award and an award from any of the following programs, concurrently:
    - i. Ontario Graduate Scholarship Program (OGS)
    - 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 Womens Health Scholars Award
  6. Students may NOT hold the QEII-GGST at the same time as any Other Named Fellowship or Award administered by the School of Graduate Studies valued at \$10,000 or more.
  7. Students may NOT hold the QEII-GGST at the same time as the Arthur B. McDonald Prize for Academic Excellence.
  8. 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 QEII-GGST award, do not exceed the current level of funding for clinical training provided by the Ministry of Health and Long-Term Care.
  9. Recipients must not have exceeded the maximum number of awards for their level of study. A student can hold one year of QEII-GGST funding in a 1 year Master's program. A student can hold up to two years of QEII-GGST funding for a 2 year Master's program. The QEII-GGST 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 QEII-GGST funding for a program at the doctoral level. The QEII-GGST can be awarded in any of the first four years. In 2019-2020, consideration will be given for QEII-GGST recipients in the fifth year of their doctoral program.
  10. QEII-GGST awards are *not transferable* and must be taken up at the university that grants them to the recipient. If a Queen's University QEII-GGST recipient transfers to another institution, any and all unused portion of the award remains with Queen's University, not with the recipient.
  11. A QEII-GGST 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 QEII-GGST 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 QEII-GGST. QEII-GGST installments will not be released to any student with any OSAP restrictions, and the QEII-GGST award will be revoked if the student cannot resolve their OSAP restrictions by the deadline that the SGS sets. Along with other OSAP restrictions, QEII-GGST recipients will not be able to hold their award if their provincial bursary overpayment is in collections
  13. If a QEII-GGST 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. QEII-GGST awards usually start in September of the academic year. However, the QEII-GGST 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. QEII-GGST holders are restricted to ten hours per week for Teaching Assistantships, on average for the academic year. QEII-GGST recipients may also accept research assistantships or other employment that does not affect their status as a full-time graduate student.
17. QEII-GGST 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 RESULT IN THE WITHDRAWAL OF THE 2019-2020 QEII-GGST, AND RE-EVALUATION OF ALL 2019-2020 FUNDING.
19. QEII-GGST awards are *not renewable* but are awarded annually based on eligibility, availability, and departmental recommendation.
20. The QEII-GGST award may constitute a portion of guaranteed financial support within a department/program.
21. See Appendix B 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)**.

## **APPENDIX A: ELIGIBLE DISCIPLINES FOR THE QEII-GSST PROGRAM**

The QEII-GSST program supports graduate students enrolled in research masters and doctoral programs in science and technology disciplines. Collaboration, inter-disciplinary study, and innovation are encouraged. The following are the eligible disciplines:

### **Applied Sciences:**

- Aerospace (may include Aeronautical Engineering)
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering and Architecture (may include Landscape Architecture)
- Computer Engineering
- Electrical Engineering
- Engineering Science (may include Engineering, Engineering Physics, and Nuclear Engineering)
- Mechanical Engineering
- Mining, Metallurgy, and Material Science (may include Metallurgical Engineering)
- Systems and Industrial Engineering (may include Systems/Design Engineering and Operational Research)

### **Biological and Life Sciences:**

- Biochemistry and Biophysics (may include Medical Biophysics)
- Environmental Sciences (may include Agriculture, Ecology, Forestry, and Toxicology)
- General Biological Sciences (may include Biology, Botany, Entomology, Microbiology, Mycology, Plant and Animal Biology, and Zoology)
- Genetics, Cell, and Molecular Biology
- General Health Science (may include research-oriented programs in Epidemiology, Human Kinetics, Hygiene, Nutrition, and Rehabilitation disciplines such as Occupational Therapy, Physical Therapy, Audiology, and Speech Pathology)
- Human Biology (may include Anatomy, Biomedical Sciences, Food Science, Immunology, Neuroscience, Pathology, Pharmacology, and Physiology)
- Medical and Veterinary Sciences (may include research-oriented programs in Dentistry, Medical Sciences, Nursing, Optometry, and Pharmacy)

### **Physical Sciences:**

- Chemistry
- Computer Science (may include Information/Systems Science)
- Earth Sciences (may include Geology and Geophysics)
- Mathematics and Statistics
- Physics (may include Astronomy, Meteorology, and Space Science)

## **APPENDIX B: 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 QEII-GGST 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 QEII-GGST you receive, and information related to your program of study. This personal information will be used by the Ministry to administer and finance the QEII-GGST 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 QEII-GGST program; monitoring and auditing Queen's University or its authorized agents to ensure that they are administering the QEII-GGST 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 QEII-GGST Program.

The Ministry administers the QEII-GGST 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.