



Faculty of Veterinary Medicine

Veterinary Medical Sciences Graduate Student Funding Policy

Classification Graduate Education	Table of Contents
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Implementation Authority Associate Dean, Graduate Education and Internationalization	
Effective Date: May 1, 2019	
Latest Revision: April 22, 2019	

1. Purpose

The purposes of this funding policy are to: 1) ensure appropriate funding for students enrolled in the Veterinary Medical Sciences (VMS) Graduate Program; and 2) enhance transparency for students/prospective students by clearly articulating the composition of funding packages and their approach to various elements of the package (e.g., teaching assistantships, awards, etc.)

2. Scope

This policy applies to current students approved for a change of degree program and new students admitted to the VMS Graduate Program from May 1, 2019.

3. Definitions

In this policy:

- a) "Student" means a student registered in a Masters or PhD program in the VMS program.
- b) "Supervisor" means a qualified individual, normally an Academic Staff member, who serves as a primary mentor to a student, oversees the student's academic progress and serves as chair of the student's supervisory committee.
- c) "Program-Set Minimum Funding Level" means minimum annual guaranteed funding for full-time students, established by the VMS program.

- d) "Student's Minimum Guaranteed Funding Amount" means annual amount of funding from all sources guaranteed to a student at time of admission. This amount may be equal to or greater than the Program-Set Minimum Funding Level.

4. Policy Statements

VMS Program-Set Minimum Funding

- 4.1. VMS Program-Set Minimum Funding for doctoral students enrolled full time is \$23,000 annually for four years.
- 4.2. VMS Program-Set Minimum Funding for Masters students enrolled full time is \$22,000 annually for two years.
- 4.3. The Council of the Faculty of Graduate Studies will review the Program-Set Minimum Funding for Doctoral students at least once every three years to determine whether an increase is appropriate.
- 4.4. The VMS Program-Set Minimum Doctoral Funding Level takes precedence over the minimum set out in section 4.1. of FGS Graduate Student Funding Operating Standard, as the VMS Program-Set Minimum Funding is higher than the minimum amount in the FGS Graduate Student Funding Operating Standard.
- 4.5. Students who are fully funded by an external agency (e.g. scholarship agency of a foreign government) to an amount equal to or greater than the VMS-Set Minimum Funding Amount may be admitted with approval of the Dean of Graduate Studies. These students are not eligible for any funding sources from the VMS program or UofC and supervisors are exempted from paying the Minimum Stipend. However, a supervisor may choose to top-up these students, but it should be made clear in their letter of offer.
- 4.6. Funding from a First Nations, Metis or Inuit organization (i.e. band funding or similar) is not considered external funding under this policy; therefore, these students are eligible for university and/or external funding up to at least the VMS-Set Minimum Funding Level.
- 4.7. The VMS program may recommend admission of a Self-Funded Student to the Dean of Faculty of Graduate Studies, with a rationale explaining the recommendation. The decision whether to permit a self-funding student is made by the Dean of Graduate Studies.
- 4.8. Letter of admission must specify a Student's Minimum Guaranteed Funding Amount each year in which funding is offered. A Student's guaranteed annual funding can equal or exceed the VMS Program-Set Minimum Funding Levels for Masters and PhD students.
- 4.9. Students are entitled to understand the amount and source(s) of their funding in each academic year. The VMS program is responsible for updating the student on funding if the funding sources significantly change from the original funding letter.

Conditions for receiving Guaranteed Funding

- 4.10. Student must be registered full time and active in program.
- 4.11. Students, regardless of their funding sources, must fulfil their supervisor's reasonable expectations regarding attendance and activity in the research environment. These expectations must be clearly articulated in the letter of student position offer issued by the supervisor, which will be reviewed at the time of admission application evaluation by the VMS Graduate Education Committee to ensure that conditions are consistent with FGS and VMS policies.

- 4.12. The student must be in good standing (maintains a minimum GPA of 3.0; tuition and fee payments must be up to date; and all program requirements completed on time, including appointment of supervisory committee, submission of research proposal, annual committee meeting, FGS-required APR, and completion of candidacy procedures as per VMS policies).
- 4.13. Consistent with FGS policies, to be eligible for awards offered by the VMS graduate program, or competitive university awards, a student cannot hold paid employment for more than 612 hours a year while registered as a full-time student. This includes hours worked as a Graduate Assistant (Teaching) or Graduate Assistant (Non-Teaching).
- 4.14. Students are expected to apply for teaching assistantships and awards for which they are eligible.
- 4.15. Students are responsible for paying tuition and fees annually.
<http://www.ucalgary.ca/pubs/calendar/grad/current/gs-fees-expenses.html>. Students with funding from university sources can apply for a payment plan.
<https://www.ucalgary.ca/registrar/finances/tuition-fees/graduate-student-payment-plan>
- 4.16. All of the following count toward meeting the student's guaranteed funding amount
- a) Stipend/scholarship payment from supervisor's research grant
 - b) Teaching assistantship (at the discretion of the supervisor)
 - c) Awards (<https://grad.ucalgary.ca/awards/regulations-policies-and-guides/regulation>)
- 4.17. Income from the following sources is *not* counted toward the student's guaranteed funding amount
- a) Research assistantship
 - b) Visa differential fee reimbursed by the faculty
 - c) Training grants (for example, AEN training grants) for enhancing student experience
 - d) Internship awards
 - e) Conference travel awards
- 4.18. Impact of winning an award on student's guaranteed funding:
- a) For cumulative awards worth \leq \$3000, funding as set out in the letter of admission will not be reduced.
 - b) For cumulative awards worth $>$ \$3000:
 - 1. Receive \$3000 as the threshold/base amount top-up to their Minimum Guaranteed Funding Amount.
 - 2. Students will receive an additional top-up [minimum of 10% of the award amount, after subtracting the threshold/base amount (\$3000) from the award value]
 - 3. When the cumulative award value is \geq \$28,000 or \geq \$29,000 for MSc and PhD students, respectively, supervisors may replace the Minimum Guaranteed Funding Amount with the award(s)

for the duration of award period. If the Minimum Guaranteed Funding Amount offered at the time of admission is higher than these amounts, then the Minimum Guaranteed Funding Amount takes precedence over the award value.

4. Exclusions: TOR for specific awards must be respected.

5. History

Drafted by: J. Thundathil, November 14, 2018

Approved by the GEC: January 9, 2019

Approved by the Leadership Council: February 19, 2019

Approved by the Faculty Council: March 5, 2019

Approved by the Faculty of Graduate Studies: April 26, 2019