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MEASURE 2: RETENTION PROGRAM

SPEECH LANGUAGE PATHOLOGY STUDENT BURSARY PROGRAM

2022-2023 ACADEMIC YEAR

APPLICATION GUIDE

For students pursuing full-time studies in the Applied Master's Program M.Sc. (A) at the McGill University School of Communication Sciences and Disorders. Students must commit to working in the province of Quebec for at least one year following graduation. Students must have appropriate English and French language skills in order to be eligible for licensure by the *Ordre des orthophonistes et audiologistes du Québec*.

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TABLE OF CONTENTS

General information	3 - 5
- Objective	
- Description	
- Bursary Amounts	
- Eligibility Criteria	
- Selection Criteria	
- Dialogue McGill Recommendation Process	
- Conflict of Interest for Committee Members	
- SLP Student Bursary Recipient Responsibilities	
- SLP Student Bursary Recipient Obligations	
- Payment Modalities	
Contact Information for the SLP Student Bursary Program	6
Student	
- List of Responsibilities & Document Checklist	7
Reference Provider for the Student	
- List of Responsibilities & Document Checklist	8
School for Communication Sciences and Disorders	
List of Responsibilities & Document Checklist	8
Dialogue McGill	
- List of Responsibilities	10

Ce document est disponible aussi en français:

<https://mcgill.ca/dialoguemcgill/fr/forms/formulaires-relatifs-au-programme-de-bourses-en-orthophonie>

GENERAL INFORMATION

CALL FOR BURSARIES

IMPORTANT DATES FOR SPEECH-LANGUAGE PATHOLOGY STUDENT BURSARY APPLICATIONS				
Academic year	Call for Bursary Program applications launched	Deadline for students to submit application forms to School of Communication Sciences and Disorders (SCSD)	Deadline for SCSD to submit application forms to Dialogue McGill	Decisions rendered by Dialogue McGill
2022-2023	October 10, 2022	November 7, 2022	November 28, 2022	December 13, 2022

THE SPEECH-LANGUAGE PATHOLOGY STUDENT BURSARY¹

OBJECTIVE

The purpose of the Speech-Language Pathology Student Bursary is to address the need for SLP practitioners with English and French language skills in the province of Quebec by supporting students pursuing studies in that field. It is intended for students in the Applied Masters M.Sc. (A) Program at McGill University's School of Communication Sciences and Disorders. Students must commit to working in the province of Quebec for one year following completion of their studies. Failure to do so will require bursary repayment for each year of bursary received.

DESCRIPTION

Created by Dialogue McGill, the SLP Student Bursary provides financial support to students with English and French language skills pursuing full-time graduate studies in the Applied Masters Professional Program M.Sc. (A) at the McGill School of Communication Sciences and Disorders. **For each bursary awarded**, recipients must commit to staying in the province of Quebec following the successful completion of their studies to work for a minimum of one year in a public health and social service institution or related organization.

The SLP Student Bursary is designed to respond to priorities for access to services in English as identified by English community networks in collaboration with public partners². Priority will be given to students who have the appropriate English and French language skills to provide services in Quebec institutions. The SLP Student Bursary is administered by the School of Communication Sciences and Disorders.

The SLP Student Bursary targets students who have a demonstrated commitment to staying in the province of Quebec. Students are required to provide professional references from two different individuals who can attest to and evaluate their potential to commit to staying in the province of Quebec to work after the completion of their studies. These professional references cannot be from friends or family members.

¹ The Speech-Language Pathology Student Bursary is also referred to as the SLP Student Bursary in this document.

² In part, these priorities have been identified through survey questions included in the Health and Social Services Community Leadership Bursary Program application.

Students can only receive one bursary per year, but there is no maximum number of bursaries during the student's educational enrollment. Students wishing to apply for the SLP Student Bursary must submit their application forms to the contact person at the School of Communication Sciences and Disorders.

Speech-Language Pathology Student Bursaries are tax exempt but nonetheless must be included in the bursary recipient's annual income tax report. Tax slips will be made available through Minerva in the spring and can be accessed in the Student Menu.

ELIGIBILITY CRITERIA

The Speech-Language Pathology Student Bursary is open to students who:

- Are Canadian citizens who have resided in the country for at least 24 months or are Canada permanent residents who have resided in the country for at least 24 months;
- Have the appropriate English and French language skills to provide health and social services in a health and social service institution or related organization in Quebec;
- Are currently accepted into the Applied Master's program M.Sc.(A) program at McGill's School of Communication Sciences and Disorders;
- Are registered full-time during the 2022-2023 Academic Year;
- Are committed, following completion of studies, to stay in the province of Quebec to work as a Speech-Language Pathologist in a public health and social services institution or related organization for a minimum of one year, per bursary awarded;
- Agree to participate in any follow-up, monitoring or evaluation of the SLP Student Bursary program conducted by Dialogue McGill and/or the School of Communication Sciences and Disorders.

SELECTION CRITERIA

The SLP Student Bursary Selection Committee will choose bursary recipients from a prioritized list recommended by the McGill School of Communication Sciences and Disorders. The selection of bursary recipients is based on the following criteria:

- The student's commitment to staying in the province of Quebec following completion of their studies to work as a Speech-Language Pathologist in a public health and social service institution or related organization for a minimum of one year per bursary awarded;
- The student's interest in working in a region other than Montreal;
- The quality of the student's academic standing;
- The quality, content and presentation of the application.

Priority will be given to students who have a primary residence in Quebec.

DIALOGUE MCGILL RECOMMENDATION PROCESS

The Dialogue McGill Bursary Recommendation Committee will evaluate the SLP Student Bursary Applications submitted by the McGill School of Communications Sciences and Disorders using an evaluation grid based on the selection criteria mentioned above.

CONFLICT OF INTEREST FOR COMMITTEE MEMBERS

- Committee members must declare any real, apparent or perceived conflict of interest stemming from an affiliation with a specific applicant and any other area of potential conflict of interest;
- If there is a conflict of interest, the committee members must recuse themselves completely from the discussion and decision concerning the applicant in question.

SLP STUDENT BURSARY RECIPIENT RESPONSIBILITIES

- The recipient must commit to completing studies in the Applied Master's program at the McGill School of Communication Sciences and Disorders, permitting the student to work professionally as a Speech-Language Pathologist in Quebec upon completion of studies;
- The recipient must commit to staying in the province of Quebec following completion of studies to work as a Speech-Language Pathologist in a public health and social services institution or related organization for a minimum of one year per bursary awarded. If the recipient can only secure part-time employment, repayment time is considered to be the equivalent in hours of one year of full-time work;
- It is the bursary recipient's responsibility to advise the school of their place of employment;
- Should the bursary recipient not be able to meet their commitments, they will have to report in writing to the McGill School of Communication Sciences and Disorders and reimburse the allocated funding as outlined below:
 - Should the bursary recipient drop out of the agreed upon program of study or default on their commitment in any other way, they must reimburse the School of Communication Sciences and Disorders, any money received, within three years following the date of default;
 - Should the recipient default on their commitment by ceasing to work as a Speech-Language Pathologist in the province of Quebec before the fixed period has expired, they must reimburse the School of Communication Sciences and Disorders, within three years, the amount of the bursary prorated for the remaining period;
 - Should the recipient default on their commitment by not working as a Speech-Language Pathologist in the province of Quebec, they must reimburse the School of Communication Sciences and Disorders the bursary amount received, within three years of graduation;
- The recipient must provide a digital photograph and curriculum vitae to the School of Communication Sciences and Disorders and grant Dialogue McGill and the School of Communication Sciences and Disorders permission to disseminate, for promotional purposes, the student's photographic image, curriculum vitae and information about the bursary awarded through the Dialogue McGill website and publications;
- The recipient must agree to allow their contact information to be entered into a database of health professionals able to provide speech-language pathology services in English and their contact to be made available to health and social services institutions.

PAYMENT MODALITIES

Payment to the School of Communication Sciences and Disorders

- After Dialogue McGill has approved bursary funding, the funds will be transferred to the School of Communication Sciences and Disorders through an x-coded fund.

Payment to the Bursary Recipient

- The School of Communication Sciences and Disorders is responsible for processing payments to the Speech-Language Pathology Student Bursary recipient through the Banner Student Aid module (Accounts Payable payment method).

CONTACT INFORMATION FOR THE SLP STUDENT BURSARY PROGRAM

Students and Reference Providers with questions about the SLP Bursary Program, please contact:

School of Communication Science and Disorders

2001 McGill College, 8th floor
Montreal, QC, H3A 1G1

Email: practicum.scsd@mcgill.ca Tel: 514-398-4137

The deadline for students and reference providers to submit their applications to the SCSD is November 7, 2022.

SUBMISSION OF BURSARY APPLICATIONS TO DIALOGUE MCGILL BY THE SCHOOL OF COMMUNICATIONS SCIENCES AND DISORDERS

The signed copy of the application forms, SCSD recommendation and other supporting documents must be sent to Dialogue McGill by e-mail by November 28, 2022 at 5p.m to:

Ms. Manxi Guo
Project Officer
Dialogue McGill
Ingram School of Nursing

550 Sherbrooke W., West Tower, 7th Floor, Suite 775
Montreal, QC, H3A 1B9

E-mail: retention.dialoguemcgill@mcgill.ca

STUDENT

LIST OF RESPONSABILITIES & DOCUMENT CHECKLIST

THE BURSARY APPLICANT IS RESPONSIBLE FOR:

1. Completing and submitting the required signed documents contained in the Speech-Language Pathology Student Bursary Application to the contact person at the School for Communication Sciences and Disorders;

THE BURSARY RECIPIENT IS RESPONSIBLE FOR:

2. Conforming to the *SLP Student Bursary Recipient Responsibilities* listed on Page 5 of the *General Information* section;
3. Confirming reception of bursary payment by signing the SLP Student Bursary Program Recipient Form: Proof of Bursary Payment - Section 2C;
4. Informing the School of Communication Sciences and Disorders in writing within 30 days, should the student:
 - withdraw from the full-time academic program or
 - not work as a Speech-Language Pathologist in a public health and social service institution or related organization for a minimum of one year per bursary awarded;

In the case of a withdrawal from the academic program, the student agrees to reimburse the full amount of the bursary.

If the bursary recipient is not working as a Speech-Language Pathologist for a minimum of one year in the province of Quebec, and cannot demonstrate evidence of having actively searched for employment in the student's field, the student agrees to a full or partial (on a pro-rata basis) reimbursement.

DOCUMENT CHECKLIST FOR SUBMISSION OF APPLICATION:

SLP STUDENT BURSARY APPLICATION: FORM 1 – STUDENT APPLICATION

To be completed, signed and submitted by the student to the contact person at the School of Communication Sciences and Disorders, with the following supporting documents attached:

- 1 copy of Curriculum Vitae
- 1 copy of Academic Transcript
- 1 Digital Photograph

SLP STUDENT BURSARY APPLICATION: FORM 2-REFERENCE FORM (2 REFERENCES ARE REQUIRED)

- Title Page to be completed by the student and emailed to the reference provider;
- Sections 2-4 to be completed by the Reference Provider

The Reference Provider will submit the completed signed form by email to the contact person at the McGill School of Communication Sciences and Disorders.

NOTE: Electronic signatures are acceptable

REFERENCE PROVIDER FOR THE STUDENT

LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

The **Reference** must be provided by an individual who has known the applicant in a professional and/or academic capacity for at least 6 months who can evaluate the student's potential to commit to staying in the province of Quebec and working as a Speech-Language Pathologist upon completion of studies. The reference provider cannot be a family member or friend. For example, a reference provider can be a previous supervisor (stage, employment, volunteer work), a professor who knows the student well, etc.

THE REFERENCE PROVIDER IS RESPONSIBLE FOR:

- Completing and submitting the required signed document contained in the SLP Student Bursary application directly to the contact person at the School of Communication Sciences and Disorders.

DOCUMENT CHECKLIST:

SLP STUDENT BURSARY APPLICATION: FORM 2- REFERENCE FORM

- Title Page to be completed by the student
- Sections 2 - 4 to be completed by the reference provider
- Completed and signed form to be submitted by e-mail to the contact person at the School of Communication Sciences and Disorders

SCHOOL OF COMMUNICATION SCIENCES AND DISORDERS

LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

THE SCSD IS RESPONSIBLE FOR:

1. Promoting the SLP Student Bursary;
2. Contacting Dialogue McGill regarding questions about the bursary;
3. Setting up a Bursary Selection Committee, including establishing its terms of reference (mandate, composition, conflict of interest guidelines, selection criteria, etc.)
4. Coordinating the work of the Bursary Selection Committee to ensure review of the applications, and ranking them by order of priority;
5. Completing the required documents contained in the SLP Student Bursary application;
6. Verifying the SLP Student Bursary application and supporting documents to ensure that the requested information is filled in and that the information is complete;
7. If necessary, requesting documentation from student and other parties;
8. Preparing and submitting electronic copies of SLP Student Bursary Application forms, SCSD Recommendation and other supporting documents by e-mail to Ms. Manxi Guo at retention.dialoguemcgill@mcgill.ca;
9. Communicating results of the SLP Student Bursary Program selection process to student applicant;
10. Signing the letter of agreement between Dialogue McGill and the School of Communication Sciences and Disorders;

11. Ensuring that the student conforms to the *SLP Student Bursary Program Recipient Responsibilities* listed on Page 5 of the *General Information* section;
12. Receiving allocations from Dialogue McGill through an x-coded fund;
13. Confirming the bursary payment distributed to SLP Student Bursary Program Recipient by completing SLP Student Bursary Program Recipient Form: Proof of Bursary Payment (made available to SCSD upon approval of Bursary Program Application);
14. Processing the bursary payment through the Banner Student Aid modules (Accounts Payable payment method);
15. Maintaining up-to-date contact information for the student;
16. Monitoring the bursary recipient's file and adherence to commitments outlined in the *SLP Student Bursary Program Recipient Responsibilities*. If applicable, process reimbursements received from bursary recipients who defaulted on their obligations and /or ensure other repayment options are adhered to;
17. Informing Dialogue McGill in writing of any bursary recipient who defaults on the terms of the agreement, requesting prior approval from Dialogue McGill of the repayment plan negotiated with the recipient, and informing Dialogue McGill in writing when the repayment plan is complete;
18. Collecting and transmitting the data necessary for accountability to McGill University, according to the conditions stipulated in the letter of agreement;
19. Participating in the Bursary Program formal follow-up, monitoring and evaluation.

DOCUMENT CHECKLIST

Please SUBMIT the following required documents to Dialogue McGill:

- SLP STUDENT BURSARY APPLICATION FORM 3: SCHOOL OF COMMUNICATION SCIENCES AND DISORDERS RECOMMENDATION**
 - To be completed, ranked in order of priority, signed electronically and submitted by e-mail by the contact person at the SCSD with the following supporting documents:
- SLP STUDENT BURSARY APPLICATION FORM 1: STUDENT APPLICATION** including the:
 - Curriculum Vitae
 - Academic Transcript
 - 1 Digital Photograph
- SLP STUDENT BURSARY APPLICATION FORM 2: REFERENCE FORM**
 - 2 separate Reference Forms

DIALOGUE MCGILL

LIST OF RESPONSIBILITIES

DIALOGUE MCGILL IS RESPONSIBLE FOR:

1. Overseeing the SLP Student Bursary;
2. Administrating the SLP Student Bursary Program budget;
3. Sending the call for SLP Student Bursary applications to the School of Communication Sciences and Disorders;
4. Setting up a Bursary Recommendation Committee: establishing its Terms of Reference that would include: composition, selection criteria and conflict of interest guidelines;
5. Reviewing SLP Student Bursary Program applications to ensure that they are complete and request further information where required;
6. Evaluating SLP Student Bursary application to ensure that the student meets the *Selection Criteria* listed on Pg. 4 of the General Information section;
7. Applying *Selection Criteria* listed on Pg. 4 of the *General Information* section and approving or refusing funding accordingly;
8. Communicating results of SLP Student Bursary selection process to the School of Communication Sciences and Disorders;
9. Upon approval of bursary funding, preparing a letter of agreement between Dialogue McGill and the School of Communication Sciences and Disorders;
10. Transferring allocations to an x-coded fund for the McGill School of Communication Sciences and Disorders;
11. Collecting and transmitting the data necessary for accountability to Health Canada;
12. Monitoring, tracking and evaluating the SLP Student Bursary Program.