



Department of Integrated Studies in Education Funding Guidelines FOR THOSE WHO ENTERED FALL 2020 OR EARLIER

This document is intended to clarify regulations regarding funding administered by the Department of Integrated Studies. Please also see McGill's Graduate and Postdoctoral Studies (GPS) Award Holder's Guide: [https://www.mcgill.ca/gps/files/gps/gps - award holders guide.pdf](https://www.mcgill.ca/gps/files/gps/gps_-_award_holders_guide.pdf).

For information about funding available through the university and beyond, please visit our departmental funding page: www.mcgill.ca/dise/funding-and-awards.

Additional information about funding may be found on the GPS website: www.mcgill.ca/gps/funding.

It is the students' responsibility to be aware of all funding guidelines.

RECEIVING FUNDING

All funding administered by the department, including Graduate Excellence Awards, Entrance Awards (including what was formally the ABDUL and DPA awards – see below), International Tuition Support Awards, department administered donor awards, and DISE Awards, is automatically be applied to students' Fall and Winter tuition and fees. Remaining funds will be sent to their bank account in monthly installments over the academic year. The department is not able to disburse funding in one installment.

Bank and Contact Information:

In order to receive funding from DISE, students must ensure that their mailing address and banking information are up to date in Minerva. All information about funding will be sent to them through their McGill email. Please check it regularly.

Timing of Disbursals:

All Graduate Excellence Awards, Entrance Awards (including what was formally the ABDUL and DPA – see below), and International Tuition Support Awards are disbursed by the end of September.

IMPORTANT: It is the student's responsibility to ensure that their funding for these awards have been paid out in full for the entire year by September 15. If they do not do so, the department cannot guarantee that they will receive their funding for that academic year. Funding payouts for the year can be checked in Minerva (see Verifying Disbursal of Funding below).

All DISE Awards are disbursed by the end of November.

IMPORTANT: There are exceptions to the above; please see 'Terms of Funding' (below) for more information.



Verifying Disbursal of Funding:

Students can check that their money has been disbursed by looking in Minerva, under “Financial aid and awards.” There, they will be able to see their awards for the year. In Minerva, students are also able to see the payment schedule of all payments being processed in installments.

Bursaries and/or External Funding:

If a student receives a bursary and/or external funding that pays for their tuition and fees, they must inform the Graduate Program Coordinator by August 15. See *Informing DISE of Application to External Scholarships* for more information.

ABDULs and DPAs – **NEW PROCESS**:

ABDULs (All but Dissertation Award) and DPAs (Dissertation Proposal Award) were included in the funding packages for PhD students who entered in Fall of 2020 or earlier. Beginning in Fall of 2021, **the ABDUL and DPA awards will no longer be administered**. Instead, eligible students will automatically receive \$2,000 in the year in which they would have received the award. To be eligible, students must: a) have been promised the award in their offer letter; b) be within the departmental funding cap of \$25,000 for the year (see below); and c) be a full-time student.

APPLYING FOR SCHOLARSHIPS

Informing DISE of Application to External Scholarships:

If a student applies for a scholarship other than those that go through a departmental nomination process (e.g., SSHRC, Vanier), they are required to provide the department with documented proof of application within two months of applying for the scholarship. Students must send the documented proof to the Graduate Program Coordinator.

Informing DISE of Receipt of External Scholarships:

In addition, students must report to the department the names and amounts of any award(s) they **receive** within two months of receiving the notice of the award(s). The Department of Integrated Studies must receive a notice of this in **writing**. Students must send the documented proof to their Graduate Program Coordinator. In turn, the funding package we are offering may be reduced, per the departmental funding caps (see below), in the interest of distributing financial support as broadly as possible within our student community.

PhD Students Only: In order to receive departmental funding, students currently in their second and third year of the PhD program must apply for a major external scholarship, if eligible. Scholarships that meet this requirement include SSHRC, FRQSC, or any other external scholarship equal to or above the value of \$15,000.

If a student does not fulfill the above requirement, **they may be forced to forfeit their funding package for the following year**. Exceptions will be made for students on leave from the university.



CHANGES TO FUNDING

DISE Graduate Funding Cap:

Our goal in DISE is to ensure that students have adequate funding. In order to work towards this goal, we have a cap on how much funding DISE will provide through our scholarship funds to individual students.

If a student receives funding external to the department (SSHRC, FRQSC, government funding, Faculty Awards, Tomlinson, Vanier, Weston Fellowship, etc.), DISE will top off their funding **only up to \$25,000**. Here are some examples:

- If a student receives a SSHRC scholarship for \$20,000, they are eligible for up to \$5,000 more funding from DISE.
- If a student receives an FRQSC scholarship for \$21,000, they are eligible for up to \$4,000 more funding from DISE.
- If a student receives a SSHRC of \$20,000 and a Faculty Award of \$6,000, they are not eligible for funding from DISE for the year in which they hold both awards.
- If a student receives a SSHRC CGS-D for \$35,000, they are not eligible for funding from DISE for each year in which they receive the scholarship.

As stated above and in each person's funding offer letter, if a student receives external funding, DISE may reduce the amount of money initially promised.

If a student is awarded an external scholarship but **chooses to decline the award** (for example, to take on full time employment instead), the scholarship will still count toward their departmental funding cap in each year they would have held the external scholarship.

What funding is affected by this cap?

(Funding a student is not eligible for once they exceed the funding cap)

- Entrance scholarships
- Graduate Excellence Awards
- PhD Year 3 Entrance funding (formally "All But Dissertation" Awards (ABDULs))
- PhD Year 4 Entrance funding (formally Dissertation Proposal Awards (DPAs))
- P. Lantz, Ruth Hoyt, Gretta Chambers Fellowships, and any other donor scholarships administered by the department

What funding is not affected by this cap?

(Funding a student can still apply for and receive even if their scholarship funding is at or exceeds the funding cap)

- GREAT Awards
- Faculty Awards
- Graduate Mobility Awards
- Differential Fee Waiver (DFW) Awards
- International Tuition Support Awards



- TA-ships
- RA-ships
- Instructor positions
- Stipends from faculty research grants
- EGSS Travel Award
- DISE Awards**

*** Starting in Fall of 2021, **DISE awards** are no longer in the list of funding affected by the departmental funding cap. This means that students who are at or above the DISE funding cap are still eligible to apply for the DISE awards. However, certain awards may still have specific eligibility requirements related to current funding. Please be sure to read the eligibility requirements carefully for an award before applying. Because DISE awards are paid out later than other funding, if a student receives a DISE award, it will not count towards their department funding cap for that year.*

Faculty Funding Cap:

The Faculty of Education has a funding cap of \$50,000 per year. Students who receive internal and/or external scholarship funding that sums to this amount or more are not allowed to receive any departmental or Faculty level funding. This includes DISE Awards.

International Student Tuition and Fee Waivers:

International PhD students may receive an International Student Tuition Waiver or Deferred Fee Waiver as part of their funding package. Should their tuition fees be reduced (e.g., due to a change in immigration status or due to an external award), they will no longer be eligible to receive the Deferred Fee Waiver or the International Student Tuition Waiver.

TERMS OF FUNDING

Employment:

Any funding is conditional on being a full-time student, which means students must not be employed full-time. By agreeing to accept an award, a student attests that they are pursuing full-time studies and are not holding another full-time position (as per the GPS Award Holder's Guide - https://www.mcgill.ca/gps/files/gps/gps_-_award_holders_guide.pdf). As stated in these guidelines, as a full-time registered student, the number of hours of employment per term cannot exceed 180 hours. To be able to work more than 180 hours, they must receive permission from their supervisor, the department, and GPS and show that they have been making exceptional progress towards completion of their degree. Note that Stipends paid through a research grant are considered scholarships and do not count towards hours of employment. Stipends are not the same as Casual Research Assistantships.

Maintaining Satisfactory Progress:

Continued award support from McGill is **dependent on satisfactory progress towards a student's degree** as evaluated annually by their [progress tracking committee](#).



Deferrals:

Because our funding allotment changes each year, if a student chooses to defer their acceptance, we cannot guarantee that they will be awarded the same amount stated in their offer letter after the deferral.

Registration Conditions:

- **Leaves of Absence:**

Should a student take a leave of absence, they are not eligible to receive funding during their leave, per university policy. This is because funding is to be used to further a student's studies. Any money promised to a student during this time (e.g., Entrance Scholarship) will be paid to them the following fall. In addition, if a student is on leave in the fall during the DISE awards, they will not be eligible because the department will not be able to pay out their award.

- **Graduation/Submission of Thesis:**

Students must be registered in any semester where funding will be paid out. For that reason, funding cannot be paid once a student has graduated or submitted their initial thesis for examination. This includes the DISE awards.

- **Faculty Awards:**

Although the Faculty Award application period is in the Winter, please note that they are only paid out the following fall. To be eligible to apply for the Faculty Awards, a student must plan to be registered in the following fall.