



## Department of Integrated Studies in Education Funding Guidelines FOR THOSE WHO ENTERED FALL 2021 OR LATER

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](http://www.mcgill.ca/dise/funding-and-awards).

Additional information about funding may be found on the GPS website: [www.mcgill.ca/gps/funding](http://www.mcgill.ca/gps/funding).

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

---

### PHD FUNDING PACKAGES

PhD students at McGill University receive funding from several different sources during their time at McGill. The funding that PhD students will receive during their graduate studies will fall into one of two categories:

- guaranteed award funding (tuition and supplement) for progress towards their degree
- expected salary for employment (for example, as a teaching assistant, research assistant, or other paid hourly work); eligibility for salary for employment depends on existing union collective agreements, so cannot be guaranteed

The amounts and sources of award funding PhD students receive from McGill will depend on whether or not they hold any other type of external funding.

#### Tuition Funding Details

All full-time students in the DISE PhD program will receive sufficient award amounts to pay their university tuition in full for the first five years of their program (if they do not receive tuition support from another source). Students are responsible for any additional university fees. For current tuition and fees, visit the [Student Accounts' Graduate Fee Calculator](#).

If a student's tuition fees are reduced due to a change in immigration status, due to an external award, or due to any other reason, the **tuition funding will be reduced to reflect the tuition that they pay.**

#### Supplement Award Funding Details

Supplemental award funding is provided **for students who do not hold external funding.** If a student does not hold an external award during Year 1, they will get the supplement amount for Year 1. The same applies to each of the first five years in the program. This supplement amount decreases over time, as students are expected to obtain additional support through external awards and salary through employment.



## Awards that Affect Guaranteed Sources of Support

Graduate students who receive funding from foreign agencies to pay for tuition, fees and/or living expenses may have a different guaranteed supplemental or tuition funding amounts. Students receiving a major internal fellowship (e.g. Tomlinson Doctoral or Stavros Niarchos) will also have different guaranteed supplement or tuition funding amounts. However, together with the foreign funding and major internal fellowships, the overall total funding levels per year will not be less than the ones in the table in the student's funding letter. Details will be communicated separately if this case applies.

---

### RECEIVING FUNDING

All funding administered by the department, including Tuition Scholarships, Supplement Scholarships, department administered donor awards, and DISE Awards, is automatically 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 Tuition Scholarships, Supplement Scholarships, department administered donor awards, and DISE 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.



## 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.

PhD Students Only: All students in the DISE PhD program entering in Fall of 2021 or later are **required** to apply for a SSHRC Doctoral/CGS-Doctoral scholarship and an FRQSC Doctoral Scholarship each year they are eligible in order to receive tuition or supplement award funding.

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

### Supplemental Scholarships:

In the interest of distributing financial support as broadly as possible within our student community, supplemental award funding is provided **for students who do not hold external funding**. For example, if a student holds a SSHRC or FRQSC scholarship during Year 2, they will not receive the supplement amount for Year 2. The same applies to each of the first five years in the program.

If a student is awarded an external scholarship but chooses to decline the award (for example, to take on full time employment instead), they will not be eligible for the supplemental scholarship in each year they would have held the external scholarship.

### Faculty Funding Cap:

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

### International Student Tuition Scholarships:

International PhD students may receive an International Student Tuition Scholarship 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), their tuition scholarship will be adjusted to reflect the amount of tuition that they pay.

---



## TERMS OF FUNDING

### Employment & Full Time Status:

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](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., Tuition 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 the 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.