

Terms and Conditions of Admission and Funding

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gradstudents.carleton.ca



Carleton
University

Graduate
Studies

Purpose of this Document

All students accepting their offer of admission and/or funding must be aware of and comply with these terms and conditions. The information is also applicable to funded students who are continuing in a program in a second or subsequent year.

Should you have any questions or require clarification, please contact the Administrator for the department/school/institute to which you have been admitted.





Student Rights and Responsibilities

Carleton University's Student Rights and Responsibilities Policy [is available here](#). You are expected to read and follow this policy to ensure transparency and consistency in expectations for conduct, such that the pursuit of education and personal growth takes place in a safe and welcoming environment.

The Graduate Calendar

[The Graduate Calendar](#) contains important information for all students including information on:

- general graduate regulations;
- academic programs, units and courses;
- graduate supervisors.

The university reserves the right without liability or penalty, or prior notice, to modify its services and programs or to cancel courses.

Academic Integrity

Conducting yourself according to [Carleton's Academic Integrity Policy](#) will be a crucial part of success as a student at Carleton. Two common types of academic integrity violations include cheating on exams (including collaboration where this is not explicitly permitted) and plagiarism. Plagiarism includes:

- using copied or paraphrased material without appropriate citations and/or quotations;
- submitting any work written, in whole or in part, by someone else including a computer program or algorithm, or work created by Artificial Intelligence except where this has been explicitly permitted;
- submitting work done by you, but for another class or another purpose without documenting that it was previously used.

Academic Integrity violations are regarded in an extremely serious light at Carleton. Allegations are forwarded to the Dean's Office for their attention. If the Dean's Office feels that it is warranted, this will trigger a formal hearing with the student, Dean's Office, and Ombudsperson, with potential sanctions ranging from a grade reduction or failure in the project or course up to expulsion from the university. If you are uncertain whether something might be an Academic Integrity violation, it is very important that you check with your instructor or TA before submitting your work.

Freedom of Information and Protection of Privacy Act

As a student, the [Freedom of Information and Protection of Privacy Act](#) (FIPPA) will affect how you will request personal information from Graduate Studies.

If you would like information to be released to a third party, you must complete a Third-Party Release of Information Form available through your Carleton360 account.

Graduate Studies allows for disclosure or exchange of information to external and internal bodies as required to determine eligibility and sustainability for awards, research and program evaluation, and the release of identifying information that may include name, program, year, award donors, university units and external agencies. If you have questions and/or do not agree to the release of identifying information, please contact Graduate Studies via email at: graduate.studies@carleton.ca.

More information is available with the [Carleton University Privacy Office](#).



Statement of Standing on Admission

The Statement of Standing on Admission is the formal admission document to a graduate program at Carleton University. The statement contains the following information:

- program of study;
- term of admission;
- program status (e.g., full-time or part-time);
- program requirements;
- remarks and conditions.

Your admission is valid only for the term stated on the Statement of Standing on Admission. If a condition has been placed on your admission, any required documentation must be submitted to Graduate Studies prior to the beginning of the term in which you wish to begin your studies.

Status

Full-time or part-time status is established at the time of admission to the program. Graduate students admitted and registered as full-time students will be required to continue in their program as full-time students and will be assessed full-time fees for the duration of their program.

Students in a program that requires a thesis (master's and PhD) must be registered in each term of their program which includes the summer term. Failure to maintain continuous registration will result in being withdrawn from the program.

Consult the Graduate Calendar regarding [student status](#) (section 7.9) and [registration](#) (section 8).



Terms and Conditions of Funding

Your offer of admission and funding will provide a detailed breakdown by term of your funding offer.

Your offer of funding is tied to your specific program and term of admission. If you postpone your admission, your offer of funding may no longer be valid or deferred to a subsequent term or year.

If you modify your admission program (e.g., add a [co-op designation](#)), your funding offer and how it is paid may be affected.

Change of Status or Program and How it Can Affect Your Funding

To become and to remain eligible to receive funding, you must:

- be registered full-time in the degree program and department/school/institute;
- maintain full-time status in all terms;

- progress at an acceptable rate through the program as determined by the supervisor/department/Faculty/Graduate Studies;
- remain in good academic standing for the duration of your funding;
- if you choose not to register in a term, you will forfeit that portion of your funding.

Cancellation of your funding will occur if you change your degree program, fail to register as a full-time student, withdraw from your courses, choose to take time off from your program, and/or are not progressing at an acceptable rate.

International students admitted to a PhD program and awarded International Doctoral Tuition Support (IDTS) or an International Doctoral Excellence (IDE) award may be required to repay the tuition differential covered by these awards if the student transfers to a master's program.

If you are considering any changes to your program or your registration status, you must consult your department/school/institute first to discuss any possible implications to your funding.



Method of Payment of Graduate Awards and Funding

Your scholarships (internal and external) and research scholarships are automatically credited towards your [student account](#).

Teaching Assistants (TAs) and employment-based Research Assistantships (RAs) are paid through Human Resources Payroll Services, on a bi-monthly basis. The one exception is the first month of each term (September, January, and May) when payment is made at the end of the month.

In order to be eligible to receive any payments authorized by Graduate Studies through Payroll Services, you must complete an [Employee Intake Form](#). At any time, if your banking information changes in subsequent terms, you should notify [Payroll Services](#).

You must maintain full-time status in the program in which the offer of funding was made and have all payroll documentation completed or updated by the following deadlines:

- September 15 (for payment on September 30);
- January 15 (for payment on January 31);
- May 15 (for payment on May 31).

Students who have a credit balance in their student account after their tuition and fees have been paid may request a refund through Carleton Central. Please note that requested refunds are paid out after each full term's financial withdrawal deadline:

- Fall: September 30;
- Winter: January 31;
- Summer: May 31.

[Click here](#) for additional information pertaining to fees and refunds.



Teaching Assistantships

Teaching Assistants (TAs) at Carleton University are covered by a Collective Agreement between Carleton University and CUPE 4600 (Unit 1). A copy of the CUPE 4600 agreement and the agreement highlights [are available here](#). Details regarding TA Orientation, processes, training and more [can be found here](#).

Graduate students who have NOT been awarded a TA with their Offer of Admission can express interest in becoming a TA. To express interest, go to Carleton Central and look under the TA Management section for TA Outside Priority Applications. You must apply for TA employment no later than August 15 (Fall term or Fall/Winter courses), December 15 (Winter term) and April 15 (Spring/Summer term). It is understood that only qualified applicants will be considered for department-based positions.

Research Funding

A component of your Offer of Admission may be research funding provided by contract research, or other grant funds.

Research funding amounts stated at the time of admission are normally allocated evenly across terms. The research fund holder (faculty member) retains the authority to modify term-by-term allocations, which may differ from those indicated in the admission documentation. This may result in different payment amounts per term.

Please contact your department/school/institute to verify how your research funding is paid. Continuation of this component of your offer may depend upon satisfactory performance of the duties assigned by your research supervisor and on the availability of funds. In addition, students are required to have full-time status in the term in which the research funding is paid, including the Summer term.

If you change your degree program, you may lose your research funding unless your new supervisor can provide funding to you. If you change supervisors, you may also lose your research funding unless your new supervisor can provide funding.

Receipt of an external award or scholarship may affect the amount of research funding allocated to you.



Categories of Research Funding

Research Stipend

A Research Stipend is a fixed payment made to a student engaged in research which will assist the student in qualifying for a degree or other scholastic recognition in the field in which the research is being carried out. Research Stipend remuneration is considered a stipend and not employment income. There are no deductions at the time of payment, and the individual will receive a T4A for the amount paid during the calendar year. Note that only graduate students and postdoctoral fellows may be paid a stipend. Also note that graduate students receiving Research Stipend income are not considered employees and will not be covered by WSIB.

Research Assistantship

A Research Assistantship (RA) salary is paid when an employee-employer relationship exists and a quantifiable amount of work is performed, which is not necessarily directly related to the student's attainment of their degree. If the research performed by the student-assistant (RA) is under the specific direction of a researcher

or co-researcher, and it is not done primarily to further the student-assistant's own education, an employee-employer relationship is considered to exist. If so, payments received by the student assistant out of the grant will be regarded as employment income. Salary payments—whether hourly, recurring, or lump sum—are subject to mandatory source deductions and will include 4% vacation pay. Personnel with this type of income will receive a T4 denoting the total amount of employment earnings paid during the calendar year. Only students physically in Canada with authorization to work in Canada can be engaged on a research project, where the recipient is considered an employee of Carleton University, is paid for work performed, and where the grant holder has primary control over all aspects of the research.



Donor-Funded Awards

Several individuals and organizations have contributed substantial funds to Carleton University, through bequests and donations, to help support students in various fields of study. A complete list of these awards is [available here](#).

External Awards

If you receive an award from an external agency (e.g., CBIE, CIHR, HSFO, SSHRC, NSERC, OGS, etc.) you must promptly report it to the chair/director/graduate supervisor of your department/school/institute. External award recipients may be subject to adjustments to centrally administered funding, including Carleton scholarships and RA funding.

Employment Restrictions for Full-Time Students

Full-time students are expected to dedicate sufficient time toward their studies and research. Therefore, Graduate Studies

recommends that full-time students do not work more than 10 hours a week. However, this is a general guideline. Full-time graduate students are expected to plan accordingly, based on their individual financial and academic circumstances. Teaching Assistantships, Contract Instructor positions, or Research Assistantships are all considered employment for the purposes of this guideline.

International students may have additional employment restrictions imposed by their study visa.

Funding Restrictions for Carleton Employees

Full-time Carleton employees admitted to a graduate program who qualify for or receive a tuition waiver are not eligible for Carleton's centrally administered scholarships, Teaching Assistantships (TA) or Research Assistantships (RA). Employees will be subject to the standard time-to-completion framework as established at the time of admission.



Taxation of Awards and Funding

The income students receive from Graduate Studies may be taxable and subject to inclusion on an income tax return.

For more information, Canada Revenue Agency publishes two documents that may be of relevance to graduate students:

- [P105 – Students and Income Tax](#);
- [S1/F2-C3: Scholarships, Research Grants and Other Education Assistance](#).

Employment income may also be subject to additional payroll deductions.

Academic Accommodations

All students who require academic accommodations of any kind must register with the [Paul Menton Centre for Students with Disabilities](#) (PMC). The Paul Menton Centre provides academic accommodations and support services to students with Learning Disabilities

(LD), mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, mobility disabilities, and hearing or vision loss. If you have a permanent, persistent/prolonged, or temporary disability that might require academic accommodations, please contact the PMC at 613.520.6608 or pmc@carleton.ca to set up an information meeting or an intake appointment with a PMC Coordinator.

Communication

Graduate Studies emails *TheGraduate@Carleton* newsletter to your [CMAIL account](#) every Thursday (with exceptions) during the academic year. This publication contains announcements, news, academic deadlines, events, award information and graduate student stories.

For details about student communication at Carleton, refer to the [Student Communication Policy](#).



Carleton University

Contact Information

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