

Terms and Conditions of Admission and Funding

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gradstudents.carleton.ca



Carleton
University

Faculty of Graduate
and Postdoctoral Affairs

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.

The Graduate Calendar

The Graduate Calendar (calendar.carleton.ca/grad) contains important information for all students including information on:

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

The online edition of the Carleton University Graduate Calendar is the University's official statement.

The University reserves the right without liability or penalty, and without notice, to make changes in the services and programs it offers, and to cancel courses.

Academic Integrity

Conducting yourself according to Carleton's Academic Integrity policy (see link below) 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 using 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. Carleton's Academic Integrity Policy can be found at:

carleton.ca/secretariat/wp-content/uploads/Academic-Integrity-Policy-2021.pdf

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 the Faculty of Graduate and Postdoctoral Affairs (FGPA).

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.

FGPA allows for disclosure or exchange of information to external and internal bodies as required to determine eligibility and suitability 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 the FGPA FIPPA Officer via email at graduate.studies@carleton.ca.

More information is available at carleton.ca/privacy.

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 FGPA 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 assigned full-time fees for the duration of their program.

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 (carleton.ca/co-op), then your funding offer and how it is paid may be affected.

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

To begin 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/FGPA;
- 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.

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 fellowship-based Research Assistantships (RA Type A) are automatically credited towards your student account: carleton.ca/studentaccounts.

TAs and employment-based RAs (RA Type B) 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 FGPA through Payroll Services, you must complete a Personal Information Form which is available from Payroll Services, Room 507A Pigiavik (formerly Robertson Hall), Monday through Friday, from 8:30 a.m. to 4:30 p.m. You will be required to present your social insurance number (SIN) card and personal banking information before electronic bank deposits can be facilitated. It is only necessary to present this information once. However, if your banking information changes in subsequent terms, you should notify Payroll Services: carleton.ca/hr.

You must maintain full-time status in the program in which the offer of funding was made and have all payroll documentation completed by the following deadlines: September 15, January 15, and April 15 (for payment on September 30, January 30, and May 30 respectively).

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 (Winter: January 31; Summer: May 30; Fall: September 30). For additional information pertaining to fees and refunds, please go to <https://carleton.ca/studentaccounts/faq/#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 at: cupe4600.ca. Details regarding TA Orientation, processes, training and more can be found at: <https://carleton.ca/deputyprovost/faculty-affairs/teaching-assistants/>.

Graduate students who have NOT been awarded a TA with their Offer of Admission can now express interest in becoming a TA.

To express interest, go to Carleton Central and look under the TA Management section. 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 Assistantships

A component of your offer of funding may be in the form of a Research Assistantship (RA) funded by contract research, or other grant funds.

The value of the RA may not be the same in each academic term. Please contact your department/school/institute to verify how your RA is paid. Continuation of this component of your offer of funding 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 RA is paid, including the Summer term.

If you change your degree program, you may lose your RA position unless your new supervisor can provide funding for a RA position for you. In addition, if you change supervisors, you may also lose your RA position unless your new supervisor can provide funding for a RA position for you.

If you are a recipient of an external award/scholarship, it may impact the value of your RA.

Entrance Scholarships for Academic Excellence

On admission, prospective students are selected by the Dean of FGPA for an entrance scholarship for academic excellence. The duration of the scholarship is for one academic year.

Donor-Funded Awards

Over the years, several individuals and organizations have contributed substantial funds to the University, through bequests and donations, to help support students in various fields of study. A complete list of these awards is available online at: [**gradstudents.carleton.ca/awards-and-funding**](https://gradstudents.carleton.ca/awards-and-funding).

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. In most cases, the receipt of a major external award will not impact the funding you receive in your offer of admission; however, if you are a recipient of an external award/scholarship, it may impact the value of your RA.

Employment Restrictions for Full-Time Students

Full-time students are expected to dedicate sufficient time toward their studies and research. Therefore, FGPA 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 employment-based RAs (RA Type B) are all considered employment for the purposes of this guideline.

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

Taxation of Awards and Funding

The income students receive from the Faculty of Graduate and Postdoctoral Affairs 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;**
- **SS1/F2-C3: Scholarships, Research Grants and Other Education Assistance.**

Employment income may also be subject to additional payroll deductions.

Accommodations

All students who require 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.

Communications

FGPA emails **TheGraduate@Carleton** newsletter to all students every Thursday (with exceptions). This publication contains academic deadlines, news, events, award information, and graduate student stories. Past editions can be found at: gradstudents.carleton.ca/resources-page/newsletter/.

Contact Information

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