Carleton UNIVERSITY | Faculty of Graduate and Postdoctoral Affairs

TERMS AND CONDITIONS OF ADMISSION AND FUNDING

MAY 2017 TO APRIL 2018

gradstudents.carleton.ca

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 graduate 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 particular courses.

Academic Integrity

Plagiarism and cheating at the graduate level are viewed as being extremely serious and the sanctions imposed are accordingly severe.

Students must familiarize themselves with and follow the Carleton University Student Academic Integrity Policy and information which can be found online at **carleton.ca/registrar/academic-integrity**.

> **As Academic Integrity policies can vary between different universities, it is important to understand Carleton's policy.**

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.

If you would like information to be released to a third party, you must complete a Third Party Release of Information Form available at **gradstudents.carleton.ca/forms-policies**.

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, to 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/fippa**.

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 (ie. 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 (e.g. final official transcript showing degree conferred) must be submitted to the Faculty of Graduate and Postdoctoral Affairs prior to the beginning of the term in which you wish to begin your studies.

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 will no longer be valid and cannot be deferred to a subsequent term or year.

If you modify your admission program e.g. add a co-op designation (**carleton.ca/cc/co-operative-education**), 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 Dean of the Faculty of Graduate and Postdoctoral Affairs

- 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, change your student status to part-time, withdraw from your courses, choose to take time off from your program, 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) are automatically credited towards your student account. **carleton.ca/studentaccounts**

TAs and 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 the Faculty of Graduate and Postdoctoral Affairs through Payroll Services, you must complete a Personal Information Form which is available from Payroll Services, Room 507A Robertson Hall, 8:30 a.m. – 4:30 p.m., Monday to Friday. 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).**

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**

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 15th (Fall/Winter term), December 15th (Winter term) and April 15th (Spring/Summer term). It is understood that only qualified applicants will be considered for department based positions.

If you have questions or require assistance, please email **graduate_studies@carleton.ca**

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 the Faculty of Graduate and Postdoctoral Affairs for an entrance scholarship for academic excellence. The duration of the scholarship is for one academic year.

Donor-Funded Awards

Over the years, a number of individuals and organizations have contributed substantial funds to the University, through bequests and donations, in order 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**.

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. Carleton graduate students who hold an external award are permitted to work a maximum of 520 hours during their award period.

If you begin your award:
- in the summer term, your 520 hours are from May 1-April 30.
- in the fall term, September 1 – August 31.
- in the winter term, January 1 – December 31.
- If you hold a multi-year award, your hours will begin at the beginning of a new award

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, CRA publishes two documents that may be of relevance to graduate students:

- Students and Income Tax, publication P105(E) Rev. 13
  http://www.cra-arc.gc.ca/E/pub/tg/p105/README.html

- SS1/F2-C3:
  Scholarships, Research Grants and Other Education Assistance
  http://www.cra-arc.gc.ca/tx/tchncl/ncmtx/fls/s1/f2/s1-f2-c3-eng.html

Communications

FGPA emails TheGraduate@Carleton newsletter to all students on the first and third Wednesday of every month (once a month in July and August). It is important to read this publication as it contains academic deadlines, award deadlines, new initiatives, events and lots of relevant stories. **gradstudents.carleton.ca/newsletter**

Contact Information

For more information, please contact:

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