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**The Faculty of
Graduate Studies
& Research**



Terms and Conditions of Admission and Funding

May 2010 to April 2011

www.carleton.ca/graduate-studies



Carleton
UNIVERSITY

Canada's Capital University

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■ Part I: Introduction

Welcome From the Dean

Welcome to Carleton University!

I am extremely pleased to be able to make this offer of admission to you.

In coming to Carleton University you are accepting a wonderful opportunity to further your intellectual development and career at a university that benefits enormously from its close proximity to the federal government agencies, research agencies and cultural institutions of the nation's capital.

As a graduate student, you will make an important contribution to the intellectual life of Canada's Capital University. You will make crucial contributions to Carleton University's research agenda as it aspires to become one of the leading research-intensive universities in Canada. In addition, the high quality of our graduate students is a critical element in the University's continuing ability to attract and retain high quality faculty—faculty of this calibre want to teach and work in an institution whose graduate students stimulate and challenge them, and in this way act as a forum for the development and refinement of their own ideas. And, finally, graduate students represent an excellent role model for undergraduate students.

Thank you for choosing Carleton as your graduate university.

I look forward to meeting you.

Sincerely,

A stylized, handwritten signature in black ink, likely belonging to Dr. John Shepherd. The signature is fluid and cursive, with a prominent 'J' and 'S'.

Dr. John Shepherd, FRSC
Dean
Faculty of Graduate Studies and Research

About This Handbook

The purpose of this handbook is to set out all the terms and conditions associated with your offer of admission and, if applicable, your offer of funding. All students accepting their offer of admission and/or funding must be aware of and comply with these terms and conditions. The information on awards is also applicable to funded students who are continuing in a program in a second or subsequent year.

Updated and printed annually, this handbook is valid for the academic year of admission stated on the front cover. Any updates that are made to the policies or information stated within will be promptly posted online. Therefore, the online version of this handbook is the official document. It is the responsibility of students to ensure they understand and comply with the information in the online version. By authorizing and returning your completed Offer Response Form to the Faculty of Graduate Studies and Research, you are acknowledging that you understand and will comply with the information in this handbook, including the terms and conditions of admission and, if applicable, funding, academic integrity, and the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA). Your completion of the Offer Response Form also certifies that the information provided in your application is to the best of your knowledge complete, accurate and consistent with institutional policies.

Should you have any questions or require clarification of the information contained in this handbook, please contact the graduate administrator for the department/school/institute to which you have been admitted.

■ Part II: Academic Integrity

Plagiarism and cheating at the graduate level are viewed as being particularly serious and the sanctions imposed are accordingly severe. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which can be found online at **www.carleton.ca/graduate-studies/policies-and-guidelines**. The Policy is strictly enforced and is binding on all students. Plagiarism and cheating — presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student — weaken the quality of the graduate degree. Academic dishonesty in any form will not be tolerated. Students who infringe the Policy may be subject to one of several penalties including: expulsion; suspension from all studies at Carleton; suspension from full-time studies; a refusal of permission to continue or to register in a specific degree program; academic probation; or a grade of Failure in the course.

■ Part III: Terms and Conditions of Admission

Validity of Offer of Admission

The Offer of Admission and Funding (if applicable) is valid for 21 days from the date of the offer letter unless otherwise stated on your Offer Response Form.

There are two ways to accept your Offer of Admission:

1. Log in to Carleton Central and accept your offer within 21 days of the date of your offer. If you receive an Offer of Funding with your Offer of Admission, you will still need to complete and return the Offer Response Form to the Faculty of Graduate Studies and Research prior to beginning courses to ensure your funding will be disbursed; or

2. Complete and return the Offer Response Form found in your admissions package to the Faculty of Graduate Studies and Research within 21 days of the date of your offer (unless otherwise instructed).

Failure to do so by the deadline stated on this form will result in the automatic revoking of this offer.

Statement of Standing on Admission

The Statement of Standing on Admission Form 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; and
- remarks and conditions.

Your admission is valid only for the term stated on the Statement of Standing on Admission Form. If a condition has been placed on your admission, any required documentation (eg. final transcript showing degree conferred) for the removal must be submitted to your department/school/institute prior to the beginning of the term in which you wish to begin your studies.

Tuition Deposits

If a tuition deposit is required by the department/school/institute's program to which you have been admitted, you will be contacted by an administrator from that department/school/institute to arrange payment.

The Graduate Calendar

The Graduate Calendar contains important information for new students including information on:

- Carleton University;
- student services;
- awards and financial assistance;
- general regulations;
- academic programs, units and courses; and
- graduate supervisors.

The Calendar is available online at **www.carleton.ca/cugc**. It is published prior to the beginning of the academic year.

Updates to the Calendar will be posted on the online version. In the case of any discrepancy, the online Calendar is the University's official version.

The policies and regulations set out in the Graduate Calendar for the academic year in which a new student begins their program at Carleton University will be the Calendar under which the student is governed for the duration of their program. It is the responsibility of new students to review and familiarize themselves with the General Regulations section and the schedule of dates and deadlines that have been prescribed by the University Senate for all academic activities and procedures.

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.

Change of Status From Full-time to Part-time

Students who have valid reasons for changing status from full-time to part-time for a term may apply for permission according to the regulations set out in Section 7.13 of the General Regulations of the Graduate Calendar.

■ Part IV: Terms and Conditions of Funding

Validity of Offer of Funding

The Offer of Admission and Funding is valid for 21 days from the date of the offer letter unless otherwise stated on your Offer Response Form.

If you have applied to several different programs at Carleton, you should note that an offer of funding is valid only for the one program and one offer of admission with which it is associated. You may or may not be offered funding for all programs for which you are offered admission.

Your offer of funding is tied to your term of admission. If you must postpone your admission, your offer of funding will no longer be valid and cannot be deferred to a subsequent term or year. You are urged to consult the department/school/institute that has made you the offer of funding to discuss your options, which may include a new offer of funding for a subsequent term or year.

If you receive an Offer of Funding with your Offer of Admission, you need to complete and return the Offer Response Form to the Faculty of Graduate Studies and Research prior to beginning courses to ensure your funding will be disbursed.

Change of Status or Program

Your offer of funding is connected to both the degree program and the department/school/institute that has recommended you for admission and 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;
- progress at an acceptable rate through the program as determined by the Dean of the Faculty of Graduate Studies and Research; and
- remain in good academic standing for the duration of your funding.

Cancellation of your funding will occur if you change your degree program, drop to part-time status, withdraw from your courses, choose to take time off from your program, or are not progressing at an acceptable rate.

For example, if your offer of funding includes a scholarship and a research assistantship (RA) in a MASc program in engineering, you will forfeit all your funding if you switch to an MEng program. In addition, if you are offered an RA at the time of admission, but choose to switch supervisors, you will forfeit your RA.

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 for your funding.

Method of Payment of Graduate Awards and Funding

Most of the financial components of your Offer of Funding 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. This includes assistantships (teaching and research), most internal scholarships, and all external scholarships. *It is your responsibility to be prepared to be financially self-sufficient for the months of September, January and May.*

In order to be eligible to receive any payments authorized by the Faculty of Graduate Studies and Research 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, during your first term of admission. However, if your banking information changes in subsequent terms, you should notify Payroll Services.

PLEASE NOTE: 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). These deadlines are in advance of the last day for registration in each of these terms and if you choose to register after the deadline, your initial payment, due at the end of the month, will be delayed until a later pay date.

Funding for Winter or Summer Term Admissions

Normally, most students begin their program in the Fall term with most components of their funding package being divided over the Fall, Winter, and Summer terms. However, if your admission term is the Winter or Summer term, the amount of your awards may be pro-rated, for the one or two terms remaining in the academic year.

For example, if a regular teaching assistantship position covers the Fall and Winter terms and is valued at \$9,638 (as of September 1, 2009), and you begin your program in the Winter term, the amount you will be paid will be pro-rated to cover only one term, or \$4,910 for the Winter term.

Please note that the value of a teaching assistantship position is subject to change for 2010-11 as a result of a new collective agreement between the University and CUPE 4600.

Tuition Deduction By Payroll

You have the option of authorizing Carleton University to make monthly deductions from the funding that is paid through Payroll Services for the purposes of paying tuition fees and associated charges. Information on how to do this will be available through Carleton Central when you register. You may cancel this authorization, by written notice to the Business Office, at any time.

You will be required to separately authorize payroll deduction for the Summer term of each year, and for your Winter term registration, if you registered in the Fall term for Fall term courses only.

PLEASE NOTE: The total amount of your funding is not the full amount available to put towards your tuition as adjustments may be required to accommodate wage deductions for tax purposes, etc.

Teaching Assistantships

Students with full-time status may be offered a teaching assistantship (TA) position.

The details of your work assignment will be determined by your department/school/institute before or soon after your arrival on campus. Any questions concerning the nature of your assignment should be discussed with the supervisor of graduate studies in your department/school/institute.

An Assignment of Duties form must be completed and signed by yourself and your Graduate Supervisor prior to the start of your TA assignment.

Training workshops and professional development opportunities are available to TAs through the Faculty of Graduate Studies and Research and the Educational Development Centre (EDC), as well as many departments. All new TAs attend a mandatory orientation session during the first week of the Fall term and receive a TA manual. For more information on TA training, please consult the Faculty of Graduate Studies and Researches website at www.carleton.ca/graduate-studies, the EDC's website at <http://edc.carleton.ca/taprograms.php> or your academic unit.

Value, Conditions and Regulations of a Teaching Assistantship

TAs at Carleton University are covered by the terms and conditions of a Collective Agreement between Carleton University and CUPE 4600 Unit 1. A copy of this Agreement is provided to all TAs before the commencement of their position and is also available online at http://www.carleton.ca/shared/shared_hr/PDF/staff_relations/CUPE_4600_u1.pdf.

Acceptance of a TA position may make you eligible for further assistantships in subsequent years under the priority appointment provisions established in the Collective Agreement.

The teaching assistantship rate for 2009/2010 is \$9,638 (as of September 1, 2009), for a regular 10-hour per week appointment (subject to a possible increase as a result of collective bargaining), and is paid through Payroll Services.

In accordance with University policy, a TA position is conditional upon your registration in the degree program in the specific department/school/institute to which you have been admitted. To remain eligible for the TA position, you must maintain full-time status for the entire period of your TA position. If you change from full-time to part-time status, future terms of priority appointment may be cancelled in accordance with regulations established in the Collective Agreement.

English Language Requirement

On your application for admission, you were required to inform us if your first language is not English. If you have been offered employment as a TA, it is important for us to determine whether or not you have sufficient proficiency in the English language to carry out your TA duties. A language assessment will be conducted either prior to your arrival at Carleton (by telephone or online) or once you arrive on campus. You will receive specific instructions during the

admission process. Please note: the purpose of this assessment is simply to determine whether you require TA communication support. You will not be charged for this service and you will retain your TA funding regardless of the results.

Leave From Duties

After you have completed at least one term of your TA employment, you may be eligible for a leave from duties, should the need arise, without forfeiting future terms of priority appointment.

Article 22.11 of the Collective Agreement states that leave from duties may be requested for the following reasons:

- academic research, exchange, and co-op positions,
- certified medical leave, or
- any other reasons where the academic supervisor and/or the department head provides reasons in writing as to how the leave would benefit the student academically.

In accordance with Section 7.14 of the General Regulations of the Graduate Calendar, students who will be off-campus conducting research must apply to the Faculty of Graduate Studies and Research for off-campus research status.

If, at any point during your priority appointment period as a TA, you accept a contract instructor position, you are required to apply for a leave from duties from your TA position. It is your responsibility to submit an application for approval to your department/school/institute.

Further details are available in the Collective Agreement (http://www2.carleton.ca/shared/shared_hr/PDF/staff_relations/ CUPE_4600_u1.pdf).

Graduate Scholarships (Departmental Scholarships)

The scholarship component of your offer of funding is normally paid through regular payroll payments over three terms, or twelve months, beginning in September and ending August 31 of the following calendar year. In order to receive the full amount of the scholarship, you must maintain full-time status in each of the three terms (Fall, Winter and Summer) and maintain satisfactory academic standing. If you choose not to register in the Summer term (May to August), you will forfeit that portion of the scholarship.

Duration of scholarships vary from Faculty to Faculty. As a minimum, master's students normally hold a scholarship for one academic year (3 terms), while doctoral students normally hold a scholarship for a minimum of three academic years (9 terms). The duration of any scholarship will be outlined in your initial letter of offer.

PLEASE NOTE: If you are a recipient of an external award/scholarship, your scholarship could be reduced by up to 50% of the value of your external award/scholarship.

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, that may require some work related to your research.

The value of the RA may not be the same in each academic term since some departments/schools/institutes pay lesser amounts in the Fall and Winter terms, and pay the largest proportion of the award in the Summer 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. For example, if you change from an MASc program in engineering to an MEng program, you will lose your RA unless your new supervisor can provide RA funding for you.

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

PLEASE NOTE: 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, some graduate students are recommended by their department/school/institute for an Entrance Scholarship. Recipients are selected by the Dean of the Faculty of Graduate Studies and Research. The duration of the scholarship is for one academic year, is split equally over the Fall and Winter terms, and is paid through Payroll Services.

Donor 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 in the Awards and Financial Assistance section of the Graduate Calendar, or online at **www.carleton.ca/graduate-studies**.

You may be offered an award of this type at the time of your admission. In order to be eligible to receive the award, you must register full-time in the degree program and the department/school/institute offering the award in the term of your admission. The award is normally paid directly to your student account, although some are payable by cheque. It may be paid in one lump sum or paid in equal installments.

In-program students are nominated for donor awards by their department/school/institute. There is normally no application process. In some cases, the director/chair of the program selects and recommends one student to the Dean of the Faculty of Graduate Studies and Research. In others, departments/schools/institutes nominate students and a selection committee, chosen by the Dean of the Faculty of Graduate Studies and Research, makes the decision on who will receive the award. In these cases, students selected to receive a scholarship are normally paid by cheque in the Winter term.

Although no application is necessary in most instances, many awards are research or circumstance specific; thus, it is in the best interest of students to check to see if any of these awards pertain to them and bring their situation to the attention of their department/school/institute.

Names of recipients and their department/school/institute are normally given to the donor(s) of the award(s), the department/school/institute, and the Dean of their Faculty.

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with Section 41 of the Freedom of Information and

Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use, for the purpose for which it was collected, or for a consistent purpose (i.e. a purpose which the individual might have reasonably expected).

Please contact the Faculty of Graduate Studies and Research, should you have any concerns about your name being given to third parties as the recipient of an award.

Bursaries and Endowed Awards

A bursary is a monetary award similar to a scholarship in that you are not expected to repay it, but is awarded primarily on financial need rather than academic achievement. Carleton University graduate students have a number of endowed awards available to them with a variety of criteria (need, research area, demographic fit). You have been automatically considered for endowed awards with your application to the program but it is always good to explore the various endowed awards available and self-identify your eligibility to your department. For more information on endowed awards, visit the Faculty of Graduate Studies and Research website at **www.carleton.ca/graduate-studies**.

External Awards

If you receive an award from an external agency (e.g. SSHRC, NSERC, CIHR, OGS, CBIE, HSFO, etc.) you must promptly report it to the chair/director/graduate supervisor of your department/school/institute. As some of these external agencies limit the total amount of scholarship funding you receive and limit the number of hours you may work, your offer of funding and subsequent funding packages may be modified in order to meet these regulations.

For example:

- Recipients of NSERC awards are permitted to work up to 450 hours per annum;
- OGS award holders are allowed to work up to 10 hours per week and OGS recipients are limited to \$10,000 in scholarship in addition to the OGS award; and
- Commonwealth Scholars may be permitted to work up to 200 hours per annum.

The decision to modify your funding package from Carleton University is made in consultation with your department/school/institute and the Dean of the Faculty of Graduate Studies and Research.

Please refer to the award holder's guide of the relevant external agency for the terms and conditions of your external award.

Information for International Students

As a full-time graduate student at Carleton, you may also be eligible for an Ontario Graduate Scholarship (OGS) valued at \$15,000 (CDN). Once you have registered in your program in September (Fall term), your department/school/institute can provide details on application procedures and deadlines.

For information on this and other kinds of financial assistance, please visit the Faculty of Graduate Studies and Research website at **www.carleton.ca/graduate-studies**.

Graduate Student Travel/Research Bursary

The Faculty of Graduate Studies and Research provides funds to students in financial need who require assistance to conduct or disseminate their research. The fund may cover a portion of the cost related to research activities such as field travel and supplies, long-distance telephone charges, questionnaire publication, translation, mailing, and the cost of copying journal articles. In addition, it may cover costs related to attend a scholarly conference at which the graduate student is presenting a paper. The fund is intended to cover modest costs where other sources of support are not available. Costs not covered under this bursary include: costs associated with interview subjects, honoraria, the cost of copying the graduate thesis, and attendance at scholarly conferences where no paper is being presented.

Approval of each application is dependent on the availability of funds. It is not possible to fund all applications in any given term. Applications are considered on a case-by-case and first-come-first served basis. Students are restricted to one application and one conference per academic year (September to August). The maximum bursary is \$1,200 for students travelling to international conferences and \$600 for students travelling within Canada.

Information on deadlines, application and eligibility requirements are available on the Faculty of Graduate Studies and Research website at **www.carleton.ca/graduate-studies**.

Taxation of Awards and Funding

The income students receive from the Faculty of Graduate Studies and Research may be taxable and subject to inclusion on an income tax return. Taxable income can include scholarships and fellowships, as well as salaries and stipends. For some awards, Carleton University does not deduct any income tax at source (at the time of payment), so you should plan accordingly for the possibility that you may owe tax at the time of filing your return.

The University will issue the appropriate income tax slips as required.

Given the uniqueness of each student's financial situation, the Faculty of Graduate Studies and Research is unable to dispense advice on income tax matters to students. Consequently, students are encouraged to seek advice from the Canada Revenue Agency (CRA) or from a qualified income tax specialist.

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

- Students and Income Tax, publication P105(E) Rev. 06
www.cra-arc.gc.ca/E/pub/tg/p105/README.html
- Scholarships, Fellowships, Bursaries, Prizes, Research Grants and Financial Assistance Income Tax Interpretation Bulletin IT-75R4
www.cra-arc.gc.ca/E/pub/tp/it75r4/README.html

Freedom of Information and Protection of Privacy Act

As of June 10, 2006, the Freedom of Information and Protection of Privacy Act (FIPPA) came into effect for all Ontario universities.

The personal information FIPPA covers includes, but is not limited to:

- personal information
(age, date of birth, etc.);
- contact information
(address, phone number, etc.);
- registration information
(courses taken, currently registered for, etc.);
- awards and funding information
(TA, RA, scholarships, etc.); and
- convocation information
(date of graduation, standing, etc.).

As a student, this will affect how you will request personal information from the Faculty of Graduate Studies and Research. Before the administrative staff can provide you with any personal information, you will need to validate your identity. This can be done in a variety of ways:

- **in person** — you will need to provide photo identification (preferably a campus card) to verify your student identity and student number;
- **on the phone** — you may be asked to provide answers to a variety of questions including personal information (eg. date of birth or current address), program or most recent course registration;
- **by email** — only your University MyCarleton account will be used for communication from our staff as your login to the MyCarleton system validates your identity. If you send a request through another Internet Service Provider, you will be advised that a response has been sent to your MyCarleton account;
- **by fax** — you will need to provide your signature, student number and contact information (home phone number or MyCarleton email address). We will respond to your inquiry by phone or by email (to your MyCarleton account); and

- **by mail** — you will need to provide your signature, student number and contact information (mailing address, home phone number or MyCarleton email address). We will respond to your inquiry by mail to your mailing address.

If you would like information to be released to a third party, you must complete a Third Party Release of Information Form available at the Faculty of Graduate Studies and Research. This form will permit you to restrict the release of information to specific third parties and/or for specific periods of time. Please be aware that we will no longer be able to confirm your registration or graduation to a third party without your written authorization.

These measures are taken to ensure your privacy by making certain that your personal information will not be compromised. For more information on FIPPA, visit the website at **www.carleton.ca/fippa**.

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with Section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected). The Faculty of Graduate Studies and Research allows for disclosure or exchange of information to external and internal bodies as required determining eligibility/ 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. From time to time, the university may also post this information in public forums, such as websites and/or notices or use this information for statistical or reporting purposes to agencies that have the authority to ask for such information. If you have questions and/or do not agree to the release of identifying information, please contact the FGSR FIPPA Officer via email at **graduate_studies@carleton.ca**.

MyCarleton

MyCarleton is Carleton's web portal, providing the University community with access to information and services including:

- email;
- calendar;
- announcements;
- course information, schedules, message boards; and
- group news discussion boards and chat rooms.

It is important to sign up for a MyCarleton account as the University administration will use your MyCarleton email account to contact you in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA).

Once registered as a student you may sign up for your MyCarleton account. To sign up, please visit **www.carleton.ca/ccs/services/accounts-and-passwords/student-computing-account**.

Carleton Central

Carleton Central is the online centre for student registration and administrative activities. It is your one stop for complete registration, student records, admissions and fee information, accessed through a secure and personalized information system.

Carleton Central (**www.central.carleton.ca**) is compatible with all browsers although the most recent browsers are recommended. It is available 24 hours a day, 7 days a week, throughout the year. If you cannot access the Internet from home, you may consider the following options:

- Carleton campus computer labs (4th Floor Library, 5th Floor Southam Hall, Loeb Building Rooms B250 and C479);
- designated kiosks located in the Quad level, Tory Building;
- community library or Internet café; or
- computer at work or a friend's home.

For your first login to Carleton Central, you will need the following:

1) Your student number

It is this number that you will use in the User ID field to access Carleton Central. Your ID number can be found at the top of your Statement of Standing on Admission, which is enclosed.

2) Your date of birth

Your initial Personal Identification Number (PIN) will be your date of birth in YYMMDD format. For example, if your date of birth is July 14,

1980, your default PIN will be 800714. This is the number that you will use in the PIN field to access Carleton Central for the first time. You will be immediately required to change your PIN to something more secure at your initial login.

The features available in Carleton Central include, but are not limited to:

- viewing admissions applications;
- registering for courses;
- displaying final grades;
- updating your address online;
- confirming your registration status;
- displaying your timetable;
- searching for classes;
- viewing OSAP information;
- displaying student accounts;
- viewing fee payment arrangements;
- displaying your holds;
- online help assistance; and
- applying for graduation.

If you require help while using Carleton Central, click on the “?” button within Carleton Central. All the instructions for each feature in Carleton Central are fully explained in the online help. If you require further information, you are encouraged to contact the department/service associated with your difficulty. For technical assistance

(e.g. you are unable to login, pages do not display), you may submit a request via email to **carleton_central_help@carleton.ca**.

Registration Information

Additional information and specific details of how to register using Carleton Central will be available on the registration website at **www.carleton.ca/registrar/registration**. Visit the registration website often, as information and instructions are updated regularly, including the dates and times to register. We recommend that you begin checking the website in March 2010 for registration for the Fall term, 2010.

Tuition Fees

Student Accounts Receivable is responsible for receiving payment of fees. They are also responsible for responding to questions you may have about your tuition fees.

Tuition fee amounts, late charges, and other fees and charges can be found on the Student Accounts Receivable website at **www.carleton.ca/fees**.

On-Campus Housing

Residence offers a great opportunity to meet and live with people from different backgrounds, religions, nationalities, cultures, and interests. You also benefit from the convenience and safety of living just minutes away from your classes, the Library, and the University sports facilities, all of which you can reach from your residence building through our network of heated, well-lit tunnels.

Graduate students have reserved residence space on the top two floors of Leeds house. The majority of these spaces are single-gender suites on co-ed floors. There are also spaces available in all-female and all-male wings. There are no facilities on campus for co-ed suites or family accommodation.

Graduate students who have been offered and have accepted admission (including conditional acceptance) will be able to apply online for residence as of February 1, 2010. Priority for residence is given to current Carleton graduate students. Residence for new graduate students is determined by a lottery being held on June 9, 2010.

Information regarding residence fees, the Residence Contract, etc. can be found on the Housing Services website at **www.carleton.ca/housing**. The website will be updated with 2010-11 information as it becomes available.

■ Part VI: Information for International Students

International Student Services Office

The International Student Services Office (ISSO) at Carleton University provides services and programs that are designed to address your needs as an international student while studying at Carleton. These services include immigration assistance, UHIP (University Health Insurance Plan) enrollment, assistance with cultural adjustment, and an orientation to life in Canada. The ISSO can provide you with support on academic issues, as well as link you to clubs and associations both in the University and in the greater Ottawa community. The ISSO also works closely with the International Students Center (ISC), a student-based association on campus. Throughout the year, the ISSO and the ISC co-sponsor programs, as well as support the programs of other international bodies on campus such as Carleton International.

Orientation Sessions

Every year, the ISSO provides orientation sessions (both Fall and Winter) for all new international students. These sessions consist of valuable workshops that will help you begin your new life in Canada and provide an excellent opportunity to meet other new international students. In general, orientation sessions begin a week before the start of the Fall term or at the beginning of the Winter term. To register, visit **www.carleton.ca/isso**.

Workshops and Events

The ISSO offers workshops for international students throughout the year on a variety of topics. These workshops enable the International Student Advisor to maintain contact with you and other international students throughout the year, helping to ensure your academic and social success. The ISSO also organizes many social programs, such as: World Trek country insights; an English Conversation Circle for students and accompanying family members; sporting activities; outings; an International Film Festival; an International Photography Contest and more!

Airport Welcome and Pick-Up Program

Carleton University offers an airport welcome and pick up program for new students who will commence their studies in September. As the dates have not yet been determined for this service, it is strongly recommended that you visit the ISSO website (**www.carleton.ca/isso**) for additional details and information.

For more information about services offered through the ISSO, please contact:

International Student Services Office
 Carleton University
 128 University Centre
 1125 Colonel By Drive
 Ottawa ON Canada K1S 5B6

Phone: 613-520-6600
 Fax: 613-520-3419
 Email: isso@carleton.ca

www.carleton.ca/isso

Residence

If you are interested in living on campus in one of Carleton's residences, you must make arrangements before arriving in Canada. For more information, please contact Housing Services by telephone 613-520-5612 or by fax 613-520-3952. You can also visit their website at **www.carleton.ca/housing** for additional information.

Climate

The temperature in Ottawa varies from 16 to 30 degrees Celsius in the Summer, and from 10 to -30 degrees Celsius in the Winter. You may need to buy additional Winter clothing once you arrive and should plan for this when you prepare your budget and finances.

Immigration

The process of applying for a Study Permit and Temporary Resident Visa (if required) can be long and complicated. It is very important that you contact the nearest Canadian consulate, embassy, or High Commission to find out exactly what you will need to do. You can also visit the Citizenship and Immigration Canada website at **www.cic.gc.ca** for more information.

Working in Canada

Please be aware that international students can work on campus; and, following six months of full-time study, may be eligible to apply for an off-campus work permit. Spouses of international students can apply for an open work permit and are not limited to working on campus.

University Health Insurance Plan

All international students must enrol in the University Health Insurance Plan (UHIP), a health insurance plan that covers medical expenses such as doctors' appointments and hospital stays. The annual UHIP premium is automatically added to your student account once you register for Fall term courses. You must enrol in UHIP and pay the full premium whether you are a full-time or part-time student.

Students are required to pick up their proof of coverage wallet cards from the International Student Services Office (ISSO) located at 128 University Centre. For further details regarding UHIP, please visit the ISSO website at **www.carleton.ca/isso**.

Your UHIP premium is calculated based on your arrival date in Ontario and is paid to the Business Office. Your dependents (spouse and/or children) must also be insured with UHIP. Enrolment of your dependents in the plan must take place within 30 days of their arrival in Canada and must be completed at the ISSO office. All late dependents will be required to pay a \$500 (per person) administrative fee.

The current cost for 12 months of UHIP coverage is as follows:

- 1 person — \$756
- 2 people — \$2,052
- 3 people or more — \$3,348

Note: Costs may be subject to change for the 2010-2011 academic school year.

Students with Diplomatic Status

If you have diplomatic status in Canada, you may have acceptable insurance through the embassy or consulate. You will need to provide the ISSO with a validated letter from the consulate or embassy. If you do not have coverage, you will be required to enrol in UHIP.

Exemptions

UHIP is mandatory for all Ontario universities (excluding the University of Windsor). Therefore, you are strongly advised not to purchase health insurance overseas but to purchase UHIP when you arrive at Carleton University. Plans other than those listed below will not be accepted.

- Canadian International Development Agency (CIDA) Health Care Plan;
- Canadian Bureau for International Education (CBIE) Health Care Plan;
- Canadian Commonwealth Scholarship and Fellowship (CCSF) Plan;
- International Council for Canadian Studies (ICCS) Plan;
- World University Services of Canada (WUSC) Plan;
- National Insurance Office for Social Insurance Abroad (Norway);
- Embassy of Kuwait;
- Interim Federal Health Care Plan; or
- Ontario Health Insurance Plan (OHIP).

Only students who submit proof of health coverage from the plans listed above to the ISSO will be automatically exempted. Certain of these plans may provide coverage for you, but not for your family members, in which case, you will have to indicate that you will not join UHIP, but your family will.

The Carleton University UHIP Office

The UHIP Office is located at 128 University Centre. For UHIP office hours, please visit the ISSO website at **www.carleton.ca/isso**. If you have further questions about UHIP, please call 613-520-6600 or email the ISSO at **isso@carleton.ca**.

PLEASE NOTE: You must come to the UHIP office to have the premium adjusted, add dependents, or apply for an exemption.

■ Part VII: Financing Your Studies

Budgeting for Graduate Studies

One of the biggest hurdles facing students is how to be financially prepared. To help you defray the cost of your studies while at Carleton (see chart below), you have numerous sources of financial aid available to you. By informing yourself of all the possibilities, you will go a long way in offsetting some of the costs.

The following information will help you get an idea of what you should expect to spend while studying at Carleton and living in the Ottawa area. This information is an estimate to be used as a guideline in budgeting for your study expenses.

Expenses*	Domestic Students	International Students
Graduate Program Tuition** (depending on the program)	\$6,835.93 – \$10,126.93	\$15,451.93 – \$25,456.93
On-campus Living*** (September–April including a choice of meal plans and telephone with local service)	\$8,432 – \$10,529	\$8,432 – \$10,529
Off-campus Living (based on a one-bedroom, unfurnished apartment for a single student)	\$11,400	\$11,400
University Health Insurance Plan (UHIP)****	N/A	\$756
Books and Supplies	\$1,500	\$1,500
Miscellaneous Expenses (clothing, entertainment, laundry, personal expenses, etc.)	\$5,000	\$5,000
Groceries	\$3,000	\$3,000
Transportation (public transportation based on monthly transit pass)	\$1,200	\$1,200
Total approximate cost for one year	\$25,967.93 – \$32,226.93	\$32,339.93 – \$47,556.93

- * All expenses are based on a 12-month time period, unless otherwise indicated, and are expressed in Canadian dollars.
- ** Based on full-time enrolment for 3 terms. Fees are subject to change. Please visit www.carleton.ca/tuition for more information.
- *** Residence fees are based on double accommodation. Graduate students in residence can opt out of participating in a meal plan.
- **** Per person per academic year. UHIP fees are included in tuition and dependents may be added for an additional fee. Fees are subject to change. Please visit www.uhip.ca for more information.

Working on Campus

A great way to offset the expense of university is to have a part-time job on campus. These jobs can provide you with extra income and valuable work experience. Visit the Career Development and Co-operative Education website (www.carleton.ca/cdce) to check out the online campus job postings.

Government Financial Assistance

Additional financial assistance, such as the Ontario Student Assistance Program (OSAP), may be available through various federal and provincial funding programs. For more information visit www.canlearn.ca which provides in-depth information on government financial assistance and private scholarships.

Accelerate Ontario

Accelerate Ontario — Ontario's Graduate Research Internship, was created by MITACS, a national research network that connects Canadian researchers with companies and other organizations to solve key business and social challenges. The program provides internships for graduate student researchers from any discipline for four months at a company where they undertake research on a problem jointly identified by the intern, business, a supervising professor and MITACS. Fifty percent of the student's time is spent at the company with the remaining time spent at the university, developing new tools, technologies, or methods to address the companies challenges. Students are paid \$15,000 for the four month period. For more information, visit www.acceleratecanada.ca.

Notes

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