

**Funding Policy for Doctoral Students  
Department of English**

	Department Graduate Scholarship	Graduate Assistantships (Teaching) (GA[T]) (1 unit per term for a total of 2 units per year)	Sessional Teaching (1 HCE per term for a total of 2 units per year in year 4)	<b>Total Funding by Year</b>
<b>Year 1</b>	\$ 4,400	\$ 17,788 (approx.)	N/A	<b>\$ 22,188</b>
<b>Year 2</b>	\$ 4,400	\$ 17,788 (approx.)	N/A	<b>\$ 22,188</b>
<b>Year 3</b>	\$ 4,400	\$ 17,788 (approx.)	N/A	<b>\$ 22,188</b>
<b>Year 4</b>	\$ 6,000	N/A	\$ 12,340 (approx.)	<b>\$ 18,340</b>
<b>TOTALS</b>	<b>\$ 19,200</b>	<b>\$ 53,364</b>	<b>\$ 12,340</b>	<b>\$ 84,904</b>

Departmental Funding

- Funding after the first year depends on satisfactory progress in the program.
- Graduate Assistantships (GA) are considered part of the total departmental funding.
- Department Graduate Scholarships will revert to the Department should you win an external scholarship or combination of external scholarships valued at (or greater than) \$12,000 in any given year.
- Should you receive a major external scholarship, you may decline our offer of Graduate Assistantships or Sessional Teaching in order to focus on your research. Your total departmental funding will therefore be reduced accordingly.
- The amounts listed above are current values; these may increase.
- Details of your assignment (as a Graduate Assistant in Years 1 through 3 and as a Sessional Teacher in Year 4) will be available at a later date.
- Please keep in mind that whether you receive employment or scholarship, your first payment will not be until the end of the first month in our program.

External Funding

- Winning competitive funding, either from the Social Science and Humanities Research council or through the University's scholarship competitions, benefits both you and the Department.
- Accordingly, we require all eligible PhD students to apply for both SSHRC (application deadline normally mid-October) and the University scholarship competition (application deadline February 1<sup>st</sup>) each year.
- INTERNATIONAL STUDENTS: We require international students to apply for all external awards funded through their home governments for which they are eligible and the University scholarship competitions (application deadline February 1<sup>st</sup>) each year. Only domestic students are eligible to apply for funding from the Social Sciences and Humanities Research Council (SSHRC). Should you become a Permanent Resident during your program, you will be required to apply for SSHRC funding.
- We strongly encourage all eligible students to apply also for Special Awards through the Graduate Awards Competitions (application due February 1<sup>st</sup>).
- If you win external funding or a university award, your annual Department Graduate Scholarship will be cancelled; however, we will ensure that the total amount of funding you receive will be equal to or greater than the original offer.

Tuition Fees - For exact costs please refer to: <http://www.grad.ucalgary.ca/fees>

- For exact costs please refer to: <https://www.ucalgary.ca/pubs/calendar/grad/current/gs-fees-expenses.html>. Tuition fees are subject to change without notice. Changes to fees will be reflected in this Calendar.
- The Graduate Student Fee Payment Plan is available for students receiving funding, and allows students to pay their fees in installments over a specified period of time: <https://www.ucalgary.ca/registrar/finances/tuition-and-fees/graduate-student-payment-plan>

### Renewal of Funding

- Funding for PhD students is guaranteed for four years, contingent upon adequate progress through the PhD program, as indicated by a rating of 'satisfactory' or higher on the Annual Progress Report.
- The Graduate Assistantships in Year 3 are contingent on successful progress through the Candidacy process. Failure to meet the department's Candidacy timeline may result in the loss of one or more Graduate Assistantship in Year 3, or of Sessional Teaching in Year 4.
- Students are expected to complete the General Comprehensive Examination in Year 2 (during the scheduled exam in September Block Week) and are expected to successfully complete all Candidacy requirements no later than 28 months from the initial registration in the program.

### Disbursal of Funding:

The details of when you receive payment will be provided in your specific offers of award/scholarship, or of graduate assistant or teaching assignment (GA or Sessional). In general, disbursal of funding will follow the University of Calgary payment dates, which are based on a semi-monthly pay cycle, paid 10 days in arrears.

Normally, disbursement is as follows:

- Awards and scholarships are paid out on the 25<sup>th</sup> of each month.
- Graduate Assistantship and Sessional Teaching is disbursed in equal payments on the 10<sup>th</sup> and 25<sup>th</sup> of each month. When an assignment starts at the beginning of a month, your first payment will be on the 25<sup>th</sup>.
- The graduate financial support could vary from month to month depending on what type of funding you will be receiving. **BE SURE TO MANAGE YOUR BUDGET ACCORDINGLY** as the total amount you receive in one term could be different in the next term.

Block Week Commitments All students who have been offered a Graduate Teaching Assistantship in any term must be available for the Department Teaching Workshops and the Department and Graduate Studies Orientations scheduled in both Fall and Winter, normally during Block Weeks. Dates will be announced when available.

*March 2020*