



APPROVER: Graduate and Postdoctoral Council/CGPS Faculty Council

OFFICE OF ACCOUNTABILITY: CGPS Director of Graduate Awards and Scholarships

This policy must be reviewed at least once every five years by the CGPS Awards and Scholarship Committee.

First Approval: October 27, 2022

Revisions: TBD

POLICY 10.1 CENTRALLY ADMINISTERED FUNDING

PURPOSE: To set regulations and guidelines in the awarding and administration of centrally provided graduate scholarships, awards, and bursaries¹. The policy is intended to support equitable adjudication for Scholarships and Awards.

SCOPE: *The College of Graduate and Postdoctoral Studies (CGPS) has delegated authority from University Council Scholarship and Awards Committee for Graduate Scholarships and Awards.* This policy applies to institutional and endowed funds administered through CGPS and those institutional funds transferred to academic units that are used as scholarships for graduate students. Each type of funding has specific terms of reference that must also adhere to these general regulations.

DEFINITIONS:

Award: Funding provided based on past performance as a lump sum.

Major Scholarship: A scholarship that is equal to or more than \$17,500 per annum.

Bursaries: Bursaries are funds distributed to students based on criteria that include an assessment of financial need.

Scholarship: Funding awarded on a competitive basis that may be paid as a lump sum or through monthly payments.

Full Scholarship: A scholarship valued sufficiently to allow students to engage in their studies without the need for additional employment.

Full-time graduate student: Graduate students enrolled in 6 or more credit units in a term are considered full-time. If no courses are required or finished all courses, registering in the 992, 994, 995, or 996 meets full-time status.

¹ For beginning fiscal year 23/24 the programs are to include 75th Anniversary Recruitment Scholarship, Dean's Doctoral Scholarships, Indigenous Graduate Leadership Award, Teacher Scholar Doctoral Fellowship, the Saskatchewan Innovation and Opportunity Scholarship, and various bursaries administered through CGPS.

POLICY 10.2 GENERAL PRINCIPLES FOR CENTRALLY FUNDED PROGRAMS

Scholarships are awarded based on inclusive academic excellence as well as criteria set out in the terms of reference for individual scholarships.

CGPS is committed to equitable and holistic adjudication of all applications and nominations and will continue to adopt best practices in compliance with the University EDI policy.

The Awards and Scholarship Committee has delegated authority to approve application requirements and processes for CGPS-adjudicated scholarships so long as they adhere to the standards set out in this policy.

Scholarships and other forms of graduate student financial support will be stewarded by CGPS and by units receiving scholarship allocations to maximize the impact on the recruitment and retention of graduate students.

The dollar value of scholarships will be reviewed periodically for competitiveness. In some cases, fewer scholarships of a higher amount may be awarded to preserve the value of the scholarships when additional resources cannot be secured.

Applications

Application deadlines for scholarships and awards are set annually by the Director of Scholarships and Awards, CGPS.

The application requirements are published, and the applications are available well in advance of applications deadlines.

For specific scholarships and awards, internal ranking and/or nomination of applications to CGPS is required and will be completed by academic units.

Eligibility for CGPS-Adjudicated Scholarships²

Scholarships are restricted to full-time registered graduate students in a thesis or dissertation unless indicated otherwise in the terms of reference for the scholarship program.

Students must maintain continuous registration as a full-time student meeting all requirements for such status to receive scholarship payments.

Students who are faculty are not eligible for graduate scholarships. Students who are employees of a collective agreement of the university are eligible for scholarships and awards unless the terms of reference of a particular award state otherwise.

Applicants must meet the minimum standard of first-class standing as a grade point average (equivalent to 80% in the University of Saskatchewan grading system) based on the last 60 credits or equivalent to 2 years of full-time study. Details for calculating grade point averages for master's and PhD students are in the procedures.

² Indigenous Graduate Leadership Award, Deans' Doctoral Scholars, Teacher Scholar Doctoral Fellowship, Saskatchewan Innovation and Opportunity Scholarships, 75th Anniversary Scholarships.

A student may not hold two major internal institutional scholarships at the same time, or a major institutional scholarship and a major external scholarship. Top-up awards and honorary scholarships at a reduced value may be combined with major scholarships.

Eligibility for Bursaries

Needs-based graduate bursaries: student must not concurrently hold a major scholarship and meet the eligibility of the specific bursary.

The Director of Scholarships and Awards (CGPS) has the authority to award bursaries and may seek guidance from the Dean or the Chair of the Awards Committee as needed.

Academic Unit-Adjudicated CGPS funded Scholarships

The process for adjudicating scholarships should follow the **Graduate Committee Guidelines** for best practices on equitable applications and adjudications.

Maintenance of Scholarships and Changes to Academic Standing

If a student is required to discontinue due to poor academic performance and/or progress in research, scholarship payments will be stopped at the end of the deadline to appeal the required to discontinue decision issued by the Associate Dean. If the student appeals, payments will continue until the appeal is decided or the end of the scholarship term, whichever is first.

Renewal of scholarship

To continue to receive scholarships students must remain in good standing in their program. Good standing includes maintaining the required average in coursework over an academic year of over 80% and a passing grade in each course. For project-based and thesis-based master's and Ph.D. programs, students must also maintain satisfactory progress in research as evaluated at least annually by the advisory committee. Exceptions to these criteria can be made upon approval of the Dean, CGPS or designate.

Higher cumulative GPA standing may be required for scholarships and will be indicated in the terms of reference for the scholarship and communicated in the award letters to students.

Leaves and Deferrals

Students receiving CGPS-administered scholarships will be able to request a deferral of the scholarship for up to one year, as approved on a case-by-case basis by CGPS' Director of Graduate Awards and Scholarships based on the following reasons:

- *Parental or medical leave, and/or family-related responsibilities (based on the criteria established by the Tri-Agencies)*
- *Delay in receiving study permit*
- *Awarded a major external award in the same year they hold a CGPS administered scholarship*

Students on parental leave with a deferred scholarship may apply for a parental leave subsidy (details TBD)

Funds Allocated to Units Delivering Graduate Programs

Where funds are allocated to the units by CGPS, the allocations will be provided annually and communicated in early December to facilitate recruitment. Wherever possible, allocations will be committed for multiple years (for example - a three-year rolling commitment).

The formulas used for the allocation will be available and units may request to see the data used to calculate their allocations.

The procedures for distributing the funds are under the authority of CGPS' Director of Scholarships and Awards.