

**SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS (SGSPA)  
2024-25 GENERAL AWARDS TERMS AND CONDITIONS**

All fellowships, scholarships, awards and prizes granted by and /or administered through the SGSPA conform to general terms and conditions. These general terms and conditions are as follows:

1. The SGSPA normally administers merit-based fellowships, scholarships and awards upon the recommendation of a graduate department or program, or after recipients are identified through annual competitions, to eligible Master's and Doctoral students in non-professional, research-based degree programs in the SGSPA.
2. Award values are variable. Normally, total funding from all internal sources administered by the SGSPA (awards, prizes, fellowships, and scholarships, excluding Queen's Graduate Awards [QGA]) will not exceed \$20,000 in 2024-25.
3. Awards will be paid to full-time registered Master's or Doctoral students in non-professional, research-based degree programs in the SGSPA only. Awards will be paid to full-time **off-campus** students only if the appropriate program or department, and the SGSPA, have approved this study status. If study status changes to part-time during the tenure of the award, the award(s) will be cancelled and repayment will be required.
4. Students beyond the first year of a one-year Master's program or beyond the second year of a two-year Master's program are not eligible for fellowships, scholarships or awards through the SGSPA. Normally, students beyond the fourth year of Doctoral studies are not eligible for this funding through the SGSPA.
5. If an award instalment is issued to a student who is subsequently determined to be ineligible to receive that instalment, that instalment must be refunded. To reclaim an award or award instalment from a student who is ineligible to receive it, the SGSPA will cancel or reverse any direct deposit transaction through the student's fees account. If the SGSPA cancels or reverses a direct deposit transaction, the SGSPA shall inform the student that this action has been taken. If the transaction cannot be cancelled or reversed, it is the student's responsibility to repay the award or award instalment as soon as possible.
6. Normally, students may not hold any SGSPA Fellowship valued at \$10,000 or more at the same time as a major external scholarship, such as (but not limited to) scholarships administered by or from NSERC, SSHRC, CIHR, Vanier CGS, OGS, QEII-GSST, or the Ontario Women's Health Scholars Awards/Autism Scholars Awards.
7. Normally, awards administered through the SGSPA, as well as funding administered via any external source(s), may constitute a portion of guaranteed financial support within a department. Therefore, it is the student's responsibility to notify the SGSPA if they receive an external award. Acceptance of any such award will lead to a reevaluation of

the student's total funding, and may result in the withdrawal of some or all of the 2024-25 Queen's graduate funding awarded through the SGSPA.

8. All awards will be adjusted accordingly and/or cancelled if a student withdraws from their degree program during the tenure of the award. In most cases, students who withdraw must repay some or all of the term's award payment, based on the date of withdrawal.
9. Normally, awards are *not transferable* from one department/program to another and can only be held in the Department/Program that initially recommended the student for this funding.
10. Normally, awards are *not renewable* but are awarded annually based on eligibility, availability, and departmental/program recommendation.
11. Award holders are restricted to a maximum of ten hours per week for Teaching Assistantships, on average, for the academic year.
12. All awards (awards, scholarships, fellowships, prizes, etc.) have to be reported appropriately to the Canada Revenue Agency (CRA). In most cases, scholarships, fellowships, and/or bursaries are not taxable, if the recipient was enrolled as a student in a program that entitles the person to claim the education amount on tax information, as defined by CRA. More information on this topic may be found at CRA's website, <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/p105/p105-students-income-tax.html>. In some rare circumstances (outlined on CRA's website), this award or portions of it may be taxed. Tax is not deducted from the award by the SGSPA or Queen's University.