

## **PILOT: Guide for UBC Okanagan Distinguished Doctoral Scholar Award**

### **Preamble**

The UBC Okanagan Distinguished Doctoral Scholar (DDS) Award program will ensure UBC Okanagan's best PhD students are awarded \$20,000 per year plus tuition for up to four years of their doctoral studies. This program allows UBC Okanagan to continue to attract and support outstanding domestic and international doctoral students, and provide those students with stable, base-level funding for their doctoral studies and research.

The purpose of the DDS is to recruit the best doctoral scholars to UBC Okanagan. This merit-based scholarship is intended to be a component of a larger funding package that will be used to recruit top scholars who likely have competitive offers from other universities. Therefore, each awardee must be committed at least \$35,000 per year.

### **Eligibility**

- DDS are tenable by incoming, full-time PhD students
- DDS may be held by domestic and international students
- DDS funding is conditional on the recipient maintaining satisfactory academic progress
- Students who transfer directly from a Master's program to a doctoral program without completing the Master's program are not eligible

### **Selection of Recipients**

Faculties and Schools select DDS recipients from among their eligible program applicants.

### **Award Notification and Acceptance**

DDS awardees will receive initial notification of a DDS offer from their graduate program along with their offer of admission. Awardees should respond to the graduate program's offer as directed in the offer letter.

Faculties and Schools will notify the College of Graduate Studies about each accepted DDS offer.

### **Award Start Dates**

The award start date for DDS recipients will be determined by the recipient's admission start date. Possible start dates are 1 May, 1 September, and 1 January.

### **Duration of Funding**

DDS recipients retain their DDS status and funding for a maximum of four years from their DDS start date.

### **Previous doctoral studies at another institution**

Previous doctoral studies at another institution will not be counted when assessing duration of DDS status for DDS recipients.

### **Award Values**

## Stipends

Award holders will receive \$20,000 each year.

Students may hold DDS funding together with internal award funding recommended by their graduate program (e.g., UBC Okanagan Graduate Research Scholarship, etc.), external scholarship funding (e.g., Canada Graduate Scholarships, third party sponsorship funding such as home government funding, etc.), graduate research assistantship (GRA) stipend funding, and graduate teaching assistantship (GTA) funding.

## Tuition

Tuition for DDS recipients is not waived; rather, a tuition award equal to the tuition assessment will be applied against the student's tuition charges.

DDS recipients whose tuition is paid by a third-party sponsor will have their DDS tuition support reduced by the amount of third-party sponsorship support.

DDS recipients who are international will receive the International Four-Year Doctoral Partial Tuition (IDPT) award which covers the difference between domestic and international tuition. As such, the DDS tuition award will match the remainder of the tuition after the IDPT has been applied.

## **Payment of Funding**

DDS stipend payments for all students will be paid through the Student Information System. Stipend payments will be made at the start of each term (September, January, and May). Payments will first be applied against outstanding tuition and fees, and any amount remaining will be issued to the student through Electronic Funds Transfer (if the student has EFT set up in SSC) or as a cheque. Further payment details will be provided in the Notice of Award issued by SISC.

Tuition awards will be paid through the Student Information System at the start of each term (September, January, and May)

## **Requirement to Apply for Other Funding**

DDS recipients who are Canadian citizens or permanent residents are required to apply each year for Tri-Agency funding, if they are eligible to do so. If they do not, they will forfeit their remaining DDS funding.

## **Progress Reports**

DDS funding is conditional on the recipient maintaining satisfactory academic progress.

All DDS recipients must submit annually to the College of Graduate Studies an [annual progress report](#). Failure to submit a progress report will result in award payments being suspended until a satisfactory progress report is received.

## **Interruption and Termination of Funding**

Award Overpayment: DDS recipients will be required to return any amounts issued to them for the time period after their effective completion or withdrawal date.

Completion of Program: Awards are prorated to the end of the term in which students complete their degree program. To assist in avoiding overpayments, students are asked to advise [Graduate Awards](#) of their completion date in a timely manner.

Withdrawal from Program: Awards are prorated to the effective date of withdrawal from a degree program. To assist in avoiding overpayments, students are asked to advise [Graduate Awards](#) of their withdrawal date in a timely manner.

Leave from Program: DDS recipients are not eligible to receive their award during academic terms in which they are officially on leave from their program. Students are asked to advise [Graduate Awards](#) to arrange for the suspension of their award payments until their return to studies. The original DDS end dates will be extended by the period of the leave, with the result that students will be entitled to receive the same amount of DDS funding as would have been awarded had they not taken a leave.

Transfer from Doctoral to Master's Program: DDS recipients who transfer from a doctoral program to a master's program (or any non-doctoral program) will have their DDS funding suspended, effective on the date of transfer. To assist in avoiding overpayments, students are asked to advise [Graduate Awards](#) of their intention to transfer in a timely manner.

Optional Interruption: With the approval of the College of Graduate Studies, it may be possible to interrupt a student's DDS payments for non-academic reasons that do not result from an academic leave. For example, if a student opts to interrupt their DDS funding for relevant work experience or to take up a MITACS Accelerate Internship, but does not take a corresponding academic leave from UBC, then the original DDS end date may be extended to account for some or all of the interruption in DDS funding. Normally, however, such interruptions will be limited, so that the revised DDS end date does not extend beyond the fifth year of the recipient's PhD program. To request this type of interruption, students must contact [Graduate Awards](#).

### **Transferring between Doctoral Programs**

With the approval of the College of Graduate Studies, DDS recipients may transfer from one closely related UBC Okanagan doctoral program to another (e.g., from Biology to Biochemistry and Molecular Biology) without losing DDS funding.

### **Internships**

Provided DDS recipients maintain their PhD registration, they may continue to receive DDS funding during paid and unpaid internships and co-op work terms, provided such internships and co-op experiences are a requirement of the student's program of study. In the case of internships that are not a requirement of the student's program of study, the student can request an optional interruption as described in the 'Interruption and Termination of Funding' section above.

### **Employment**

Students who hold awards totalling \$17,500 or more per year are no longer required to limit their number of hours of employment to an average of 12 hours per week. However, please note that award holders are expected to devote full-time hours to the research or studies for which they were funded, and are required to make satisfactory academic progress throughout their funding period.

**Taxation**

Income tax is not withheld by UBC for either the stipend or tuition payments. UBC will provide a single T4A form listing the stipend and tuition portions together. Students are responsible for filing income tax returns on these awards.

## GUIDE FOR UBCO GRADUATE PROGRAMS

### Allocation

Each December DDS are allocated to the responsible Unit for the upcoming year.

### Selecting Recipients

Each Faculty or School may decide to whom they offer the DDS, keeping in mind that the purpose of this scholarship is to attract the best doctoral students.

Faculties and Schools should review the 'Eligibility for Funding' and 'Duration of Funding' sections in the Student section of the guide above before making offers to students. DDS offers made to students who are not eligible for DDS funding and DDS offers that exceed the number of DDS places allocated to the Faculty or School will be the responsibility of the Faculty or School to fund.

### Making Offers to Students

Units may make DDS offers directly to students with the offer of admission, without needing to first notify the College of Graduate Studies of their selections. A template offer letter will be provided that clearly outlines the conditions of funding and will refer students to this DDS Guidelines document. To recruit the best students, it is important to deliver offers as early as possible, so **Faculties and Schools must make their DDS offers by March 1st**. Faculties and Schools are encouraged to use these awards proactively, which may mean sending out DDS offers earlier than the deadline. Particular attention should be given to the relationship between DDS and other scholarship funding (see 'Award Values' in the Student section of the guide above for details).

While the award is valued at \$20,000 per year plus tuition, each DDS recipient must have a funding package committed to them of at least \$35,000 per year plus tuition for up to four years. This measure ensures that we are using competitive funding packages to recruit the best students to UBC Okanagan. The additional funding to meet the total package of \$35,000 may be comprised of internal awards, external scholarships, research assistantship funding, and/or teaching assistantship funding.

### Notifying the College of Graduate Studies of Recipients

Faculties and Schools notify the College of Graduate Studies which students have been selected to receive DDS funding by completing and submitting the [DDS Recommendation Form](#). Faculties and Schools should undertake an early review of potential awardees to expedite recruitment of the best students.

### Re-offering

If a Faculty or School offers a DDS to a student who chooses not to come to UBC Okanagan, the Faculty or School may offer the DDS to another student.

If a DDS holder (i) withdraws from or completes their doctoral program before the end of their DDS funding period, or (ii) transfers to a Master's program, the remaining DDS funding:

- returns to the general DDS budget and is not available to be re-allocated by the Faculty or School if the student has received more than 4 months of DDS funding

- returns to the Faculty or School to reassign if the student has received 4 months or less of the funding

DDS recipients whose transfer to another UBC Okanagan doctoral program is approved will retain their DDS funding, and no DDS funding will return to their original Faculty or School if it is different than their original Faculty or School.

### **Carry-Forward Limits**

Units are encouraged to offer all their available DDS places within the allocation year, but there may be reasons why a Unit will want to carry forward one or more DDS to a subsequent year (for example, if an awardee defers their admission, or the graduate program has only one DDS place and no outstanding candidates, etc.).

Units may carry forward up to one DDS to the next allocation year. The carry-forward limit is not cumulative. Requests to carry forward DDS above the limit described above must be approved by the College of Graduate Studies.