



PhD Multi-Year Entrance Program (MYF) Guidelines

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PhD Multi-Year Entrance Program (MYF) Guidelines

The Multi-year funding (MYF) PhD Entrance Program is intended to ensure outstanding SFU PhD students are provided with financial support of at least \$27,500 per year for the first four years of their PhD studies. This will be made up of minimally \$18,000 in scholarship funding plus a teaching assistantship, research assistantship or sessional teaching appointment of minimally \$5000 per annum and a tuition award of \$4500 per year for a total of \$110,000 over 4 years. This program will allow SFU to attract and support outstanding domestic and international PhD students, and provide those students with stable, base-level funding for the first four years of their PhD studies and research.

This document details the MYF program guidelines and details.

1. Eligibility for Funding: MYF funding packages are intended for outstanding incoming PhD domestic and international students. Continuation of the award is conditional on the recipient maintaining satisfactory academic progress and applying for tri-council funding annually.

2. Types of MYF Recipients:

a) MYF-I (Internal)- Graduate programs select MYF recipients from among their incoming PhD students. Alternatively an incoming master's student may be awarded the MYF-I funding package if the academic unit is intending on recruiting them to the PhD program in the future. PhD Students will receive up to four years of funding while master's students will receive up to two years of funding.

b) MYF-E (External)-Entering PhD students who are awarded the following doctoral-level tri-agency awards may receive MYF-E packages provided their academic unit recommends them: Vanier Scholarships, Doctoral Canada Graduate Scholarships (CGSD), CIHR Doctoral Research Awards, NSERC Doctoral Postgraduate Scholarships (PGSD), and SSHRC Doctoral Fellowships.

Other entering major external scholarship winners may be eligible for MYF-E package, please check with the Office of Graduate Studies and Postdoctoral Fellows.

3. Award Notification and Acceptance: MYF recipients will receive initial notification of an MYF package via their admission offer. Closer to the start of their graduate program details of their scholarship funding, including a schedule of scholarship payments, will be sent to them.

4. Award Start Dates: The start date for MYF recipients will be determined by the recipient's date of admission to their graduate program. Possible start dates are 1 May, 1 September, and 1 January.

5. Duration of Funding: 4 years from initiation of PhD program, providing they remain in good academic standing.

- Example: Student who begins her PhD program in September 2016 will remain an MYF-I recipient until 31 August 2020 (four years in total).

Previous PhD studies

- Previous doctoral studies at another institution will be counted when assessing duration of MYF status for MYF-I recipients to a maximum of 2 years if applied to current studies. Previous doctoral studies at another institution will not be counted if those previous doctoral studies are not applied toward the student's SFU PhD program
- Eligibility for MYF funding for students with previous SFU PhD studies is considered case-by-case by DGS, with particularly complicated/difficult cases brought to SGAAC for review.

Master's Students

- Transferring the MYF to a master's student: If the academic unit does not wish to offer the MYF-I to an incoming PhD student they may choose to allocate the MYF to an entering master's student but the funding is reduced to two years of support.
- Any funding for a third year of studies will be the responsibility of the academic unit.
- All other conditions related to internal or external scholarships apply as is the case for MYF awards.
- Should a master's MYF recipient be approved for transfer to the same academic unit's PhD program prior to the termination of their MYF funding (end of 6th term after initiating their master's program) they will receive the remainder of the original MYF funding (up to 4 years from initiating their master's program).

6. Program Values

MYF-I

Year 1: student will receive a minimum \$27,500 from these sources:

- + \$12,000 Graduate Dean's Entrance Scholarship (GDES from DGS, not BASS funding)
- + \$4,500 Provost Prize Tuition Award
- + \$5,000 RA or TA, Sessional Appointment (SA) or Departmental scholarship
- + \$6,000 Minimum \$6,000 from BASS or other departmental scholarship funds

Year 2-4: student will receive a minimum \$27,500 from these sources:

- + \$18,000 Graduate Dean's Entrance Scholarship (GDES from DGS, not BASS funding)
- + \$4,500 Provost Prize Tuition Award
- + \$5,000 RA or TA, Sessional Appointment (SA) or Departmental scholarship

MYF-E

Upon nomination from their academic unit, incoming students holding a Tri-Agency scholarship (or equivalent funding) are eligible to receive an MYF-E package.

While holding an external award:

- + holding External Agency Award
- + \$4,500 Provost Prize Tuition Award*
- + \$5,000 RA or TA, Sessional Appointment (SA) or Departmental scholarship*

*If total external funding is greater than \$21,000 per year, the tuition award will be prorated so that the total of the two awards does not exceed \$26,000.

*If the external award is greater than \$35,000, MYF recipients will hold the MYF-E in name only for the duration of the external award.

Once external award ends (up to 4 years from date of admission)

- + \$18,000 Graduate Dean's Entrance Scholarship (GDES from DGS, not BASS funding)
- + \$4,500 Provost Prize Tuition Award*
- + \$5,000 RA or TA, Sessional Appointment (SA) or Departmental scholarship

a) Scholarships

- MYF-I recipients will receive a minimum scholarship of \$18,000 per year (Year 1 will be a \$12,000 Graduate Dean Entrance Scholarship (GDES) plus a minimum of \$6000 in the form of a Graduate Fellowship or Special Graduate Entrance Scholarship or other scholarship) and years 2-4 will be a GDES valued at \$18,000.
- Students offered both an MYF-I and internal scholarship funding will be required to accept the internal scholarship funding. If the value of the internal scholarship funding is greater than the value of the MYF scholarship (\$18,000), the student must decline the MYF scholarship portion (only for the period when the student is receiving internal scholarship funding). If the value of the internal scholarship funding is less than the value of the MYF scholarship, the student will receive the difference between the MYF scholarship and the internal scholarship funding. MYF recipients will receive MYF scholarship funding once their internal scholarship funding ends (up to 4 years from initiation of program, internal scholarship funding plus balance of Graduate Dean Entrance Scholarship).
- Students offered an MYF-I who subsequently receive external scholarship funding transition their MYF-I to an MYF-E. If the value of the external scholarship funding is less than the value of the MYF-I scholarship (\$18,000), the student will receive

the difference between the MYF scholarship portion and the external scholarship funding. Students designated as MYF-E holders will receive MYF scholarship funding once their external scholarship funding ends (up to 4 years from initiation of their PhD, external scholarship funding plus balance of Graduate Dean Entrance Scholarship to a maximum scholarship of \$18,000).

b) Tuition Award (Provost Prize of Distinction)

- Tuition for MYF recipients is not waived; rather, a tuition award of \$4500 will be applied against the student's tuition charges during years 1-4.
- The total of student's external scholarship funding and tuition award may not be greater than \$26,000.

Example 1: Student has external scholarship valued at \$30,000. Student will not receive the tuition award.

Example 2: Student has external scholarship valued at \$21,000. Student will receive the \$4500 tuition award for duration of external scholarship.

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

c) Teaching Assistantship (TA), Research Assistantship (RA) or Sessional Appointment (SA): Eligible students will receive a TA, RA or SA of minimally \$5000 in Years 1-4 of their MYF package drawn from academic unit sources or faculty research grants.

d) Year 5 funding: Students may be offered at the time of admission an MYF that includes a committed amount of funding from academic unit sources including TA, RA, SA and awards (minimally \$18,000). If a unit wishes to add a fifth year of support the minimum expected support is an \$18,000 scholarship. Graduate Studies will provide a tuition stipend of up to \$4500 so as to be consistent with the intent of the MYF program.

e) Funding scenarios:

Example 1 – MYF-I

Year 1: Graduate Dean Entrance Scholarship GDES (\$12,000) + SEGES (\$6,000)+ \$4500 tuition award + TA, RA or SA (Minimally \$27,500)

Year 2: GDES (\$18,000) +\$4500 tuition award + \$5000 TA, RA or SA (Minimally \$27,500)

Year 3: GDES (\$18,000) +\$4500 tuition award + \$5000 TA, RA or SA (Minimally \$27,500)

Year 4: GDES (\$18,000) +\$4500 tuition award + \$5000 TA, RA or SA (Minimally \$27,500)

Example 2- MYF-E:

Year 1-3: NSERC PGSD-3 (\$21,000 PGSD-3) + \$4500 tuition award+ \$5000 TA, RA or SA (Minimally \$30,500)

Year 4: Graduate Dean Entrance Scholarship (\$18,000) + \$4500 tuition award + \$5000 TA, RA or SA (Minimally \$27,500)

Example 3: MYF-I Converted to a MYF-E

Year 1: student has \$12,000 Graduate Dean Entrance Scholarship (GDES)) + SGES (\$6,000) tuition award + \$4500 tuition award + TA, RA or SA (Minimally \$27,500)

Year 2: GDES (\$18,000) +\$4500 tuition award+ \$5000 TA, RA or SA (Minimally \$27,500 plus tuition award)

Year 3: SSHRC PhD Fellowship (\$20,000 SSHRC) + \$4500 tuition award +\$5000 TA, RA or SA (Minimally \$29,500)

Year 4: SSHRC PhD Fellowship (\$20,000 SSHRC) + \$4500 tuition award + \$5000 TA, RA or SA (Minimally \$29,500)

Example 4: MYF-E (CGSD):

Year 1-3: NSERC CGSD-3 (\$35,000 scholarship)

Year 4: Graduate Dean Entrance Scholarship (\$18,000) + \$4500 tuition award +\$5000 TA, RA or SA (Minimally \$27,500)

Note: Students who decline a TA, RA or SA lose that portion of their funding package. Once a student accepts a MYF award all previous financial commitments (admission offers) are rescinded.

7. Requirement to Apply for Other Funding

- MYF-I recipients are required to apply each year for external funding (ie. tri-agency scholarship, Trudeau, etc.). If they do not, they will forfeit their remaining MYF funding.

8. Progress Reports

- The MYF package is conditional on the recipient maintaining satisfactory academic progress. Progress that is deemed to be satisfactory with concerns will trigger a review and may result in the termination of funding. Progress that is deemed to be unsatisfactory will result in the cancellation of their MYF package.
- All MYF recipients – whether or not they are currently receiving MYF scholarship and/or tuition funding – must submit annually a progress report. Failure to submit a progress report will result in award payments being suspended until a satisfactory progress report is received.

9. Interruption and Termination of Funding

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

b) Completion of Program: The funding is prorated to the end of the month in which students complete their degree program, which is normally the date the final copy of the student's thesis is accepted by Graduate Studies. To assist in avoiding overpayments, students are asked to advise Graduate Awards (dgsaward@sfu.ca) of their completion date in a timely manner.

c) 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 Studies (dgsaward@sfu.ca) of their withdrawal date in a timely manner.

d) Leave from Program: MYF recipients are not eligible to receive funding during academic terms in which they are officially on-leave or not registered. Students are asked to advise Graduate Awards to arrange for the suspension of their award payments. The original MYF end dates will be extended by the period of leave when it is approved for exceptional circumstances, with the result that students will receive the same MYF package as they would have without the leave/interruption.

e) Transfer from doctoral to master's program: MYF recipients who transfer from a doctoral program to a master's program (or any non-doctoral program) will have their MYF package prorated to the effective date of transfer. To assist in avoiding overpayments, students are asked to advise Graduate Awards of their intention to transfer in a timely manner.

f) Non-academic interruption: With the approval of Graduate Studies, it is possible to interrupt students' MYF payments for non-academic reasons that do not result in corresponding academic leave. An example of such a situation is when students interrupt their MYF funding for relevant work experience or to take up a MITACS Accelerate Internship, but do not take a corresponding academic leave from SFU. In these and similar circumstances, the original MYF end dates will apply.

10. Internships: Provided MYF recipients maintain their PhD registration they may continue to receive MYF funding during unpaid internships, provided they are a requirement of the student's program of study. Internships that are not a requirement of the student's program of study are discussed in Interruption and Termination of Funding above.

11. Employment: MYF recipients are required to limit their number of hours of employment to an average of 12 hours per week. Work as a TA, RA or SA is excluded.

12. Allocation of MYF-I Funding Packages: Each year, MYF-I's will be allocated to academic units based on a combination of enrolments, Tri-Agency success and completion rate. For 2016-17, MYF-I allocations are dependent solely on PhD enrolments. We anticipate allocating about 35 MYF-I packages per annum so most units can expect to receive from 1-3 awards.

13. Nomination Procedures: All PhD applicants offered admission would be automatically considered for an MYF funding package. Graduate programs are allocated MYF-I's each year and must provide the annual \$5,000 TA, RA or SA during years 1-4. Graduate programs are expected to review their incoming students and offer the MYF funding package(s) to their very best incoming students. Graduate programs notify Graduate Studies which student(s) have been chosen to receive a MYF-I funding package by submitting a nomination form. For further details on the nomination process, please refer to the document, "[MYF Nomination Process](#)".

a) Ineligible Applicants: MYF-I offers made to students who are not eligible for MYF-I funding and MYF-I offers that exceed the number of MYF-I awards allocated to the graduate program will be the responsibility of the graduate program to fund.

b) Departmental Contribution: It is the obligation of academic units to provide the SGES (or GF or other scholarship) in year 1 and the requirement of a TA, RA or SA valued at minimally \$5,000 during years 1-4. If an academic unit is unwilling to commit to the funding requirement of the MYF program they may not make a MYF offer and must notify Graduate Studies immediately upon receipt of their allocation of MYF's that they are not participating in the MYF program that year. In these cases, incoming Tri-Agency or external scholarship holders in the academic unit will also be ineligible to receive MYF-E's.

c) Making MYF-I Offers to Students: Graduate programs may make MYF-I recommendations via OASIS, without needing to first notify the Graduate Studies of their selections. MYF-I offers should clearly outline the conditions of the funding package and/or refer students to this MYF-I guidelines. Particular attention should be given to the relationship between MYF-I and other scholarship funding.

d) Notifying Graduate Studies of Recipients: Graduate programs notify Graduate Studies (dgsaward@sfu.ca) which students have been selected to receive MYF-I packages by completing and submitting the "[Departmental Nomination for the Multi-Year PhD Funding Program \(MYF\)](#)" form and attaching the OASIS generated admission offer letter.

e) Re-offering MYF's: If a graduate program offers a MYF-I to an incoming student, and that student chooses not to come to SFU, the graduate program may offer the MYF-I place to another student.

Example 1:

- student offered MYF-I by grad program in Feb 2016, to start in Sep 2016
- student offered SSHRC Doctoral Fellowship in May 2016 so transitions to an MYF-E
- MYF-I can be by offered by grad program to another student

Example 2:

- student offered MYF-I by grad program in Feb 2016, to start in Sep 2016- student offered SSHRC Doctoral Fellowship in mid-April 2017 (one competition year after MYF began)
- MYF-I cannot be re-offered by grad program to another student

Example 3: If students withdraw from or completes their doctoral program before the end of their MYF funding period, the remaining MYF funding returns to the general MYF budget and is not available to be re-allocated by the graduate program.

13. Banking MYF Awards: Banking of these awards is not allowed.

14. Transferring between Doctoral Programs: With the approval of Graduate Studies, MYF recipients may transfer from one SFU PhD program to another (e.g., from Geography to REM or from Engineering to CHEM) without penalty and the original program will not be compensated with another MYF award.

15. MYF Reports: At regular intervals throughout the year, and upon request at any time, Graduate Studies will provide to graduate programs a report of their MYF allocations, list of recipients and remaining MYF places to be allocated (if any).