



A Strategic Guide to Graduate Studies



STUDENT ACADEMIC SUCCESS SERVICE
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Service d'appui au succès scolaire
Student Academic Success Service

PREFACE

This *Strategic Guide to Graduate Studies* presents the various elements of the graduate student experience at the University of Ottawa. In the first section, you will find a description of the most important players involved in your studies such as the thesis supervisor, the academic unit as well as the faculty. The second section lists and describes the important services, associations, and organizations that can provide you with the proper tools to successfully navigate through your studies. The various ways that you can finance your graduate degree are outlined in the third and final section.

Although this guide should serve as a reference point for most of your inquiries concerning the University of Ottawa graduate studies experience, you should nonetheless stay abreast of all policy and regulation changes that could affect your academic success. Moreover, no publication can replace personal interaction and exchange with your fellow students and with the faculty and staff in your academic unit.

Success at the master's and doctoral levels is determined not only by the various types of academic, social and financial support that the University of Ottawa offers you, but also by your interests, energy, and motivation, as well as the quality and scope of your chosen thesis topic. A capacity for autonomy and an ability to take charge of your chosen career path are key factors that will affect the outcomes of your graduate studies¹.

¹ This publication is most pertinent if you are pursuing a research-based degree that requires the production of a major research paper or a thesis; however, if you are enrolled in a professional program or in a graduate certificate program, this guide can also help you meet the challenges inherent at the graduate studies level.

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A black and white photograph of a young woman with dark hair pulled back, smiling warmly at the camera. She is wearing a light-colored, vertically striped, long-sleeved button-down shirt and a dark, ribbed skirt. She is holding a dark briefcase or folder under her left arm. The background shows a modern building interior with glass railings and large windows. The text 'Part I: Academic Support' is overlaid on the right side of the image.

Part I:
Academic Support

YOUR GRADUATE STUDIES

Important Players

The Faculty of Graduate and Postdoctoral Studies

The Faculty of Graduate and Postdoctoral Studies² (FGPS) oversees and coordinates the administration of all graduate programs, in addition to being the central registry for postdoctoral fellows. The FGPS is a strategic starting point for new and returning graduate students, both domestic and international. Its **General Regulations**³ will guide you through admission, registration, course selection and grading, thesis writing, and graduation.

The FGPS expects that before admission, you have:

- Realistically considered your goals and objectives;
- Researched the program to which admission is desired;
- Familiarized yourself with the rules, regulations, and requirements of your academic unit in order to complete all aspects of your program in a timely fashion;
- Read through the general regulations of the FGPS;
- Researched the services provided by the Graduate Students' Association (GSAED).

The Academic Unit

The Faculty of Graduate and Postdoctoral Studies (FGPS) defines the term “academic unit” as “any faculty, department, school, institute, centre, etc. on campus.”⁴ The academic unit is your key point of reference after admission.

Each academic unit should:

- Promote clear objectives and provide concrete information concerning the structure of its program (ex. overview of requirements, options, deadlines, etc.);
- Establish the criteria to be implemented in the evaluation of program requirements including courses, research papers and theses;
- Make the information concerning the research interests of all professors available to students so they can choose an appropriate thesis supervisor;
- Establish and implement policies regarding financial support for students;
- Inform students of important or mandatory deadlines that affect their academic dossier (ex. external scholarship applications);
- Disseminate information about conferences and publications of interest to students;
- Monitor each student's progress at least once per year.

² <http://www.grad.uottawa.ca/>

³ www.grad.uottawa.ca/Default.aspx?tabid=1807

⁴ <http://www.etudesup.uottawa.ca/Default.aspx?tabid=3315&myControl=Search>

The Thesis Supervisor

The student-supervisor relationship should be viewed as a partnership. The thesis supervisor's role is a complex one. His or her main responsibilities are to:

- Assist in the search for a pertinent research topic;
- Provide direction regarding research techniques and methodologies;
- Provide insight and constructive criticism concerning theses or publications;
- Give guidance in preparing scholarship applications;
- Play a mentorship role and assist in career development.

Thesis supervisors must also:

- Treat all students working with them fairly and equitably;
- Set up clear standards and expectations;
- Meet with their students regularly;
- Provide, in a timely fashion, feedback on drafts submitted by their students;

The Graduate Student

As a **graduate student**, you have many responsibilities and objectives. Being a master's or a doctoral student requires that you play many roles with energy and dedication. You will pursue course work not only to sharpen your research skills, but also to gain a base of knowledge that will enrich your writing and publications. Generally, the course work component aims to foster an atmosphere conducive to discussion and sharing. Aside from your required course work, you are highly encouraged to participate in other seminars and conferences offered by your academic unit or by the University. This participation will contribute to your overall intellectual development.

As a **researcher**, you contribute new and innovative ideas to your research field by taking part in academic conferences or by publishing in scholarly journals.

As a **teaching assistant**, you might give lectures, lead discussions, design assignments, and grade exams or papers. You will gain invaluable experience necessary for a career in academia.

As a **research assistant**, you may perform tasks such as data collection, translation, or transcription.

As a **graduate student**, you may benefit from an admission scholarship, an external research scholarship/bursary, or a soft-funded scholarship/bursary (SFRB⁵).

As a **member of the University community**, you belong to two different faculties: the Faculty of Graduate and Postdoctoral Studies (FGPS) as well as the faculty associated to your program of study (i.e. Arts, Education, Engineering, Health Science, Law, Management, Medicine, Science or Social Science). If you are in an interdisciplinary program, you may have links to more than one faculty, but you will always maintain a primary link to the FGPS.

⁵ "External agencies award funds to professors in the form of research grants and contracts. These "soft funds" may be used to support graduate students in the form of research assistantships, soft-funded scholarships, or soft-funded research bursaries ("SFRB"). For more details, see: web5.uOttawa.ca/admingov/policy_110a.html

As a **member of the community at large**, you have the responsibility to conduct yourself respectfully towards your peers (both inside and outside the University campus); to learn and obey the rules of the University; and to respect the laws of Canada.

Your Thesis

Definition

The Faculty of Graduate and Postdoctoral Studies (FGPS) website states that a “master’s thesis must show that the student is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As much as possible, it should be an original contribution. A doctoral thesis must make a significant contribution to knowledge in a field of study, embody the results of original investigation and analysis, and be of such quality as to merit publication.”⁶

Finding a Thesis Supervisor

Depending on your program of study, you may be assigned an interim advisor upon admission. If this is your case, the interim advisor is an invaluable resource in the search for a thesis supervisor. It is your responsibility to find a professor with the proper expertise to supervise your thesis project.

While searching for a thesis supervisor, you should first make sure you understand the nature of the thesis in your program. For this, you might ask yourself the following questions:

- Am I familiar with my academic unit’s handbook, and do I understand what a thesis in my program entails?
- Have I spoken with my fellow students and with the director of my academic unit?

After meeting with a potential supervisor, it is important to ask yourself questions concerning research perspectives, such as:

- Am I interested in this professor’s research and ideas as expressed in seminars, publications and lectures?
- Do I share common research principles and ideals with this professor?
- Do I think that this professor is interested in my ideas?
- Does my subject relate to my thesis supervisor’s field of expertise?
- Am I aware of this professor’s academic qualifications?

It is also important to wonder about more pragmatic issues. You might start by asking yourself the following questions:

- Does this professor have enough time to supervise my work?
- Will this professor respond to my work in a timely way?
- Does this professor understand how much or how little supervision I need?
- Will this professor provide me with the proper research infrastructure?
- Can this professor offer me funding opportunities in the form of research assistantships or soft-funded research bursaries (SFRBs)?
- Will this professor encourage publication and participation in conferences?

⁶ <http://www.grad.uottawa.ca/Default.aspx?tabid=1372>

To ensure your success, there are a number of other steps subsequent to the choice of topic and supervisor that you need to take. Consult the document “**Preparing a Thesis or a Research Paper: A Guide for Graduate Students and Supervisors**”⁷ for basic information on the preparation of the thesis.

Choosing a Thesis Topic

When evaluating the merit of a potential thesis topic, you should consider many factors that may influence its feasibility and its scope. To do so, you can ask yourself the following questions:

- What tools will this research require? How readily available are they?
- To what extent am I already familiar with the topic?
- Is the amount of reading, experimentation, etc. required to complete my research project manageable in the time allowed by my program?
- What problems concerning data collection or data analysis can I foresee, if any?
- Is my proposed topic one that I can stay enthused about over the course of my degree?

Time to Completion

Irrespective of the type of degree program you are enrolled in, you should be aware of the maximum **time to completion** allowed by the Faculty of Graduate and Postdoctoral Studies (FGPS). The time limits according to degree type are as follows:

- Graduate Certificate—3 years from the initial date of registration.
- Master’s Degrees—4 years from the initial date of registration.
- Doctoral Degrees—6 years from the initial date of registration.

There is a possibility to extend this time limit in the case of pregnancy leave or exceptional circumstances (ex. serious illness). Certain types of documentation are required for the FGPS to grant the above types of extensions.

Leave of Absence

Sometimes it is necessary to temporarily interrupt your studies for personal reasons. For your name to remain on the roll of degree candidates, you must submit a Request for **Leave of Absence**⁸ form in which you are required to specify the reasons that motivate your leave. This form must be approved by your thesis supervisor, as well as the director of graduate studies in your academic unit. A leave of absence does not extend the total time to completion.

⁷ <http://www.grad.uottawa.ca/Default.aspx?tabid=1372>

⁸ <http://www.grad.uOttawa.ca/Default.aspx?tabid=2276>

Intellectual Property

Rights of Graduate Students

The treatment of intellectual property at the University of Ottawa is governed by an agreement with the Association of Professors of the University of Ottawa (APUO). This agreement stipulates that “inventions” belong to the University while “copyright works” (ex. term papers, articles, etc.) belong to the author (ex. the student). As a registered student, you implicitly agree to share your thesis work with external parties for consultative reasons; therefore, your thesis may be used for research purposes by the University. However, the decision to publish copyright works remains your own.

Academic Misconduct

You are expected to exercise honesty and rigour in all of your scholarly endeavours. This is to say that all work must be original, and, in the case where you have borrowed an idea that is not your own, the source of the idea must be recognized. According to the Faculty of Graduate and Postdoctoral Studies (FGPS), academic misconduct occurs when a student falsifies data, plagiarizes, or misappropriates another person's texts and/or ideas. For a complete definition, see the **Policy on Academic Fraud**⁹. Academic dishonesty in whatever form is a serious matter. If you are found guilty of academic dishonesty, your academic reputation may suffer. There are significant penalties for committing academic fraud. These include possible expulsion from the University. You must ensure that you are properly informed about the referencing rules and styles used in your field(s) of research. Ignorance of the University's rules and regulations is no excuse.

Academic Issues

Conflict Resolution Procedure

You may at some point find yourself confronted with an academic or a personal conflict. Such situations can be the result of a number of special or extenuating circumstances including conflicts of personality with a professor or a thesis supervisor, conflicts of interest, discrimination in the workplace, harassment and intimidation, funding issues, and intellectual property issues. The central administration of the University of Ottawa as well as certain faculties and associations have put in place a number of measures to either prevent the unfair and inequitable treatment of graduate students or to resolve conflicts when they arise. Most of these are described in the sections that follow concerning academic and non-academic issues.

⁹ <http://www.grad.uottawa.ca/Default.aspx?tabid=1807&msld=6>

Grade Appeals

If you think you did not get the grade you deserved for an assignment or examination, you should immediately contact the professor responsible. If you remain dissatisfied, you should approach the director of the program. If still dissatisfied, you may want to begin a formal appeal. The steps to be followed are outlined in the Faculty of Graduate and **Postdoctoral Studies Regulations on the Revision of Marks**¹⁰. Essentially, this process involves having the assignment or examination remarked by one or two other professors. Many grade appeals are conducted within the academic unit, following the steps outlined in the Regulations. Whether the appeal is conducted within the academic unit or through the FGPS, the steps are the same. If you are still not content even after all appeal steps have been followed, you can appeal to the FGPS (if the appeal was conducted by the academic unit) or to the Senate Committee for the Study of Individual Cases (if the appeal was conducted by the FGPS).

Unsatisfactory Progress/Withdrawal

If you think that your progress in the program is being unfairly assessed or that you are being unfairly required to withdraw, you should first contact the director of your program. If you still consider that you are the subject of an unfair evaluation, you can appeal to the Executive Committee of the FGPS.

Non-Academic Issues

Treatment of Graduate Students on Non-Academic and Non-Employment Issues

The University of Ottawa has promised to uphold the following statement with respect to the treatment of graduate students:

“We will provide a safe and inviting intellectual, cultural and social environment, in which our students, faculty and staff are motivated and challenged to perform at their highest potential. We will continue protecting individual rights and safeguarding the principles of equal opportunity and equitable treatment¹¹.”

The directives outlined in the **Policy on the Treatment of Graduate Students on Non-Academic and Non-Employment Issues**¹² (Policy 110) were put in place to ensure the fair and equitable treatment of master's and doctoral students. The policy aims to address matters such as discrimination, harassment and intimidation as well as issues concerning fair and equitable treatment, and health and safety.

¹⁰ <http://www.grad.uottawa.ca/Default.aspx?tabid=1807&msslid=6>

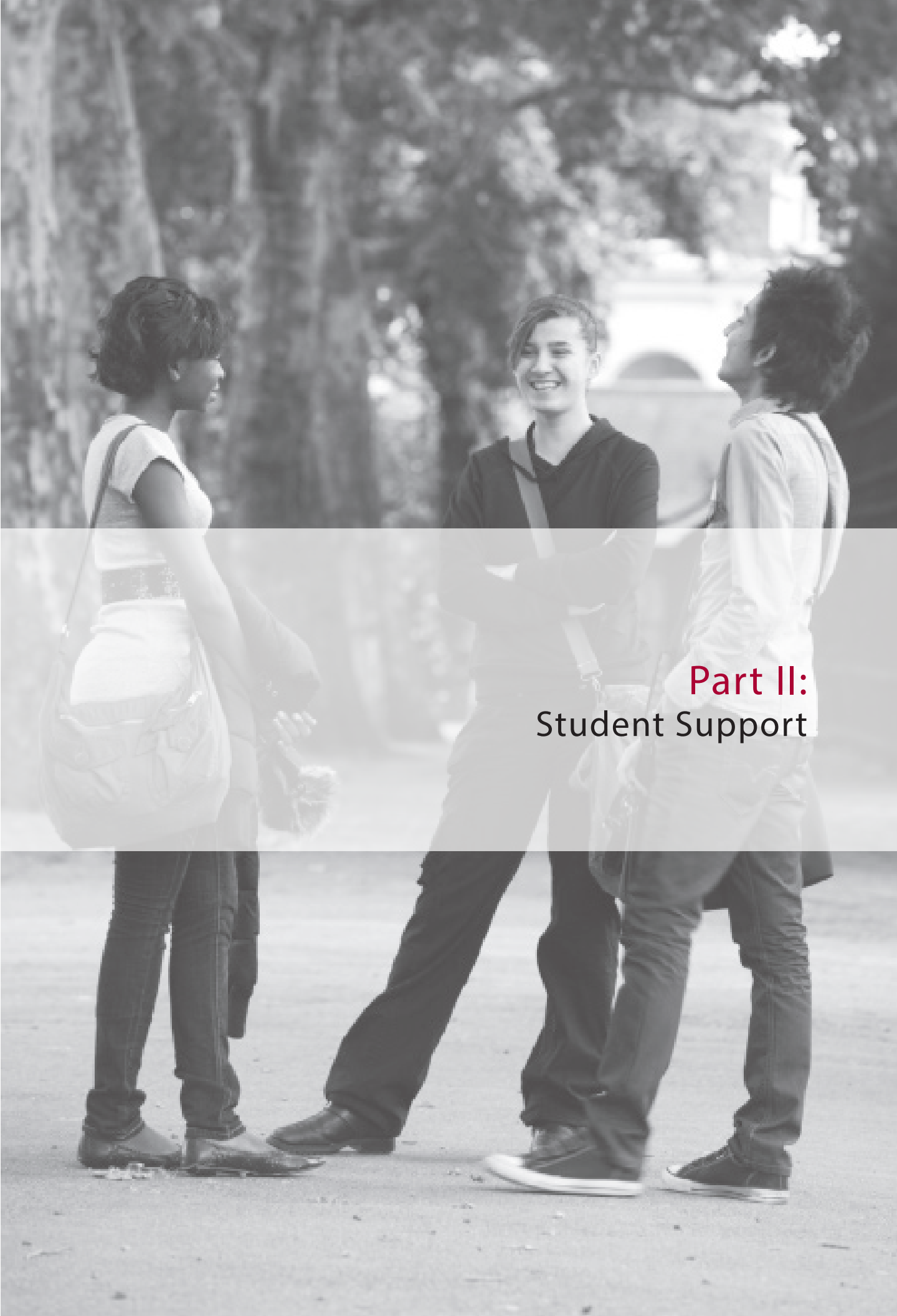
¹¹ web5.uOttawa.ca/admingov/policy_110.html

¹² web5.uOttawa.ca/admingov/policy_110.html

Consultation

The Internal Commissioner of the Graduate Students' Association can inform you of the policies and procedures of the University and can provide useful advice that will help you successfully navigate most conflict resolution procedures.

Contact: internal@gsaed.ca



Part II:
Student Support

ACADEMIC RESOURCES

Student Academic Success Service

The Student Academic Success Service¹³ (SASS) offers a wide variety of programs and services that aim to enrich your graduate studies experience and to help you succeed at every stage of your academic career. These programs and services are listed below.

Graduate Orientation

Offering you a mix of academic and social activities, the Graduate Orientation is a new initiative organized by the Community Life Service (CLS) in conjunction with the Faculty of Graduate and Postdoctoral Studies (FGPS) and the Graduate Students' Association (GSAED). Its objective is to stimulate exchange (between peers and between students and professors) as well as to provide essential information concerning different associations, organizations, and services that you can benefit from throughout your graduate studies.

Graduate Student Mentoring Centre

With the academic success of master's and doctoral students as a priority, the SASS is establishing a Graduate Student Mentoring Centre¹⁴ where student mentors will be able to extend their support and knowledge to their peers. The Resource Centre will be the ideal meeting place for students who wish to share their experiences as well as provide input on how to improve certain elements of the graduate studies experience.

Academic Writing Help Centre

At the Academic Writing Help Centre¹⁵ (AWHC), you will find answers to all your questions on the use of sources and referencing styles. It will also be possible for you to meet one-on-one with a writing advisor to develop your writing skills and improve your grammar and sentence structure.

¹³ www.sass.uOttawa.ca

¹⁴ <http://www.sass.uOttawa.ca/mentoring/graduate/>

¹⁵ <http://www.sass.uOttawa.ca/writing/>

Career Services

Have you considered the career options available to you after graduation? Career Services¹⁶ provides students with much-needed resources to facilitate the transition from the academic to the professional world. Some of the career services offered will help you:

- Explore your career options;
- Learn more about job search techniques;
- Use efficient interviewing strategies;
- Meet with other students to explore career options that correspond to your program of study or to your field of interest;
- Build your professional network by attending career fairs, employer presentations, panels, and related workshops.

Counselling Service

Professional counsellors can help you overcome difficult periods that are harmful to your personal progress and your academic success. The Counselling Service¹⁷ offers individual and confidential meetings to help you:

- Improve self-awareness;
- Efficiently resolve personal problems;
- Manage stress;
- Develop new learning strategies;
- Overcome uncertainty.

You can also participate in workshops, offered in collaboration with the mentors that can help you overcome obstacles you may encounter while writing your thesis. These obstacles can include discouragement, isolation, and difficulties with your supervisor. Our counselors can also direct you toward community services that provide long term support.

Access Service

If you have a handicap or a learning disability, the Access Service¹⁸ can help you reach your full potential. In collaboration with your professors and academic unit, we aim to reduce the impact of obstacles on your learning. The Access Service can provide individualized support for the development of learning strategies, training in adaptive technology, and adaptive measures for exams.

Experiential Learning Service

The Experiential Learning Service¹⁹ (ELS) is a perfect resource if a mandatory field placement is part of your degree requirements. The Community Service Learning component of the ELS will help you search through a variety of placement options in community-based programs and in non-profit organizations whose mandates relate to your academic interests. With the Co-Curricular Record component of the ELS, you can also have your volunteer experience officially recorded.

¹⁶ <http://www.sass.uOttawa.ca/careers/>

¹⁷ <http://www.sass.uOttawa.ca/personal/>

¹⁸ <http://www.sass.uOttawa.ca/access/>

¹⁹ <http://www.sass.uOttawa.ca/els/>

Office for the Prevention of Harassment and Discrimination

The **Policy on Sexual Harassment**²⁰ (Policy 67) outlines the responsibility of the University of Ottawa to ensure that the right of every individual to live free of sexual harassment is respected. The University of Ottawa defines sexual harassment as follows:

- “unwanted sexual attention from a person who knows or ought reasonably to know that such attention is unwanted; or
- implied or expressed promise of reward for complying with a sexually oriented request; or
- implied or expressed threat of reprisal or actual reprisal for refusal to comply with a sexually oriented request; or
- a sexual relationship which constitutes an abuse of power in a relationship of trust; or
- a sexually oriented remark or behaviour which may reasonably be perceived to create a negative psychological and emotional environment for work or study²¹.”

If you feel that you are being harassed, contact the sexual harassment officer at respect@uOttawa.ca. The officer will be able to provide you with support and advice.

Aboriginal Resource Centre

The Aboriginal Resource Centre²² is a meeting place for aboriginal students as well as an important resource for personal, academic, and professional orientation. Some of the services provided include mentoring, job search services, monthly luncheons and meetings with Elders.

Language Resources

The **Official Languages and Bilingualism Institute**²³ (OLBI), whose services include immersion courses as well as English/French as a Second Language (ESL/FSL) courses, can offer you a wide variety of language classes. If you have an advanced knowledge of a second official language, the OLBI can offer you the chance to pursue a **Second Language Certification**. Aside from gaining recognition from the University, the certificate program will allow you to demonstrate linguistic proficiency, a skill highly valued in the Canadian job market. This Second Language Certification is free if you are registered as a full-time student. If you are a part-time or a special student, you can register by paying the usual tuition fees for a three-credit course.

Centre for University Teaching

The Centre for University Teaching²⁴ (CUT) strives to promote teaching excellence, to enhance student learning, and to improve the teaching environment at all levels. As integral members of the teaching staff, teaching assistants play an important role in the Centre for University Teaching’s mission. The CUT supports professional development by

²⁰ web5.uOttawa.ca/admingov/policy.html?id=67

²¹ web5.uOttawa.ca/admingov/policy.html?id=67

²² <http://www.sass.uOttawa.ca/aboriginal/>

²³ <http://www.olbi.uOttawa.ca/>

²⁴ <http://www.tlss.uottawa.ca/cpu/index.php?lang=en>

offering workshops on topics such as professional ethics, presentation skills, and using library resources effectively in your research. In collaboration with the Faculty of Graduate and Postdoctoral Studies (FGPS), the CUT offers two courses in university teaching: ESG 5300, The Theory and Practice of Undergraduate Teaching and ESG 8500, Practicum in University Teaching. A comprehensive series of instructional development workshops is offered each session to support University teaching. You are welcome to register and attend.

University of Ottawa Library

Collaborate with the Library to connect and consult with the world. The University of Ottawa library community can offer you research tools, research help, and research support. For instance, the Library²⁵ can set you up with a web-based bibliography manager (RefWorks) account, show you how simple inter-library loans can be, lend you a laptop, and provide access to a large array of electronic sources and print materials to help with your research. Reference librarians can provide you with general information and give you orientations, while subject-specialists are experts in the resources of a particular field. They can also guide you on how to use hundreds of electronic databases and provide information on developments in scholarly communications.

University of Ottawa Bookstore

The University of Ottawa Bookstore²⁶ stocks computer products, numerous stationery and writing tools, discounted software products, books, an ever-increasing selection of journals, clothing and gifts.

Computing Services

There are a multitude of computer laboratories and numerous wireless network access points across the campus available to you. For example, the laboratory on the first floor of Montpetit Hall is open 24 hours a day, seven days a week. With a valid student card, you can borrow laptops for use within Morisset Library. You also have access to self-service printing locations across campus once you purchase a copy card from the uOttawa Card Service. You are automatically provided with a free email account that the University of Ottawa will use to send you important information related to your studies. The Student World portal **uoZone**²⁷ gives access to important web-based services like InfoWeb, which lets you, for example, verify your statement of account, check your course registration and grade report, modify your directory information, manage passwords, and access your tax forms.

²⁵ www.biblio.uOttawa.ca

²⁶ www.uOttawa.ca/services/shop

²⁷ www.uoZone.uOttawa.ca/

STUDENT REPRESENTATION AND STUDENT LIFE

Graduate Students' Association

Since 1989, the Graduate Students' Association²⁸ (GSAED) has worked to defend your interests and provide services that enhance your student life. As local 94 of the Canadian Federation of Students, the GSAED is united with more than 80 other students' associations to give you a strong voice at the provincial and federal levels. As an automatic member of the GSAED, you benefit from a health and dental insurance plan, as well as a free International Student Identity Card (ISIC). Furthermore, you can participate in our Annual Interdisciplinary Conference. These are only a few of the GSAED's services and benefits. The GSAED is composed of the graduate students' associations of each academic unit. Contact yours to participate in the organization of the student life. You can also be directly involved in organizing the GSAED's social and academic events, student issues campaigns, services, or communications.

Canadian Union of Public Employees (CUPE)

If you are a teaching and/or research assistant, a marker, or a proctor at the University of Ottawa, you are one of 3,000 students represented by CUPE²⁹ (Local 2626), the student union. Many of CUPE's elected executive members are graduate students like you who represent Canadian and international students working in all academic units at the University of Ottawa. CUPE's collective agreement with the University of Ottawa protects your rights and your interests. These include:

- Fair wages;
- Health and safety guarantees;
- Reasonable work hours and conditions;
- Freedom from discrimination;
- Access to a grievance procedure for ensuring fair treatment by our employer;
- Many kinds of financial aid and funding.

Ontario Public Interest Research Group

The Ontario Public Interest Research Group³⁰ (OPIRG) has 11 autonomous student-funded chapters, and one of them is situated at the University of Ottawa. OPIRG's mandate is to focus on social justice and environmental issues, to encourage diversity and equity, and most importantly, to stimulate civic participation.

Community Life Service

The mandate of the Community Life Service³¹ (CLS) is to promote cultural, social, and community life. In conjunction with student groups such as the Graduate Students'

²⁸ www.uOttawa.ca/gsaed

²⁹ <http://www.cupe2626.ca>

³⁰ www.opirg-gripo.ca

³¹ www.communitylife.uOttawa.ca

Association (GSAED), the Community Life Service organizes social activities like World Sounds and the Snow Festival. Furthermore, this service provides logistical support to specific student activity centres such as the Café Déjà-Vu and manages room bookings for general facilities in the University Centre. The student resource centres available include the Bon Appétit Foodbank, the Centre for Students with Disabilities, the Foot Patrol, the International House, the Women's Resource Centre, the peer help Centre, the Centre for equity and human rights and the Pride Centre. Most of these services are located on the second floor of the University Centre.

International Office

The International Office³² is a key reference point for international students. It provides useful information about issues such as renewal of permits and visas, orientation sessions, academics, international student work (on and off campus) and the University Health Insurance Plan (U-HIP).

International House

The International House³³ is a student-run organization that promotes cultural diversity on campus, strives to eliminate discrimination and enhances the international scene by organizing a multitude of cultural activities, which include "International Week" and "International Gala."

SOCIAL SERVICES

Housing

On-campus housing is reserved mostly for undergraduate students so, like the vast majority of graduate students, you will likely choose to live off-campus. There are many different areas that surround the University which are readily accessible on foot or by car, bicycle, or public transportation. Each of these neighbourhoods is unique and offers a variety of housing options worth exploring. **Housing and Conventions Service**³⁴ provides an online student housing billboard where available apartments can be readily searched.

Transportation

Ottawa's public transportation system accommodates wheelchairs and bicycles, which helps make the city easy to navigate. Full-time students at the University of Ottawa living in Ontario are eligible to receive the U-Pass. Other full-time students at the University of Ottawa living outside of Ontario are eligible to receive discounts on monthly and semester-long bus passes with proof of identification. Furthermore, to encourage a more

³² www.uOttawa.ca/international/students

³³ <http://www.sfuoc.ca/services/ihouse/>

³⁴ www.uOttawa.ca/students/housing

sustainable environment, the **Parking and Sustainable Transportation**³⁵ division offers alternative methods of transportation, such as a carpool system, a shuttle service, and a bike-share program. If you own a vehicle, you are eligible to receive a free weekend parking pass with proof of student status.

Health

If you are registered full time or part time at the University of Ottawa, you can use **Health Services**³⁶, although proof of student identification and insurance coverage is required with every visit. The **Graduate Students' Association**³⁷ (GSAED) automatically provides you with health coverage supported by the **Campus Pharmacy**³⁸. You may opt out of this plan only if you can provide proof of private coverage elsewhere. If you are an international student, you and any of your family members who reside in Canada are required to purchase the **University Health Insurance Plan**³⁹ (U-HIP). This is a condition of your admission. International student registration will be cancelled if this requirement is not fulfilled by the September deadline.

Sports

As a registered student, you have access to the facilities offered by **Sports Services**⁴⁰. All sports facility fees are covered by the ancillary fees included in your tuition. A student membership guarantees you access to both fitness centres, to the squash courts, to the swimming pool as well as to most of the recreational programs offered at the fitness centres.

Cafés and Restaurants:

The Café Nostalgica is under reconstruction and will reopen in March 2013.

Owned and operated by the Graduate Students' Association (GSAED), the **Café Nostalgica**⁴¹ offers you a 20% discount on food orders with valid proof of graduate student status. The Café Nostalgica is a meeting place for master's and PhD students and is host to an array of social activities such as jazz night, poetry night and "open mic," as well as monthly graduate parties. Art exhibits, a warm atmosphere, and healthy food are among a few elements that have earned the Nostalgica its sparkling reputation at the University of Ottawa. You are also encouraged to use the **Café Déjà-Vu** located between Morisset Library and Thompson Residence. This café offers a variety of study spaces as well as internet access. You can book the multi-media rooms within the Café Déjà-Vu free of charge by contacting the Community Life Service (CLS) at least 24 hours in advance.

³⁵ www.protection.uOttawa.ca/en/parking.html

³⁶ <http://www.uOttawa.ca/health/>

³⁷ <http://gsaed.ca/en>

³⁸ www.campuspharmacy.com

³⁹ <http://www.international.uOttawa.ca/en/students/uhip.html>

⁴⁰ www.geegees.uOttawa.ca/

⁴¹ <http://cafenostalgica.ca/en>



Part III:
Financial Support

FINANCIAL RESOURCES

Paying Student Fees

Details about student fees, levies, and ancillary fees for any and/or all of the academic sessions can be found at the **Financial Services**⁴² website. The University sets deadlines for tuition payments that vary slightly from year to year. They can be found on the webpage of the **Office of the Registrar**⁴³. It is possible to pay tuition fees in person as well as online. Students should verify their uoZone account for account summaries and updates. If you are a full-time student with an assistantship, you may automatically deduct your tuition fees from your salary, interest-free. To do so, you must fill out a promissory note available at your Faculty of Graduate and Postdoctoral Studies office.

Major External Awards

If you hold an admission scholarship, you are strongly encouraged to apply to all applicable major external funding bodies:

- Fonds de recherche en santé du Québec;
- Fonds québécois de la recherche sur la nature et les technologies;
- Fonds québécois de la recherche sur la société et la culture;
- Canadian Institutes of Health Research;
- Natural Sciences and Engineering Research Council of Canada;
- Social Sciences and Humanities Research Council of Canada;
- Rhodes Scholarships;
- Ontario Graduate Scholarship in Science and Technology;
- Ontario Graduate Scholarship.

Applications generally require letters of reference, a statement concerning your thesis project, and a curriculum vitae outlining your contributions to the field (ex. publications and conferences). However, each of the funding bodies listed above has different application requirements, so it is best to visit their respective websites and to ask your academic unit for more details. It should be noted that if you are an international student, you are eligible only for the Ontario Graduate Scholarship (OGS).

⁴² <http://www.financialresources.uOttawa.ca/>

⁴³ <http://www.registrar.uottawa.ca/Default.aspx?tabid=2613>

Internal Merit-Based Awards

For Canadian and Permanent Residents

Admission scholarship

The admission scholarship will be given on the recommendation of the academic unit to any student whose admission average is 8.0/10 or more and who registers full time for the duration of the scholarship.

Excellence Scholarship

The Excellence scholarship, which is equivalent to tuition fees, is awarded to recipients of major external awards. This scholarship is presented for each year that the external award is held.

Dean's scholarship

The Dean's scholarship is awarded following students' graduation (with or without admission scholarships) enrolled in a master's with thesis program, a non-professional type master's, or a PhD, who, having retained full-time status throughout the duration of their studies, completed their degrees within the prescribed timeframe.

For International Students

International Scholarships

At the University of Ottawa, each faculty is allocated a budget for international students. Each faculty holds their own competition with their own criteria; scholarships are awarded in accordance with the faculty's priorities until the funds are depleted. An admission average of 8.0 / 10 is required.

Excellence Scholarship

If you are an international student, you are eligible to receive an Excellence Scholarship equivalent to your tuition fees. Awarded to recipients of major external awards (ex. Ontario Graduate Scholarship), these scholarships are presented each year that the external award is held. (N.B. This scholarship replaces the Admission Scholarship.)

Conference Funds

Faculty of Graduate and Postdoctoral Studies Travel Grants

The Faculty of Graduate and Postdoctoral Studies (FGPS) recognizes the importance of sharing academic results with the broader scientific community. To this end, the FGPS will award you travel grants⁴⁴ so that you can present the results of your research at major conferences and exchange ideas with other researchers. The FGPS travel grants are restricted to those students enrolled in a thesis-based program, and the funds must be used only to cover the cost of travel. The number of travel grants you are eligible for depends on whether you are pursuing your master's or your PhD.

Other Travel Grants and Conference Funds

The Canadian Union of Public Employees (CUPE) and the Graduate Students' Association (GSAED) both offer funding to help you defray the cost of travel related to your studies. CUPE's **Conference Fund**⁴⁵ is accessible at the beginning of each month for conferences taking place no later than that same month. Their funds cover travel costs, per diem food costs, registration costs, and material production costs. The GSAED's **Academic Project Fund**⁴⁶ (APF) is accessible only after you have requested funds from the academic unit and from the Faculty of Graduate and Postdoctoral Studies (FGPS). The reimbursement provided will depend on the total amount of funding received from other sources and on the location of the conference.

Research Travel Grant

The Faculty of Graduate and Postdoctoral Studies (FGPS) recognizes that thesis research often requires travel. The FGPS therefore offers you research grants⁴⁷ for travel outside the city when circumstances require it. Only travel that allows the direct collection of data for a thesis in progress will be considered. You may conduct interviews, perform archival research, or consult documents or works unavailable in the region, or may further develop your research process by visiting a foreign (university or government) laboratory.

Association of Part-time Professors of the University of Ottawa Grants

If you are a teaching assistant, you may also be eligible to receive an APTPUO⁴⁸ travel conference grant or publication grant.

⁴⁴ <http://www.etudesup.uOttawa.ca/Default.aspx?tabid=1471>

⁴⁵ www.cupe2626.ca/english/conference_en.htm

⁴⁶ <http://gsaed.ca/en/section/32>

⁴⁷ <http://www.grad.uottawa.ca/Default.aspx?tabid=1469>

⁴⁸ www.uOttawa.ca/associations/aptpuo/

Moving Fees

New Canadian (or permanent resident) PhD students from outside of Canada's Capital Region may be eligible to have their moving fees⁴⁹ reimbursed to a maximum of five hundred dollars.

Other Grants and Bursaries

Student Mobility Bursary

Canadian (or a permanent resident) PhD students with admission scholarships who wish to spend at least one session in a foreign institution are eligible to receive a \$4,000 Student Mobility Bursary⁵⁰.

Canadian Union of Public Employees

CUPE 2626 offers various types of financial assistance to help with child care costs, tuition payments and University Health Insurance Plan fees⁵¹.

Other Financial Support

Need-Based Financial Aid

If you encounter circumstances that put a stress on your financial capabilities, you can access several sources of need-based funding. Contact your academic unit as well as the **Financial Aid and Awards Office**⁵² for more information.

Teaching/Research Assistantships

"Most academic units offer teaching and research assistantships (TAs and RAs). Although priority is given to University of Ottawa admission scholarship holders, some academic units may nevertheless award assistantships to other students based on the availability of funds⁵³."

⁴⁹ <http://www.grad.uottawa.ca/Default.aspx?tabid=1475>

⁵⁰ <http://www.grad.uottawa.ca/Default.aspx?tabid=1476>

⁵¹ http://www.cupe2626.ca/english/aid_en.htm

⁵² <http://www.registraire.uOttawa.ca/Default.aspx?tabid=2654>

⁵³ <http://www.grad.uottawa.ca/Default.aspx?tabid=1470>

Canadian Student Employment

Off campus work

The University of Ottawa assumes that if you are a full-time student, you will keep your academics a top priority; therefore, you are allowed to work on matters not related to your thesis for a maximum of ten hours per week. Note that a full teaching or research assistantship is equivalent to 10 hours per week.

International Student Employment

On campus Work

To work on campus, you need to be registered full-time in a regular program of study and have a valid study permit. Job searches can be done through the SASS Career Services available on your personalized InfoWeb Navigator.

Off-campus Work

If you are an international student, you are permitted to work off campus as long as you remain registered for at least six months of the 12-month academic calendar and are a student in good standing. To maintain a reasonable time to completion, you may work only a maximum of ten hours per week in each session. Please note that the expiry date of your off-campus work permit will be identical to that of your study permit. An application for a work permit must be made to Citizenship and Immigration Canada. The International Office of the University of Ottawa helps you complete the process. Please note that the application involves fees⁵⁴.

Work-Study

If you have insufficient savings and income to fund your education, you may be eligible to participate in the Work-Study⁵⁵ program, which will give you the opportunity to get a part-time job on campus. Work-Study helps defray the cost of your education and provides you with essential job-related skills in your field of study.

⁵⁴ <http://www.international.uOttawa.ca/en/students/work.html>

⁵⁵ <http://www.loansandawards.uOttawa.ca/Default.aspx?tabid=2861>