



Geography & Planning
UNIVERSITY OF TORONTO

Graduate Funding Workshop for Incoming Students

Tuesday July 11th, 2023



Agenda

- Opening Remarks
- Overview of Graduate Funding in Arts & Science
- Graduate Funding Cycle
- Funding Policies
 - Scholarships & Awards
 - Teaching Assistantships (TA)
 - Research Assistantships (RA)
 - University of Toronto Fellowships (UTF)
- Questions

Overview of Graduate Funding in Arts & Science



A&S sets policies for graduate funding, including setting a minimum level of financial support for students in the funded cohort



Graduate units in the Faculty of Arts & Science (A&S) guarantee a base funding package to all graduate students in the “funded cohort”



The funded cohort **is defined as**
Master’s students in Geography programs in their 1st year of study
PhD students in years 1-4 of their study

Overview of Graduate Funding in Arts & Science

Program	Base	Tuition & Fees	Total
MA/MSc Domestic	\$20,000	\$8,394	\$28,394
PhD Domestic	\$20,000	\$8,214	\$28,214
MA/MSc International	\$20,000	\$31,660	\$51,660
PhD International	\$20,000	\$8,970	\$28,970

- In 2023-24, the Base funding amount in the Department of Geography and Planning is \$20,000 plus tuition and fees.

Terms & Conditions for Funding

01

Students must be **registered** and maintain **good standing** to receive funding. This means they must make satisfactory progress in coursework and other programs requirements.

- If registration changes (e.g., approved leave for part of the year), the funding package will be pro-rated.

02

Students must apply for TA positions and must accept any **TA and RA** offers in order to receive the full funding package.

- If TA or RA work is declined by the student, the funding is considered forfeit.

03

Students must apply for and accept any **scholarships** for which they are eligible.

- External awards become a part of, or replace, the student's funding package.
- Examples of major awards are SSHRC, NSERC, OGS and foreign government awards, such as the CSC (China Scholarship)

Funding Letter



Your funding letter explains how base funding works in the department and at the Faculty of Arts & Science.



It outlines eligibility, terms and conditions.



It confirms funding sources, amounts, and payment schedules (which vary depending on the source).



The letter shows your total funding, including base amount, additional funding on top of the base amount, and your net funding after fees are paid.

Funding Package Table

Funding Source	Base Package	Above Package	Paid Via	Payment Schedule
Scholarship in Base Funding \$ 0.00	\$ 0.00	\$ 0.00	ACORN	Awards over \$10,000 are paid in equal instalments in September, January & May. (T4A)
Scholarship in Base Funding \$ 0.00	\$ 0.00	\$ 0.00	ACORN	Awards over \$10,000 are paid in equal instalments in September, January & May. (T4A)
Award on Top of Base Funding		\$ 0.00	ACORN	Awards of \$5,000+ or \$10,000+ will be paid in two or three equal instalments respectively. (T4A)
Award on Top of Base Funding		\$ 0.00	ACORN	Awards of \$5,000+ or \$10,000+ will be paid in two or three equal instalments respectively. (T4A)
UTF Stipend Payment	\$3,216.80		ACORN	Sept. instalment, normally paid in 1st week. (T4A)
UTF Stipend Payment	\$3,216.80		ACORN	January instalment, normally paid in 1st week. (T4A)
UTF Stipend Payment	\$3,216.80		ACORN	May instalment, normally paid in 1st week. (T4A)
UTF Tuition Payment	\$4,027.50		ACORN	Processed in September. * (T4A)
UTF Tuition Payment	\$4,027.50		ACORN	Processed in January. * (T4A)
UTF Top Up		\$ 0.00	ACORN	Paid in the Fall Session. (T4A)
Program Level Fellowship		TBD	ACORN	TBD summer 2023 (T4A)
TA-ship or Course Instructorship – T4	\$7,849.60	\$ 0.00	HRIS	Equal instalments on the 28 th of the month or preceding Friday for the duration of position.
RA-ship – Stipend T4A	\$1,500.00	\$ 0.00	HRIS	Schedule to be provided by supervisor.
RA-ship – Hourly T4	\$ 0.00	\$ 0.00	HRIS	Subject to submission of timesheets.
Funding Summary	A&S Base Funding	Funding Above Base	Total Package	UTF: University of Toronto Fellowship FAST: A&S Top Doctoral Fellowship T4: Employment income subject to tax. T4A: Non-taxable income. * If blank & student does not have external award, student pays tuition.
Total	\$27,055.00	\$ 0.00	\$27,055.00	
Net of Tuition & Fees Covered	\$19,000.00		\$19,000.00	

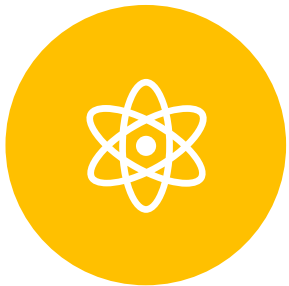
Your Funding Sources



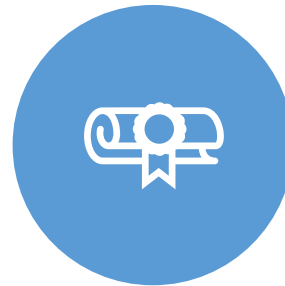
Scholarships and Awards



Teaching Assistantship
(TA) Positions



Research Assistant (RA)
Positions



University of Toronto
Fellowships (UTF)

Scholarships & Awards

01

External Scholarships are important sources of financial support

02

Depending on the size, scholarships can partially or fully cover a student's funding package.

03

Scholarships with a value greater than \$10,000 are counted toward the base funding package. Those of lesser value are treated as "top-ups"

04

Students who hold major scholarships (\$10,000+) will not have TA and RA included in their base funding package. Students may still apply for TA positions.

Scholarships & Awards

- Students who receive a major award will receive a top-up.

Award	Award Amount	UTF Top-up
• OGS	\$15,000	\$1,500
• QEII	\$15,000	\$1,500
• CGSM	\$17,500	\$2,500
• SSHRC D	\$20,000	\$3,000
• NSERC PGSD	\$21,000	\$3,000
• Vanier	\$50,000	\$3,000



Scholarships & Awards - Payment

- Payment is processed in **ACORN**
- Scholarships/awards of \$10,000+ are issued in three equal instalments over the year
- Fall (September)
 - Issued as cash payment to student
- Winter (January)
 - Applied to fees first, with any remaining balance issued to the student
- Summer (May)
 - Applied to fees first, with any remaining balance issued to the student

Teaching Assistantships (TA)

- TA positions provide the opportunity to develop teaching skills and are an important part of graduate student education.
- Students without scholarships will have a TA component within their base funding package.
- TA positions are assigned at any of the three campuses (UTM, STG, UTSC).
- Students may have more than one TA position.
- Positions can be held in one session (fall or winter) or over both sessions (some hours in the fall, some hours in the winter).
- The maximum amount of TA work counted toward the funding package in 2023-24 is \$7,755.
- This is equivalent to about 160 hours of TA work.



Teaching Assistantships

- Students must apply to TA positions in order to receive the TA funding portion of their funding package
- If you do not apply for at least 160 hours of TA work, you will miss out on the full funding amount allocated under the TA-ships (\$7,755)

Teaching Assistantship - Payments

- TA is paid in equal instalments monthly for the duration of the position.
- Payment is made through the payroll system (**HRIS**) on the 28th of each month (or preceding Friday if the 28th falls on a weekend).
- Payments can be viewed in the Employee Self Service (ESS) <https://hrandequity.utoronto.ca/hr-service-centre/>.
- Example payment schedule for a fall position of 160 hours:

Month	Hours	Amount
September	40	\$1938.75
October	40	\$1938.75
November	40	\$1938.75
December	40	\$1938.75
TOTAL	160	\$7,755.00



Research Assistantship (RA)

- RA positions allow students to work on an externally funded research project. This provides first-hand research experience which is an important part of graduate student education that will be helpful when pursuing careers post-graduation.
- Students without scholarships will have an RA component within their base funding package.
- The RA is paid by the supervisor from grant or other faculty funds.
- Supervisors should discuss the timing of this work and schedule for payments by the end of September.

Research Assistantship - Payment

- Payment is made through the **payroll system (HRIS)** on the 28th of the month (or preceding Friday if the 28th falls on a weekend).
- There are two types of RA contract:



Casual employee
(T4 taxable)

Student and supervisor sign a contract and submit **timesheets** for payment for end of month payment.



Stipend
(T4A non-taxable)

Student and supervisor sign a contract which specifies a schedule for **lump sum** payment(s).

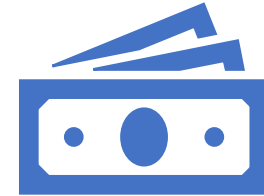
U of T Fellowship (UTF)



UTF is a fellowship provided to ensure all graduate students receive the base funding amount once scholarships, TA and RA are taken into account



In other words, this funding bridges the difference between the other sources of funding and the base amount.



UTF can be applied to tuition and fees or paid directly to the student

UTF – Tuition Award

	Amount
UTF Tuition – Sept instalment	\$4,107.00
UTF Tuition – January instalment	\$4,107.00
TOTAL	\$8,214.00

- Students who do not hold scholarships will have a UTF Tuition Award applied toward their fees in ACORN.
 - Paid in equal instalments in the fall (Sept) and winter (Jan).
 - Students are registered for the summer too, but fees are only charged for fall and winter sessions

Instalment (usually 1 st week)	Amount
September	\$6,166.67
January	\$6,166.66
May	\$6,166.67
TOTAL	\$18,500.00

UTF – Stipend Award

- Paid directly to the student in equal instalments in September, January and May.
- Amount varies depending on other sources of funding

Payments – Quick Overview

Funding Source	Timing	Paid via	Details
Scholarships	Start of each session	ACORN	Normally paid first week of Sept, Jan and May. Tuition will be deducted from award payments in Jan and May
TA	Monthly for the duration of contract	HRIS/payroll	Paid in equal instalments once per month on the 28 th
RA	Varies	HRIS/payroll	Paid by supervisor, details to be discussed in Sept
UTF Tuition	Start of fall and winter	ACORN	Applied to tuition in equal instalments in Sept and Jan
UTF Stipend	Start of each session	ACORN	Normally paid in equal instalments first week of Sept, Jan and May

Funding Scenario 1

Source	Amount
RA Ship	\$1,500.00
TA Ship	\$7,755.00
UTF	\$18,959.00
Total Support	\$28,214.00

- Domestic PhD candidate with no funding
- Base Funding \$28,214.00

Funding Scenario 2

- Domestic MSc candidate with major award e.g., CGS M
- Base Funding \$28,394.00

Source	Amount
CGS M Award	\$17,500.00
UTF	\$10,894.00
TA Ship	\$0.00
RA Ship	\$0.00
Award Top-up	\$2,500.00
Total Support	\$30,894.00

Funding Scenario 3

- Domestic MSc candidate with award <10,000 e.g., Graduate Recruitment Award
- Base Funding \$28,394.00

Source	Amount
Graduate Recruitment Award	\$5,000.00
UTF	\$19,139.00
TA Ship	\$7,755.00
RA Ship	\$1,500.00
Total Support	\$33,394.00

Important Payment Information



Students must be registered to receive payments.

ACORN payments:

- An up to date mailing address is required.
- To receive direct deposit, bank details must be entered in ACORN. If you do not set up bank details in ACORN, a cheque may be mailed (within Canada).
- May take 3-5 business days for payments to be deposited once the payment is shown in ACORN.

HRIS/Payroll payments:

- No TA or RA payments are issued until a signed contract is submitted, with the required payroll forms (SIN, void cheque, study permit).

ACORN and HRIS are not linked

- Banking information in ACORN will not update the information in HRIS (and vice-versa).

Contact Us



Funding Package, Awards -
gradadmin.geography@utoronto.ca



Registration, Enrolment -
graduate.geography@utoronto.ca



Additional Resources

[Resources for Current Students \(MA, MSc, PhD\) |
Department of Geography & Planning
\(utoronto.ca\)](#)

Graduate Geography Handbook [Graduate
Geography Handbook | Department of Geography
& Planning \(utoronto.ca\)](#)

Questions?

