SGS Award Announcement

To: Graduate Coordinators; Graduate Administrators
From: Alice Brummell, Coordinator, Student Support and Financial Aid
CC: Luc De Nil, Acting Dean, Graduate Studies and Acting Vice-Provost, Graduate Research and Education; Charmaine Williams, Acting Vice-Dean, Students; Laura Stathopoulos, Director, Graduate Awards and Financial Aid
Date: September 25, 2018
Re: 2018-19 Master’s Completion Bursary (MCB)

This announcement is for internal purposes only and should not be posted on websites external to the University.

Award Overview

Student Deadline:  
FALL 2018 Application: January 31, 2019  
WINTER 2019 Application: April 30, 2019  
*Please see below for other important dates

Value/Duration: Bursary payment serves to reduce full-time master’s fees to part-time fees for the final session of registration beyond program length.

Level of study: Master’s

Required Legal Status: Domestic or International

Results:  
End of February 2019 (Fall 2018 applicants)  
End of May 2019 (Winter 2019 applicants)

Purpose

The Master’s Completion Bursary (MCB) is a financial aid program aimed to assist master’s students who must register beyond the program length required for their degree, in order to complete a minimal amount of work remaining due to unanticipated factors beyond their control.

Eligibility to Apply

Students are eligible for the MCB if:

1. They were unable to complete their master’s degree by the program length due to factors that were unanticipated and beyond their control.

2. Their remaining academic requirements during the final session are minimal and will be completed by the required deadline. Minimal work includes the following:
   - Thesis Based Programs: A student’s final thesis (this must be defended and submitted to the ProQuest digital library repository OR Major Research Paper/Project (MRP) submitted to the department on or before November 8, 2018 (Fall 2018 applicants) or March 5, 2019 (winter 2019 applicants);
   - Course-Based Programs: The student can be enrolled in a 0.5 course, project, paper or language exam (this must be completed within the final registered session).

3. They are beyond the program length required for their degree, and the program length must have ended:
   - on or before August 31 (Fall applicants); or
   - on or before December 31 (Winter applicants)

4. They are still within the time limit for their degree;
5. They have maintained full-time registration since the beginning of their program (i.e. no part-time registration, leaves of absence, stop-outs, program transfers, or dual registrations);
6. They did not receive or received minimal funding for the additional session; and
7. They need to be registered full-time in their final session before graduation.

Students transferring from a doctoral to a master's program are encouraged to consult with the SGS Coordinator, Student Support and Financial Aid regarding eligibility.

OISE Students must apply for bursary assistance from the OISE Student Services first and upon recommendation by the OISE Financial Aid Coordinator, may be considered for the Master's Completion Bursary.

Application Process

Applicants must:
1. Obtain an MCB Application from the SGS website (see Completion Grants & Emergency Funding section) and complete sections one, two and four.
2. Ensure sections three and five are completed by their supervisor and graduate unit.
3. Compile any necessary letters or documents (such as a VOI, medical note, and letter of support from the graduate unit).
4. Submit their completed application, including all supporting documentation, to SGS Financial Aid and Advising via email to sgs.financial.assistance@utoronto.ca by the MCB application deadline.

Evaluation Criteria

1. Were the factors preventing the student from completing the program within the usual program length unanticipated and beyond their control?
2. Was the amount of outstanding work required considered to be minimal?
3. Were all degree requirements completed, and recorded on ROSI, prior to the relevant SGS deadlines?
4. Was funding provided to the applicant during the final session of registration (e.g. fellowships, scholarships, OSAP, TA/RA-ships)?
5. Was the student continuously registered full-time from the beginning of their program (i.e. no part-time registration, stop outs, leave of absence, or periods of dual registration)?
6. Has the applicant met all other eligibility requirements as indicated above?

Results

MCB results are communicated via the student’s U of T email address.

All decisions are made by the SGS Financial Aid Committee and are not eligible for appeal.

Contacts & Resources

Further information about the MCB can be found on the SGS website

For inquiries regarding the nomination/application process, please contact:
sgs.financial.assistance@utoronto.ca