

FINANCIAL SUPPORT POLICY, TERMS/CONDITIONS & PAYMENT PROCEDURES

Ph.D. Program in Architecture, Landscape, and Design

Architecture, Landscape and Design Ph.D. students in the John H. Daniels Faculty are guaranteed a minimum financial support package each year for students in the "funded cohort" (years 1 to 4 in the program). Effective September 1, 2023, the minimum funding guarantee for ALD Ph.D. students will be \$19,500 plus tuition and incidental fees per year for 4 years.

Financial support packages are made up of a combination of major/external awards (e.g., NSERC, SSHRC, OGS), University of Toronto and departmental scholarships and fellowships, Teaching Assistantships and/or Research Assistant positions in the Daniels Faculty. The sources for individual packages will differ among students and may vary from year to year.

Guaranteed funding is not provided for years beyond the defined funded cohort years. Students should consult directly with their supervisors to identify if research assistantship funding may be available from the supervisor/s research grant/s beyond the cohort years, but students should note that they are responsible for their own financial planning and support beyond the Faculty's "funded cohort" eligibility limits.

RENUMERATION FROM OTHER SOURCES/MAJOR AND/OR EXTERNAL AWARDS: The award value for major/external award/s in excess of \$10,000 will be considered part of the financial support package.

University of Toronto departmental fellowships may be cancelled, reduced, or adjusted for recipients who receive other types of awards/fellowships or funding, at the faculty's discretion. The faculty may also, at its discretion, top-up or supplement an external award ([see Financial Support Table](#)).

Graduate students are required to inform the Assistant Registrar, Research-based Programs, if they receive an award, including an award that is paid directly to the student by the awarding body. The funding package may be revised at any point to include major awards, including retroactive awards and award upgrades, which are received during the timeframe covered by this funding letter. Please contact researchstream@daniels.utoronto.ca directly for further information.

TEACHING ASSISTANTSHIPS: Teaching assistant/co-instructor/course instructor positions are part of the funding package for most graduate students and provide valuable work experience. For upper years of TA/co-instructor/course instruction funding, students must have also satisfactorily performed duties in the previous year's TA /co-instructor/course instructor position. All income from Teaching Assistantships or Research Assistantships outside the Daniels Faculty will be supplementary to the guaranteed funding package.

There is a limit to the amount of unit 1 work that can be counted toward the base funding package, as per the CUPE 3902 Collective Agreement ([see here](#)). Income over this limit is considered above and beyond the Daniels Faculty base funding package and may or may not be reflected in the funding package.

For assistance regarding unit 1 work, please consult with the Daniels Faculty Programs Office (ta@daniels.utoronto.ca).

RESEARCH ASSISTANTSHIPS: Research Assistant Positions (RA-ships) allow students to work on an externally funded research project. This provides an important opportunity for students to acquire first-hand experience that will be helpful to students when they pursue careers. These positions make a positive contribution to graduate education and the graduate student experience. Sometimes the subject of a student’s research may differ from that of the project they are working on as an RA, but students will nevertheless benefit by having the opportunity to learn about new methods and literature in their field.

There are two types of RA-ships: Hourly RA-ships that generate taxable T4 income and Stipendiary RA-ships that generate non-taxable T4A income. Per the Canada Revenue Agency (CRA) the key determining factor is whether an employment relationship exists between the student and the supervisor. Please see this link for additional details [CRA – Amounts Determined to be Employment Income](#), sections 3.28 and 3.29. The following table provides information on both forms of RA-ship:

Hourly RA-ship – T4 (otherwise called casual contract)	Stipendiary RA-ship – T4A
Status as a graduate student is not a condition of the work contract.	The work is available to the student in part because of admission to a specific graduate program.
The work undertaken does not necessarily represent a learning opportunity and/or it is <i>primarily</i> in support of someone else’s research objectives.	Any work performed must represent a learning opportunity, though it does not need to be directly related to the student’s own research.
Payment is based on hourly work.	Payment is not based on hourly work and may be provided in a lump sum.
Timesheets are used to document hourly work and are the basis for payments to the student.	Timesheets are not used.
Hourly Research Assistants are part-time employees and represented by USW.	Stipendiary Research Assistants are not employees.
Hourly Research Assistants receive vacation pay and may receive employee benefits.	Stipendiary Research Assistants do not receive vacation pay or employee benefits.
Hourly Research Assistants receive T4 income, which is subject to income tax.	Stipendiary Research Assistants receive income that is more like an award or scholarship and is therefore T4A income, which is not subject to income tax.

TUITION AND FEES: While the student is within the funded cohort, tuition and fees are paid directly by

the Daniels Faculty on the student's behalf once the student is registered. Major/External award recipients with awards more than \$19,500 are required to pay their own fees from their financial support package.

TERMS/CONDITIONS:

This level of funding is guaranteed, subject to a student's continuing full-time attendance in the appropriate degree program at the University of Toronto, and to a student's satisfactory performance and progress to the degree and continued eligibility for the support, as determined by the student's supervisory committee and by the "funded cohort" definition above. Repayment of an award is required if a student is not in full-time attendance, does not maintain good academic standing and/or transfers to another graduate unit.

While in the funded cohort, students must apply for NSERC/SSHRC, OGS and for any/all other awards and funding sources for which they are eligible. If you require more information or assistance with the award/s application/s, please be in touch with Bianca Novielli at awards@daniels.utoronto.ca.

As a condition of the funding package, students are required to accept the Teaching Assistantship, co-instructor or course instructor position provided as part of the funding package, failing which, the corresponding portion of your funding package may be forfeited.

If these conditions are not met, a student's cohort funding package may be compromised.

PAYMENT PROCEDURES:

External fellowships, top-up awards for external fellowships, and internal fellowships: will be posted to ACORN accounts and will automatically be direct deposited into Canadian bank accounts listed on ACORN upon confirmation that a student is registered. Students in the funded cohort must defer their tuition fees by **August 26th** to register (see [here](#) for fee deferral instructions).

With the exception of the September external/major awards' installment, major awards will be posted to the student's fees account and will automatically be put towards tuition and/or any outstanding charges. If the award amount exceeds the total tuition fees charged to the account, the student will be issued a refund in the amount of the balance. Depending on the award received, where the fees is not covered by the Faculty ([see Financial Support Table](#)), if the amount of the award is less than the total amount of fees owed, students must pay the difference by the tuition fee deferral deadline to avoid paying service charges.

If your account does not show fees owing, do not go through the fee deferral process as it will not result in registration. If your registration status does not show as "INVIT" you should contact Markus Peterson at researchstream@daniels.utoronto.ca to determine the appropriate steps.

It is **highly recommended** to do both of the following on your ACORN Profiles and Settings to ensure your funding is released appropriately and that there are no delays:

1. Enter Canadian bank information into the [direct deposit section](#), ensuring that there is an unexpired validity end date.
2. Enter updated Canadian mailing address, ensuring that there is an unexpired validity end date.

If your Canadian bank account (direct deposit) information is not recorded on ACORN, then a refund by cheque will be issued by Student Accounts to your ACORN mailing address.

Cheques are mailed by Standard Canada Post or Campus Mail (if applicable) and should be received in a week for a Canadian address and within two weeks for an international address. A refund amount greater than \$10,000 requires additional approvals and longer processing time.

For more information, to make a request or to contact Student Accounts please email info.studentaccount@utoronto.ca.

RA Stipends: students who receive RA Stipends as part of their funding package are typically paid via the payroll (HRIS) system, once monthly, typically on the 28th of each month.