



Guidelines for UBC Four Year Doctoral Fellowships (4YF)

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Guide for 4YF Award Holders

1. Eligibility for Funding

- a) Four Year Fellowships may be held by PhD, DMA, and MD/PhD students
- b) Four Year Fellowships may be held by domestic and international students
- c) Four Year Fellowships funding is conditional on the recipient maintaining satisfactory academic progress

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2. Selection of 4YF Recipients

Students become 4YF recipients in one of three ways:

- a) Graduate programs select 4YF recipients from among their incoming and continuing PhD, DMA, and MD/PhD students (**4YF-G**)
- b) PhD, DMA, and MD/PhD students who are awarded a Killam Doctoral Scholarship or a Li Tze Fong Fellowship through the annual Tri-Agency / Affiliated Fellowship competition automatically become 4YF recipients (**4YF-U**)
- c) PhD, DMA, and MD/PhD students who are awarded the following doctoral-level Tri-Agency awards automatically become 4YF recipients: Vanier Scholarships, Doctoral Canada Graduate Scholarships (CGSD), CIHR Doctoral Research Awards, NSERC Doctoral Postgraduate Scholarships (PGSD), and SSHRC Doctoral Fellowships (**4YF-T**)

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3. Award Notification and Acceptance

- a) 4YF-G recipients will receive initial notification of a Four Year Fellowship offer from their graduate program. Awardees should respond to the graduate program's offer as directed in the offer letter.
- b) The Faculty of Graduate Studies will assign the Four Year Fellowship on the Student Information System. This will generate an online offer of award through the Student Service Centre (<https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>). Students are required to accept the online offer of award.
- c) In order to activate their stipend payments, **domestic** 4YF recipients (Canadian citizens and permanent residents) must complete and submit a Four Year Fellowship Stipend Payment Activation Form (<http://www.grad.ubc.ca/forms/four-year-fellowship-payment-activation-form>) to the Faculty of Graduate Studies. This form should be submitted to the Faculty of Graduate Studies at least six weeks before requested award start date. Activation forms will be accepted after this deadline, but in such cases the first award payment(s) may be delayed (though students will receive payment retroactive to requested award start date). **International** 4YF recipients (study permit) do not complete and submit a Four Year Fellowship Stipend Payment Activation Form

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4. Award Start Dates

- a) The award start date for 4YF-G recipients will be determined by the recipient's graduate program. Possible start dates are 1 May, 1 September, and 1 January.
- b) The award start date for 4YF-U recipients will be 1 September.
- c) The award start date for 4YF-T recipients will be the start date of their doctoral-level Tri-Agency award

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5. Duration of Funding

- a) 4YF-G recipients who started their 4YF **before May 2011** retain their 4YF status until the end of the fourth year of their doctoral program
- b) 4YF-G recipients who started their 4YF **as of May 2011 or later** retain their 4YF status and funding for a maximum of four years or until the end of the fifth year of their doctoral program, whichever comes first

Example 1: Student who begins her PhD program in September 2012 and also takes up her 4YF-G in September 2012 will remain a 4YF recipient until 31 August 2016 (four years in total).

Example 2: Student who begins his PhD program in September 2012 and takes up his 4YF-G in May 2013 will remain a 4YF recipient until 30 April 2017 (four years in total).

Example 3: Student who begins his PhD program in September 2012 and takes up his 4YF-G in May 2014 will remain a 4YF recipient until 31 August 2017 (40 months in total, to end of fifth year of doctoral program).

- c) 4YF-U recipients retain their 4YF status and funding until the end of the fourth year of their doctoral program
- d) 4YF-T recipients retain their 4YF status and funding until the end of the fourth year of their doctoral program
- e) Previous doctoral studies
 - a. Previous doctoral studies at another institution will not be counted when assessing duration of 4YF status for 4YF-G recipients
 - b. Eligibility for 4YF-G funding for students with previous UBC doctoral studies is considered case-by-case by the Associate Dean, Scholarships and Awards, with particularly complicated/difficult cases brought to Scholarships Committee for review.
 - c. Consistent with the eligibility criteria for the annual Tri-Agency / Affiliated Fellowship competition, previous doctoral studies will be counted when assessing duration of 4YF status for 4YF-U recipients
 - d. Previous doctoral studies at another institution will not be counted when assessing duration of 4YF status for 4YF-T recipients if those previous doctoral studies are not applied toward the student's UBC doctoral program
- f) In the case of students who transfer directly from a Master's program to a doctoral program without completing the Master's program, eligibility for 4YF funding (all types) will be counted from the date of transfer to the PhD program

6. Award Values

a) Stipends

- a. Award holders with no external scholarship funding will receive a minimum stipend of \$18,000 per year.
- b. Students offered both 4YF funding and internal scholarship funding awarded through a university-wide competition (e.g., Killam Doctoral Scholarship, Affiliated Fellowship, Aboriginal Graduate Fellowship, Rick Hansen Fellowship, etc.) will be required to accept the internal scholarship funding. If the value of the internal scholarship funding is greater than the value of the 4YF stipend, the student must decline the 4YF stipend (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 4YF stipend, the student will receive the difference between the 4YF stipend and the internal scholarship funding. 4YF recipients will receive 4YF stipend funding once their internal scholarship funding ends.
- c. Students offered both 4YF funding and external scholarship funding will be required to accept the external scholarship funding. If the value of the external scholarship funding is greater than the value of the 4YF stipend, the student must decline the 4YF stipend (only for the period when the student is receiving external scholarship funding). If the value of the external scholarship funding is less than the value of the 4YF stipend, the student will receive the difference between the 4YF stipend and the external scholarship funding. Students designated as 4YF holders will receive 4YF stipend funding once their external scholarship funding ends.
- d. Students may hold 4YF funding together with award funding recommended by their graduate program (e.g., Graduate Support Initiative (GSI) funding, etc.)
- e. Students may hold 4YF funding together with graduate research assistantship (GRA) stipend funding.

b) Tuition

- a. Tuition for 4YF recipients is not waived; rather, a tuition award equal to the tuition assessment will be applied against the student's tuition charges.
- b. In order to receive the 4YF tuition award, the total of student's external scholarship funding and 4YF tuition award may not be greater than \$35,000. If the total of a student's external scholarship funding and 4YF tuition award is greater than \$35,000, the 4YF tuition award will be reduced accordingly.

Example 1: Student has external scholarship valued at \$33,000. The amount of the 4YF tuition award will be reduced to \$2,000, so that the total of the two awards does not exceed \$35,000.

Example 2: Student has external scholarship valued at \$35,000. Student will not be eligible for the 4YF tuition award.

- c. 4YF recipients whose tuition is paid by a third-party sponsor will have their 4YF tuition support reduced by the amount of third-party sponsorship support.

c) All students designated as 4YF holders, including those who are not currently receiving 4YF funding from UBC because they are receiving external scholarship funding, will be listed as 4YF holders on SISC and on their transcripts.

d) Examples of funding scenarios:

Example 1:

Year 1: student has NSERC PGSD (\$21,000 stipend) and 4YF tuition award

Year 2: student has NSERC PGSD (\$21,000 stipend) and 4YF tuition award

Year 3: student has NSERC PGSD (\$21,000 stipend) and 4YF tuition award

Year 4: student has 4YF stipend (\$18,000) and 4YF tuition award

Example 2:

Year 1: student has 4YF stipend (\$18,000) and 4YF tuition award

Year 2: student has 4YF stipend (\$18,000) and 4YF tuition award

Year 3: student has SSHRC Doctoral Fellowship (\$20,000 stipend) and 4YF tuition award

Year 4: student has SSHRC Doctoral Fellowship (\$20,000 stipend) and 4YF tuition award

Example 3:

Year 1: student has NSERC CGSD (\$35,000 stipend)

Year 2: student has NSERC CGSD (\$35,000 stipend)

Year 3: student has NSERC CGSD (\$35,000 stipend)

Year 4: student has 4YF stipend (\$18,000) and 4YF tuition award

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7. Payment of Funding

- a) 4YF stipend payments for domestic students (Canadian citizens and permanent residents) will normally be paid through UBC Payroll. Stipend payments will be made twice per month (middle and end of each month) throughout the entire year (including summer)
- b) 4YF stipend payments for international students (study permit) will be paid through the Student Information System. Stipend payments will be made at the start of each term (September, January, and May). Payments will first be applied against outstanding tuition and fees, and any amount remaining will be issued to the student as a cheque. Further payment details will be provided in the Notice of Award issued by SISC.
- c) Tuition awards will be paid through the Student Information System at the start of each term (September, January, and May)

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8. Requirement to Apply for Other Funding

- a) 4YF-G and 4YF-U recipients who are Canadian citizens or permanent residents are required to apply each year for Tri-Agency funding, if they are eligible to do so. If they do not, they will forfeit their remaining 4YF funding.
- b) 4YF recipients who are international students are not required to submit an application to the annual Affiliated Fellowship competition (held each fall), but they are eligible to do so if they

wish to compete for Affiliated Fellowships with higher stipends (such as the Killam Doctoral Fellowship).

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9. Progress Reports

- a) Four Year Fellowship funding is conditional on the recipient maintaining satisfactory academic progress
- b) All 4YF recipients – whether or not they are currently receiving 4YF stipend and/or tuition funding – must submit annually to the Faculty of Graduate Studies a progress report using the template available on the Faculty of Graduate Studies website. Failure to submit a progress report will result in award payments being suspended until a satisfactory progress report is received.
- c) Progress reports are to be submitted according the following schedule:

| 4YF start date | Progress report deadline |
|----------------|--------------------------|
| May | 15 March |
| September | 1 June |
| January | 15 November |

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10. Interruption and Termination of Funding

- a) Award Overpayment: 4YF 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: Awards are 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 the Faculty of Graduate Studies. To assist in avoiding overpayments, students are asked to advise Graduate Awards 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 Awards of their withdrawal date in a timely manner.
- d) Leave from Program: 4YF recipients are not eligible to receive their award during academic terms in which they are officially on-leave from their program. Students are asked to advise Graduate Awards to arrange for the suspension of their award payments until their return from on-leave status. The original 4YF end dates will be extended by the period of the leave, with the result that students will receive the same amount of 4YF funding as they would have without the leave/interruption.
- e) Transfer from Doctoral to Master's Program: 4YF recipients who transfer from a doctoral program to a Master's program (or any non-doctoral program) will have their 4YF funding 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) With the approval of the Faculty of Graduate Studies, it is possible to interrupt students' 4YF payments for non-academic reasons that do not result in corresponding academic leave. An example of such a situation is when students interrupt their 4YF funding for relevant work experience or to take up a MITACS Accelerate Internship, but do not take a corresponding

academic leave from UBC. In these and similar circumstances, the original 4YF end dates will be extended by the period of the interruption, with the result that students will receive the same amount of 4YF funding as they would have without the interruption.

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11. Transferring between Doctoral Programs

With the approval of the Faculty of Graduate Studies, 4YF (all types) recipients may transfer from one UBC doctoral program to another (e.g., from Geography to Music or from Civil Engineering to Social Work) without penalty.

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12. Internships

Provided 4YF recipients maintain their PhD registration they may continue to receive 4YF funding during paid and unpaid internships and co-op work terms, 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, section f.

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13. Employment

4YF recipients are required to limit their number of hours of employment to an average of 12 hours per week. Work as a teaching assistant (TA) is considered employment.

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14. Taxation

Income tax is not withheld by UBC for either the stipend or tuition payments. For domestic students, UBC will provide two T4A forms at the end of the calendar year – one for the stipend portion and one for the tuition portion. For international students, UBC will provide a single T4A form listing the stipend and tuition portions together. Students are responsible for filing income tax returns on these awards.

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Guide for UBC Graduate Programs

1. Allocation of 4YF Places

- a) Each year, 4YF places are allocated to disciplinary Faculties on the basis of a formula. The Faculty of Graduate Studies notifies Faculties of their allocations for the upcoming year in December.
- b) Disciplinary Faculties are responsible for allocating their 4YF places among their graduate programs, and for notifying the Faculty of Graduate Studies (rather than their graduate programs directly) of those allocations by mid-January. The Faculty of Graduate Studies then notifies graduate programs of their 4YF allocations.

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2. Selecting 4YF Recipients

- a) Once notified of their 4YF allocations by the Faculty of Graduate Studies, graduate programs may make 4YF offers to their incoming or continuing PhD, DMA or MD/PhD students.
- b) Graduate programs should review the [Eligibility for Funding](#) and [Duration of Funding](#) sections before making offers to students. 4YF offers made to students who are not eligible for 4YF funding and 4YF offers that exceed the number of 4YF places allocated to the graduate program will be the responsibility of the graduate program to fund.

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3. Making 4YF Offers to Students

- a) Graduate programs may make 4YF offers directly to students, without needing to first notify the Faculty of Graduate Studies of their selections.
- b) 4YF offers should clearly outline the conditions of funding and/or refer students to this 4YF Guidelines document. Particular attention should be given to the [relationship between 4YF and other scholarship funding](#).

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4. Notifying the Faculty of Graduate Studies of Recipients

- a) Graduate programs notify the Faculty of Graduate Studies which students have been selected to receive 4YF funding by completing and submitting a [University Award Recommendation form](#).
- b) The award number for the 4YF program is #6456.
- c) The Award Value field may be left blank.
- d) The 4YF start date should be listed in the Comments section (e.g., May 2013, September 2013, or January 2013).
- e) To ensure smooth administration of the 4YF funding, University Award Recommendation forms should be submitted to the Faculty of Graduate Studies **eight weeks** before the requested 4YF start date. Recommendation forms will be accepted outside that eight-week window; however, payment of 4YF funding to the recipient may not be in place by the requested start date.

5. Re-offering 4YF Places

- a) If a graduate program offers a 4YF place to an incoming student, and that student chooses not to come to UBC, the graduate program may offer the 4YF place to another student.
- b) If a student is offered a 4YF by their graduate program and is subsequently offered Tri-Agency doctoral funding later that same spring / summer, the 4YF place is freed up and the graduate program may re-offer that 4YF place to another student (the original student remains a 4YF holder by virtue of being awarded Tri-Agency doctoral award funding). However, if the 4YF holder is offered Tri-Agency doctoral funding after that the original spring / summer when they were also offered their 4YF funding, the 4YF does not return to the grad program to be re-offered.

Example 1:

- student offered 4YF by grad program in Feb 2013, to start in Sep 2013
- student offered SSHRC Doctoral Fellowship in mid-April 2013
- 4YF place can be re-offered by grad program to another student

Example 2:

- student offered 4YF by grad program in Feb 2013, to start in Sep 2013
- student offered SSHRC Doctoral Fellowship in mid-April 2014 (one competition year after 4YF began)
- 4YF place cannot be re-offered by grad program to another student

- c) If students withdraw from or complete their doctoral programs before the end of their 4YF funding period, the remaining 4YF funding returns to the general 4YF budget and is not available to re-allocated by the graduate program.

6. Banking 4YF Places

- a) If a graduate program expects that it will not be able to offer all its available 4YF places within the allocation year, it should arrange with its disciplinary Faculty to re-allocate the unused 4YF place(s) among other graduate programs within the Faculty (possibly in return for additional 4YF places in a future year).
- b) Given that 4YF places are often used for recruitment of incoming students, graduate programs should notify their disciplinary Faculty of any unused 4YF places as early as possible.
- c) "Banking" 4YF places (carrying forward unused 4YF places from one year to the next) is to be avoided if at all possible. Carrying forward unused 4YF places from one year to the next must be approved by the Faculty of Graduate Studies; such approval will be given only in exceptional circumstances.

7. Transferring between Doctoral Programs

- a) With the approval of the Faculty of Graduate Studies, 4YF (all types) recipients may transfer from one UBC doctoral program to another (e.g., from Geography to Music or from Civil Engineering to Social Work) without penalty.
- b) The 4YF place is still counted against original graduate program; however, when both graduate programs are within same disciplinary Faculty, the Faculty may (or may not) choose to re-allocate future 4YF places between the two graduate programs.

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8. 4YF Reports

At regular intervals throughout the year, and upon request at any time, the Faculty of Graduate Studies will provide to graduate programs a report of their 4YF allocations, list of recipients and remaining 4YF places to be allocated.

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9. 4YF Allocation Formula

For 2012-2013, the 4YF allocations to disciplinary Faculties were based on three factors with the following weightings:

- 85% - Success in Tri-Agency and UGF/Affiliated competitions over past 3 years
- 10% - Number of registered doctoral students in years 1-5
- 5% - Doctoral completion rate within 7 years

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