**1. Description of Funding Offered by HEC Montréal**

HEC Montréal offers funding for a four-year period to all admitted candidates, unless they are already receiving major external funding. Total funding ranges from $80 000$ ($20 000 per year) to $100 000 ($25 000 per year), in addition to a tuition fee waiver. This offer includes the contributions of the doctoral program and the department and/or professor(s) that have agreed to advise the candidate, in addition to funding for pedagogical activities the program promotes (assistantship, course work, etc.). Offers are made based on the candidate’s application for admission, their student profile, and funding offered by the department and/or professor(s) that have agreed to advise the candidate. The funding is provided primarily in the form of scholarships and announced to candidates at the time of admittance.

1. **Funding Offered by the PhD Program Office and the HEC Montréal Foundation ($30k**)

The PhD Program Office and the HEC Montréal Foundation offer joint funding of $30 000 in the form of scholarships spread out over the first four years of the PhD program. The annual funding amount and payment schedule may vary based on the personalized offer made to each candidate. The payment schedule is jointly determined by the Office of the PhD Program and the department and/or professor that has agreed to co-fund the candidate.

1. **Funding Offered by the Department and/or Professor(s) that Has Agreed to supervise the Candidate (min. $30k in scholarships + around $20k in pedagogical tasks)**

The department and/or professor(s) who has agreed to supervise the candidate offers additional funding, primarily in the form of scholarships. The annual funding amount and payment schedule may vary based on the personalized offer made to each candidate. Total funding amounts to at least $30 000 and is spread out over a four-year period. Funding can include a research assistantship, provided that this work does not exceed ten (10) hours per week for terms during which the candidate is enrolled in courses, and that the work is related to activities that could lead to the publication of research. This funding excludes teaching assistantships or course loads, which must be additional.

The department and/or professor(s) who has agreed to supervise the candidate can offer additional funding (around $20k) in the form of additional income for pedagogical activities promoted by the doctoral program. This may include a teaching assistantship, writing teaching material or a course load. These amount to a maximum of 600 hours over the first four years of the program. A course load consists of 150 hours of work.

1. **Tuition Fee Waiver (around 12K to 48K)**

A tuition fee waiver, not including preparatory courses, is offered to all candidates, regardless of their legal status in Canada, for the first four years to which they are enrolled in a program. Other fees and medical insurance, if necessary, must be covered by the candidate.

All admitted candidates are offered a waiver of Quebec tuition fees in the form of a scholarship amounting to the tuition fees. This amount is disbursed each term before the tuition payment deadline.

All candidates with a study permit are offered a waiver of differential tuition fees, provided that they are not already receiving such a waiver. Invoices are updated each term before the tuition payment deadline.

**Note**: The above funding plan (a., b., c.) must be presented and will be taken into account during the calculation of financial assistance from the government of Quebec or any other assistance from the government of Canada.

1. **Financial Assistance for Presenting Articles at Science Conferences (2K)**

All candidates are offered a maximum of $2 000 for the duration of their studies for the purpose of presenting material at a scientific conference or a doctoral consortium. They must submit an application to the [Research and Knowledge Transfer Office](http://www.hec.ca/recherche_transfert/gestion-de-la-recherche/occasion-de-financement/HEC.html) before the conference or doctoral consortium.

**2. Funding Requirements**

Students must meet the following requirements to receive funding:

| **Requirements** | **Consequences of failing to meet the requirements** |
| --- | --- |
| 1. Maintain steady progress in the program[[1]](#footnote-1).

Phase II1. Be enrolled in, at least nine PhD course credits, or preparatory courses, if applicable, in the first two terms (courses cannot be dropped after the refund date).
2. Be enrolled in at least three PhD course credits or write a scientific article (first year paper) during summer term of the first year.
3. Complete Phase II in less than two years (six terms) including the coursework and the comprehensive exam.

Phase III1. Have obtain approval for a dissertation proposal before the end of the third year;

ORHave submitted a progress report deemed satisfactory or, a report from the SSHRC or the CRSH or the NSERC, if applicable. | 1. Unsatisfactory progress

Phase IIa. and b. Failure to enrol in the minimum credits required per term or dropping a course during the term: Funding will be reduced in the following term based on the prorated number of credits not taken (e.g., 1 course = 1/3 of funding for a term).1. Phase II completed in more than two years: Funding will be suspended at the start of year three and resumed when Phase II has been completed. Funding will be reduced accordingly to the period of time which was extended.

Phase III1. Failure to submit or obtain approval for a dissertation proposal, or failure to submit a progress report deemed satisfactory by the research director: Funding will be suspended at the start of year four and resumed when the dissertation proposal has been approved. Funding will be reduced accordingly to the period of time which was extended.

Dropping out or dismissal from a program* 1. Funding received for the term must be reimbursed if the student dropped out or was dismissed before the tuition payment deadline.
 |
| 2. Maintain satisfactory grades.1. Maintain at least a cumulative B-average (3/4.3).
2. Pass the comprehensive examination.
3. Pass the dissertation proposal.
 | 1. Unsatisfactory results

a. Cumulative average is below a B (3/4.3) for more than two consecutive terms: Funding will be cut in half until the average raises to 3.0 or higher (contribution reductions are prorated).b. Grade below a B- (2.7/4.3), a comprehensive examination must be retaken, or a thesis proposal must be resubmitted: Funding will be cut in half until the average raises to 3.0 or higher, or until the comprehensive examination is passed (contribution reductions are prorated). |
| 1. Requirements of the research director(s) or the department:
	1. Agree to work under the supervision of one or more professors who have offered additional funding.

 * 1. Agree to work on topics or issues related to the research interests of the director(s).
	2. Meet any requirements specific to the director(s) or department.
 | 1. Failure to meet the requirements of the director or the department:

a., b., c. Funding from the director(s) will be cut. The student will have one term to find one or more directors to provide funding. |

1. **Rules on Outside Sources of Funding**
	1. Any additional scholarship obtained further to an individual initiative by the student, as well as any income obtained by exceeding the authorized number of hours and activities is **partially** combined with funding offered by HEC Montréal, the Montréal HEC Foundation and the director(s) or department.
	2. Funding the School has planned for the academic year in progress will be reduced by half the scholarship amount or half the additional income obtained during that year. This reduction is calculated based on the gross additional income, i.e., before taxes or deductions. In this case, a prorated reduction will be applied to contributions initially committed by the professor, department and Office of the PhD Program over the four years.
	3. Funding obtained further to a professor’s initiative (Mitacs program, grants from a granting agency, etc.) is not considered additional income and is counted toward the professor’s committed contribution.
	4. Awards the student obtains (teaching awards, the Esdras-Minville Award, etc.) are fully combined with the funding offered by HEC Montréal, the HEC Montréal Foundation and the director(s) or department.
	5. Tuition fee waiver will be maintained regardless of the total amounts received by the student, if allowed by the external funding requirements.

**4. Student Responsibilities**

**The student must:**

1. Declare all additional sources of funding offered upon admission by the PhD Program Office and the dissertation director:
	* + 1. Other scholarships and prizes obtained at HEC Montréal
			2. Scholarships from funding agencies for grants
			3. Scholarships offered by external organizations
			4. Work income (research assistantship, teaching assistantship, lecturing, etc.) from HEC or any other employer
2. Pay Quebec tuition fees before the payment deadline
3. Authorize the payment of scholarships and income via bank transfer and keep banking information up to date with the PhD Program Office.
4. Apply for a Differential tuition fees exemption through their country of citizenship, if needed.
5. Attend scholarship ceremonies to which they are invited.
6. Each fall, apply to at least one scholarship competition offered by funding agencies for grants and for which they are eligible, unless otherwise advised by the scholarship analyst.
7. Have the Phase II form approved by the end of the first year.
8. Have the Phase III form approved during following term after Phase II.

For any questions about this guide, contact the program analyst.

1. At any time during the coursework or dissertation, a student may request to suspend their studies due to an illness or parental or family leave. Funding will be adjusted accordingly. [↑](#footnote-ref-1)