

Regulations Governing the Funding Offered by HEC Montréal

1. Description of Funding Offered by HEC Montréal

HEC Montréal offers funding for a four-year period to all admitted candidates since fall 2016, unless they are already receiving major external funding¹. Total funding ranges from \$80 000 (\$20 000 per year) to \$100 000 (\$25 000 per year), in addition to a tuition fee waiver and financial help to participate in scientific activities. This offer is personalized and can include many sources of funding. Offers are made based on the resources available within the department and/or with 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.

a. 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 student offers funding, primarily in the form of scholarships. The annual funding amount and payment schedule may vary based on the personalized offer made to each student. The total funding amount, up to at least \$50 000, 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 student 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, unless they are integrated to the funding offer.

The department and/or professor(s) who has agreed to supervise the student 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. Teaching of two course loads is authorized within a period of 4 years.

b. Funding Offered by the PhD Program Office and the HEC Montréal Foundation

A contribution from the PhD Program Office and the HEC Montréal Foundation can be part of the student's funding if the contribution from the department and/or the professor who accepts to co-finance the student cannot offer funding up to 20 000\$ a year. This funding is in the form of scholarships. The annual amount and the modalities of payment can change depending on the student. The modalities of payment are determined by the PhD Program Office.

¹ An important funding from a university or an organization, to complete the PhD program, is considered a major external funding.

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c. Tuition Fee Waiver (around 13K to 53K)

A tuition fee waiver 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. [Institutional fees](#) and [medical insurance fees](#) must be covered by the student.

The tuition fee waiver as Quebec resident comes in the form of a scholarship amounting to the tuition fees that are demanded to the student for the semester². Each semester, this scholarship is applied to the invoice before the payment deadline. This waiver does not apply to the tuition fees for courses taken outside the program³.

The differential tuition fee exemption is offered to all students with a study permit, provided that they are not already receiving such a waiver. Invoices are updated each term before the tuition payment deadline.

The tuition fee waiver also applies to French courses given by the "[Centre de formation en langues des affaires](#)" of HEC Montréal.

d. Financial Assistance for Participation in Scientific Activities (5K)

All students are offered a maximum of \$5 000 for the duration of their studies to participate in scientific activities supporting their research and scientific publishing efforts and assisting in their job search process. They must submit an application to the [Research and Knowledge Transfer Office](#) before the activity.

Please note: The above funding plan (a., b., c.) must be presented and will be considered during the calculation of financial assistance from the government of Quebec or any other assistance from the government of Canada, if need be.

² Please see this [webpage](#) to see the chart of the fees for the PhD program.

³ All the courses taken on top of the specialisation course structure (please see the student guide of the specialisation) are considered courses taken outside the program.

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2. Funding Requirements

Students must meet the following requirements to receive funding:

Requirements	Consequences of failing to meet the requirements
<p>1. Maintain steady progress in the program⁴.</p> <p><u>Phase II</u></p> <p>a. To 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).</p> <p>b. To be enrolled in at least three PhD course credits or write a scientific article (first year paper) during summer term of the first year.</p> <p>c. To complete Phase II in less than two years (six terms) including the coursework and the comprehensive exam.</p> <p><u>Phase III</u></p> <p>a. To have obtain approval for a dissertation proposal before the end of the third year;</p> <p align="center">OR</p> <p>To have submitted a progress report deemed satisfactory or, a report from the SSHRC or the CRSH or the NSERC, if applicable.</p>	<p>1. Unsatisfactory progress</p> <p><u>Phase II</u></p> <p>a. and b. Failure to enrol in the minimum credits required per term or dropping a course during the term without the authorization from the PhD Program Office.: Funding will be reduced in the following term based on the prorated number of credits not taken (i.e., 1 course = 1/3 of funding for a term).</p> <p>c. 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.</p> <p><u>Phase III</u></p> <p>a. 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.</p>

⁴ 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.

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Requirements	Consequences of failing to meet the requirements
	<p align="center"><u>Dropping out or dismissal from a program</u></p> <p>a. Funding received for the term must be reimbursed if the student dropped out or was dismissed before the tuition payment deadline.</p>
<p>2. Maintain satisfactory grades.</p> <p>a. Maintain at least a cumulative B-average (3/4.3).</p> <p>b. Pass the comprehensive examination.</p> <p>c. Pass the dissertation proposal.</p>	<p>2. Unsatisfactory results</p> <p>a. Cumulative average below 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).</p> <p>b.</p>
<p>3. Requirements of the research director(s) or the department:</p> <p>a. Agree to work under the supervision of one or more professors who have offered additional funding.</p> <p>b. Agree to work on topics or issues related to the research interests of the director(s).</p> <p>c. Meet any requirements specific to the director(s) or department.</p>	<p>3. Failure to meet the requirements of the director or the department:</p> <p>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.</p>

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3. Rules on Outside Sources of Funding

- a. 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 concerned.
- b. The funding planned by the School, for the academic year in progress, can be reduced by half the scholarship amount or half the additional income obtained during that year. This reduction is calculated on the basis of additional gross income, i.e., before taxes or deductions. Contributions initially committed by the professor or the department may be reduced if they wish to do so.
- c. Funding obtained following a professor's initiative (Mitacs program, IVADO scholarships, grants from a granting agency, research contracts, research internships in relation to the thesis, etc.) is not considered additional income and is counted as the professor's committed contribution.
- d. Awards the student obtains (the Esdras-Minville Award, etc.) are added to the funding offered by HEC Montréal, the HEC Montréal Foundation and the director(s) or department.
- e. The tuition fee waiver will be maintained regardless of the total amounts received by the student if the external funding requirements allow it.
- f. The funding of the program's direction and the tuition fee waiver will be interrupted if the student receives major external funding. This interruption applies to the semester when the external funding begins. Contributions initially committed by the professor or the department may be reduced if they wish to do so.

4. Student Responsibilities

The student must:

- a. Submit the form authorizing the bank transfer with a specimen cheque at the beginning of the first semester in the program. The student must also keep banking information up to date with the PhD Program Office.
- b. Declare all additional sources of funding offered upon admission by the PhD Program Office and the thesis director(s):
 - Other scholarships and prizes obtained at HEC Montréal
 - Scholarships from funding agencies for grants
 - Scholarships offered by external organizations
 - Work income (research assistantship, teaching assistantship, lecturing, etc.) from HEC or any other employer
- c. Apply for a [Differential tuition fees](#) exemption through their country of citizenship, if applicable, during the first two years of the program.

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- d. Attend scholarship ceremonies to which they are invited.
- e. Before the beginning of the second year of the program, at the latest, students must present their candidacy to all the granting agency scholarship contest for which they can apply. To know the list of the main contests, according to legal status in Canada, please look at Annex I.

Please take note that these contests take place only during the fall semester. If a student wants to present his candidacy, he must first attend the [Workshop on how to prepare an application \(ATEL – 87023A\)](#) organized by the [scholarship analyst](#) the semester of the contest.

- f. Have the [Phase II form](#) approved by the end of the last semester of courses taken and absolutely before the comprehensive exam.
- g. Have the [Phase III form](#) approved during the term following the comprehensive exam.

For any questions about this guide, contact the [program and processes analyst](#).

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ANNEX 1

List of the main contests for which students must present their application, according to their legal status in Canada.

To have access to the description of the contests, please take a look at the [Scholarship directory of HEC Montréal](#).

Legal status	Conditions linked to legal status	Contest
CC / PR with RAMQ	None	<ol style="list-style-type: none"> 1. Doctoral scholarships – B2 (FRQSC or FRQNT) 2. Vanier Canada Graduate Scholarships (SSHRC or NSERC) 3. Canada Graduate Scholarships Program (SSHRC or NSERC) 4. Canadian Doctoral Scholarships (SSHRC or NSERC)
CC / PR without RAMQ	For FRQ (B2): to have been registered in a university, in Quebec, during two semesters, full time, in the course of the last three semesters.	<ol style="list-style-type: none"> 1. Doctoral scholarships – B2 (FRQSC or FRQNT) 2. Vanier Canada Graduate Scholarships (SSHRC or NSERC) 3. Canada Graduate Scholarships Program (SSHRC or NSERC) 4. Canadian Doctoral Scholarships (SSHRC or NSERC)
Student with study visa and RAMQ	None	<ol style="list-style-type: none"> 1. Doctoral scholarships – B2 (FRQSC or FRQNT) 2. PBEEE (FRQSC or FRQNT) 3. Vanier Canada Graduate Scholarships (SSHRC or NSERC)
Student with study visa without RAMQ	For FRQ (B2): to have been registered in a university, in Quebec, during two semesters, full time, in the course of the last three semesters.	<ol style="list-style-type: none"> 1. Doctoral scholarships – B2 (FRQSC or FRQNT) 2. PBEEE (FRQSC or FRQNT) 3. Vanier Canada Graduate Scholarships (SSHRC or NSERC)

Lexicon:

[RAMQ : Québec Health Insurance](#)

SSHRC – Social Sciences and Humanities Research Council

NSERC – Natural Science and Engineering Research Council of Canada

FRQSC – Fonds de recherche du Québec – Société et culture

FRQNT – Fonds de recherche du Québec – Nature et technologie

PBEEE – Merit Scholarship Program for Foreign Students