Regulations Governing the Funding Offered by HEC Montréal

1. Description of Funding Offered by HEC Montréal

All candidates admitted to the PhD program receive an offer of funding for a period of four years unless they are already receiving major external funding[1]. Starting fall 2024, this offer has a value of a minimum of $120 000, in addition to a tuition fee waiver and financial assistance ($5 000) to participate in scientific activities. This offer is personalized and can include different funding sources. Offers are based on the available resources within the department and/or with professor(s) that have agreed to supervise the candidate. The funding is provided primarily in the form of scholarships and presented to candidates when they receive their admission offer.

a. Funding Offered by the Department and/or Professor(s) that has Agreed to Supervise the Candidate

The department and/or professor(s) who 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 the student. The annual amount and payment terms vary according to each student's personalized offer. 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 doing his coursework and that the work is related to activities that could lead to some publications.

The department and/or the professor(s) who have agreed to supervise the student may offer remuneration for activities of a pedagogical nature encouraged by the doctoral program. This remuneration is complementary to the promised funding unless it is an integral part of the offer. It may include teaching assistantships, the writing of teaching materials or course loads. These activities correspond to a maximum of 600 hours over the first four years of the program (maximum $20,000). The teaching of two course loads is authorized as of the third year of study.

b. Funding Offered by the PhD Program Office

A contribution from the PhD program Office can be part of the student's funding, in addition to the contribution from the department and/or professor(s) who have agreed to co-fund the student to ensure a minimum funding of $30,000 per year. It is awarded in the form of scholarships. The annual amount and terms of payment may vary according to the personalized offer made for each student.

c. Tuition Fee Waiver

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.

[1] Major external funding is defined as significant funding from a university or organization to pursue doctoral studies.

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 semester[2]. Each term, this scholarship is applied to the invoice before the payment deadline. This waiver does not apply to the tuition fees for non-program courses[3].

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

All students are offered a maximum of $5 000 for the duration of their studies. This amount is dedicated to scientific activities such as supporting research and scientific publishing efforts, buying data analysis software, and partly covering the expenses related to their job search. They must submit an application to the Research and Knowledge Transfer Office before the activity takes place.

e. Scholarship supplement for parental leave

The PhD program Office offers a scholarship supplement to any doctoral student authorized to take parental leave during their first four years of study.

Whether for birth or adoption, doctoral students who assume full responsibility for the care of the child during parental leave are entitled to a financial supplement of **$7,500** per term for a maximum of three consecutive terms. Doctoral students who do not assume full responsibility for the care of the child are entitled to a supplement of $7,500 for a single term.

A doctoral student may receive this financial supplement only once during their doctoral studies at HEC Montréal. The funding promised upon admission, including the exemption, is deferred to the term of return from parental leave, depending on the duration of the leave.

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[2] Please see this webpage for the fee chart.

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

Please note: The above funding plan 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. Funding Requirements

Students must meet the following requirements to receive funding:

Requirements	Consequences of failing to meet the requirements
1. Maintain a steady progress in the program[4]. Phase II a. To be enrolled in at least nine (9) PhD course credits, or preparatory courses if applicable, in each of the first two terms (courses cannot be dropped after the refund date). b. To be enrolled in at least three (3) PhD course credits or write a scientific article (first year paper) during summer term of the first year. c. To have the Phase II form approved before the end of the last term of the coursework and the comprehensive exam. d. To complete Phase II in less than two years (six terms) including the coursework and the comprehensive exam. e. To have participate to the Scholarship Preparation Workshop during the first term of study (fall).	**1.** Unsatisfactory progress Phase II a. and b. Failure to enrol in the minimum credits required per term or dropping a course during the term without the authorization of the PhD Program Office. Funding could be reduced the following term based on the prorated number of credits not taken (i.e., 1 course = 1/3 of funding for a term). c. Not having the Phase II form approved in time: Funding could be suspended until the approval is granted. Funding could be reduced accordingly to the period which was extended. d. Phase II completed in more than two years: Funding could be suspended at the start of the third year and resumed when Phase II has been completed. Funding could be reduced accordingly to the period which was extended.

[4] At any time during the coursework or dissertation, a student may request to suspend his or her studies due to an illness, a parental or family leave. Funding will be adjusted accordingly.

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Requirements	Consequences of failing to meet the requirements
Phase III a. To have the Phase III form approved at least one semester prior to submitting the thesis proposal. b. To have successfully completed the thesis proposal at least one semester prior to the submission of the thesis.	Phase III a. Not having the Phase III form approved in time: Funding may be suspended until the Phase III form is approved. Funding may be adjusted downward in proportion to the delay incurred. b. Failure to submit or successfully complete the thesis proposal on time: funding may be suspended and will resume upon successful completion of the thesis proposal. Funding may be adjusted downwards in proportion to the delay incurred. Dropping out or exclusion from a program c. Refund of the amount received during the term if withdrawal or exclusion occurs before the deadline for payment of tuition fees for the term.
2. Maintain satisfactory grades. a. Maintain at least a cumulative B-average (3/4.3). b. Pass the comprehensive examination. c. Pass the dissertation proposal.	**2.** Unsatisfactory results a. Cumulative average below B (3/4.3) for more than two consecutive terms: Funding could be cut in half until the average raises to 3.0 or higher (contribution reductions are prorated).
3. Supervisor(s) or department Conditions: a. Agree to work under the supervision of one or more professors who have offered funding. b. Agree to work on topics or issues related to the supervisor's research interests. c. Meet any requirements specific to the supervisor(s) or department.	**3.** Non-compliance with the supervisor(s) or the department conditions: a., b., c. Funding from the supervisor(s) will be cut. The student will have a maximum of two terms to find one or more new supervisors to provide funding.

3. External Funding Cumulative Rules

a. Any external 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 or totally combined** with the funding promised upon admission.

   - If the annual amount of the scholarship or the income is less than $20,000, the funding promised upon admission is not reduced.
   - If the annual amount of the scholarship or the income is equal to or higher than $20,000, an annual amount of $15,000 of the funding promised at admission will be paid as a minimum supplement until the end of the fourth year of study, depending on the duration of the scholarship or the external income.

b. The scholarship supplement offered by the PhD program Office for parental leave are cumulative without reduction with external scholarship or income supplements.

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 as an additional income and is counted as the professor's committed contribution.

d. Scholarships from the HEC Montréal Foundation (merit-based, leadership, etc.) and awards obtained by the student (the Esdras-Minville Award, etc.) are cumulative without reduction to the program funding offered upon admission.

e. The tuition fee waiver is maintained if the external scholarship requirements allow it.

f. The program's funding and the tuition fee waiver will be interrupted if the student receives a major external funding. This interruption applies as soon as the external funding begins. Contributions initially committed by the supervisor(s) and/or the department could be reduced if they wish.

4. Student Responsibilities

a. The doctoral student must complete the transfer authorization at the beginning of his or her first term of doctoral registration. This authorization will be valid for all scholarships and salaries received at HEC Montréal. Please note that it is her/his responsibility to keep the information up to date. In the event of a change, she/he must promptly notify Human Resources Office by completing this form again.

b. The student must transmit his social insurance number or take the steps to obtain it and transmit it to the Human resources office before receiving remuneration for research assistantship or pedagogical activities. It is recommended to complete this during the first year of study.

c. Declare all additional funding sources offered upon admission by the PhD Program Office and the supervisor(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) from HEC Montréal or any other employer.

d. Attend scholarship ceremonies to which they are invited.

e. Participate to the Scholarship Preparation Workshop at the first semester of study (fall).

f. At the beginning of the second year at the latest, it is highly recommended that students apply to funding agencies for grants for which they are eligible. To see the list of the main contests, according to legal status in Canada, see the Annex I. Take note that these contests are taking place only during the fall semester.

g. Have the Phase II form approved by the end of the last term of coursework and before the comprehensive exam.

h. Have the Phase III form approved at least one semester prior to submitting the thesis proposal.

i. Have successfully completed the thesis proposal at least one semester prior to the submission of the thesis.

For any questions about this guide, write at analyste.bourses@hec.ca

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 contests' description, please look at the Scholarships directory of HEC Montréal.

Legal status	Conditions linked to legal status	Contest
CC / PR with RAMQ	None	1. Doctoral scholarships – FRQSC or FRQNT 2. Canada Graduate Scholarships Program (SSHRC or NSERQ) 3. Canadian Doctoral Scholarships (SSHRC or NSERQ)
CC / PR without RAMQ	For FRQSC or FRQNT: to have been enrolled in a university, in Quebec, during two semesters, full time, in the last three semesters.	1. Doctoral scholarships – FRQSC or FRQNT 2. Canada Graduate Scholarships Program (SSHRC or NSERQ) 3. Canadian Doctoral Scholarships (SSHRC or NSERQ)
Student with study visa and RAMQ	None	1. Doctoral scholarships – FRQSC or FRQNT 2. Canadian Doctoral Scholarships (SSHRC or NSERQ) 3. PBEEE (FRQSC or FRQNT)
Student with study visa without RAMQ	For FRQSC or FRQNT: to have been registered in a university, in Quebec, during two semesters, full time, in the last three semesters.	1. Doctoral scholarships – FRQSC or FRQNT 2. Canadian Doctoral Scholarships (SSHRC or NSERQ) 3. PBEEE (FRQSC or FRQNT)

Lexico:

RAMQ : Régie de l'assurance-maladie du Québec Health Insurance
SSHRC – Social Sciences and Humanities Research Council
NSERQ – 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