

Supervisor and Disclosure of Graduate Student Stipend Support Form

For Students Enrolled in the Epidemiology Program.

Return this form by email to grad.med@uOttawa.ca.

Student Identification			
FIRST NAME _____	LAST NAME _____	STUDENT NUMBER _____	
PROGRAM _____	M.Sc.	Ph.D.	FIRST TERM OF ENROLMENT _____

All Faculty of Medicine students enrolled in the epidemiology program receive a minimum guaranteed stipend provided to them by their supervisor or through an external scholarship/source equivalent to the minimum stipend. All students are expected to seek an external scholarship. The Office of the Vice-Provost, Graduate and Postdoctoral Studies, provides admission/special merit scholarships to eligible candidates, in addition to the minimum stipend provided by the thesis supervisor.

Students who have not secured external scholarships or equivalent funds must be entirely supported by the stipend provided by their supervisor, usually through research grants or partially through a Teaching Assistant (TA) position. If a student receives an award that is less than the minimum guaranteed stipend (please see minimum stipend amount below), the supervisor must supplement the scholarship with a stipend to bring the total amount up to the guaranteed minimum.

It is the supervisor's responsibility to ensure that the appropriate stipend support is provided to all graduate students under his/her supervision. In the case where a student is on medical leave, the stipend payments must continue for a maximum of four weeks. Should the supervisor encounter financial difficulties due to lack of grants support, they must immediately inform the Program Director.

Guaranteed stipend must cover a duration of 1 year for the MSc and 4 years for a PhD. If the student's progress has been judged satisfactory in all previous progress reports, then support should be provided for the duration of the research and appropriate time for writing the thesis or research paper; if not, any further support can be negotiated between the student and the supervisor and reported to the Program Director for final approval. In the event of unsatisfactory progress in the research program, the student may be asked to withdraw from the program. In this case, the supervisor has the right to terminate financial support.

Minimum Guaranteed Stipend for the Faculty of Medicine Graduate Students	
MSc in Epidemiology: Minimum stipend of \$7,500 total	PhD in Epidemiology: Minimum stipend of \$9,000 /year

Supervisor's Commitment	
By signing this form, you acknowledge that you:	
<ul style="list-style-type: none"> ▪ Have read the student's application and interviewed the applicant. ▪ Accept to follow and be aware of the regulations governing the Faculty of Medicine Graduate Programs. ▪ Will take full responsibility in the training and payment of your new graduate student. 	
<input type="radio"/> Scholarship/ External source <input type="radio"/> Stipend	Source: _____ Amount per year: _____

Signatures		
NAME OF THE SUPERVISOR _____	SIGNATURE (SUPERVISOR) _____	DATE (YYYY-MM-DD) _____
NAME OF THE CO-SUPERVISOR _____	SIGNATURE (CO-SUPERVISOR) _____	DATE (YYYY-MM-DD) _____
SIGNATURE (STUDENT) _____		DATE (YYYY-MM-DD) _____

IMPORTANT! For your stipend to be activated, you must complete a financial contract (B form) with your thesis supervisor.