OGS award holder’s guide

Failure to meet any one of these conditions will result in the scholarships being revoked and you will be required to reimburse the total amount of the funding you have received to the University of Ottawa.

Last update: February 2016

Value and duration of award

Each award is valued at $15,000 for one year or $5,000 per term as there are 3 terms per academic year. The OGS is funded jointly by the Government of Ontario (2/3) and the University of Ottawa (1/3). The scholarship is not available if you are in a one-term program or pursuing your studies at any institution other than the University of Ottawa.

Start date

If you have already begun your master’s program:

you can accept the award for 2 terms if at the time of starting the award you have completed 4 terms (16 months) of your master’s program. Your total funding will be $10,000 ($5,000 per term);

or

you can accept the award for 3 terms if you have completed between 0-3 terms (0-12 months) of your master’s program. Your total funding will be $15,000 ($5,000 per term).

If you have already begun your doctoral program:
you can accept the award for 2 terms if at the time of starting the award you have completed 13 terms (52 months) of your doctoral program. Your total funding will be $10,000 ($5,000 per term);

or

you can accept the award for 3 terms if you have completed between 0-12 terms (0-48 months) of your doctoral program. Your total funding will be $15,000 ($5,000 per term).

**Payment activation and method of payment**

Your award payment will be activated once you have completed, signed and returned the OGS Acceptance Form to the Faculty of Graduate and Postdoctoral studies and uphold all conditions to maintain an OGS which are listed below.

The OGS Acceptance Form is available on the OGS Portal and only to those whose application status has been changed to “Awarded”.

The University of Ottawa will credit your student account one third of your OGS scholarship ($5000) at the beginning of each term (session). You will be able to request the refund after the beginning of each term (session), by going to Finances and jobs in uoZone and selecting Refund Request. Any outstanding amounts owed to the University of Ottawa, including but not limited to, medical or dental insurance fees, incidental fees, UHIP, UPass, etc. will be deducted from the scholarship.

Please consult your uoZone account to ensure that your scholarship credits appear on your student account.

**Conditions to maintain the OGS award**

Full-time registration in an eligible program must be maintained during the tenure of the award at the University of Ottawa. The
The definition of full-time status can be found in Section C - Registration of the General Regulations of the Faculty of Graduate and Postdoctoral Studies. Please pay particular attention to the item Regulations Governing the Classification of Students. Please remember, to maintain full-time registration, students cannot work more than 10 hours per week, as described in C-1.3 of the General Regulations.

Recipients whose registration status changes (i.e., who withdraw, transfer to part-time studies, fail to complete a term (session), register as a special student, interrupt their studies) after they have received the OGS funding for any given term or terms, will be required to repay any amounts received prior to the change.

You cannot be enrolled in a qualifying or make-up year, or be on a paid educational leave or sabbatical.

Scholarships may be a taxable income. However there is no tax deducted at the source.

The University of Ottawa must issue a T4A for all scholarships paid through one of our systems. Furthermore, the Ministry of Training, Colleges and Universities (MTCU) of Ontario require all universities to enter all OGS awards in their Bursaries Recording System (BRS). The BRS will not allow universities to disburse OGS funding to anyone who has not provided their Social Insurance Number (SIN). Please ensure that your SIN is in the University of Ottawa’s Student Information System. You can do this via your uoZone account, then selecting “Applications” and then “Confirmation of personal information”. Please add your SIN if it was not previously provided.

An OGS may be deferred if you obtain an approved leave of absence from the FGPS for medical leave or family obligations related to health care, maternity or parental leave or compassionate leave (bereavement) with supporting and current documentation (e.g. medical certificate). See section C-1.6 of the General Regulations. The Request for Leave of Absence form is available on our Website.

At the University’s discretion, OGS recipients may also accept research or teaching assistantships, part-time teaching positions, or other paid employment that does not affect their status as a full-time graduate student.
OGS recipients cannot hold at the same time nor exceed the lifetime maximum of 6 years of government-funded student awards from the following granting agencies:

- Queen Elizabeth II Graduate Scholarship in Science and Technology (QEIIGSST)
- Ontario Trillium Scholarship (OTS)
- Social Sciences and Humanities Research Council of Canada (SSHRC)
- Natural Sciences and Engineering Research Council of Canada (NSERC)
- Canadian Institute of Health Research (CIHR)
- Vanier Canada Graduate Scholarships (Vanier CGS)

Master’s students can receive an OGS award for a maximum of 2 academic years and will not be funded beyond the second year (6th term) of their master’s program.

Doctoral students can receive an OGS award for a maximum of 4 academic years and will not be funded beyond the fifth year (15th term) of their doctoral program.

Terms where students are registered for a coop placement or practicum will count as part of the period of eligibility for the scholarship as well as any term without registration or where a leave of absence was taken for reasons other than the ones mentioned above.

OGS recipients must be eligible to accept the award for at least 2 consecutive terms.

OGS recipients cannot be restricted from receiving student financial assistance through the Ontario Student Assistance Program (OSAP). The universities are obligated by the Ministry of Training, Colleges and Universities (MTCU) to verify restrictions at the beginning of each term. Should the MTCU inform the University of Ottawa of a restriction on a student’s OSAP account, the OGS funding will be immediately cancelled. The MTCU may place a restriction on current and/or past terms and you will be required to repay the University of Ottawa for
the funding received. You will also be held responsible to pay any additional fees that could be charged to your student account (i.e. late payment fees, interest charges, etc) due to a cancellation of an OGS award.

OGS scholarships are not transferrable to another university nor are they transferrable to a faculty other than the one in which you applied for the funding.

**Conditions of the Excellence Scholarship**

The Excellence Scholarship will replace the Admission Scholarship for the duration of the OGS.

The guaranteed matching funding contribution from your academic unit or another source will be optional with the Excellence Scholarship.

If tuition fees are paid by another source at the University of Ottawa or paid by a sponsor, you must immediately notify the Award Office at the FGPS and the scholarship will be modified accordingly, if so required.

[Download the guide in PDF](#)

Graduate and Postdoctoral Studies

For more information about graduate studies at the University of Ottawa, please refer to your academic unit.