

Use this form to:

- Apply for the Faculty of Arts Doctoral Thesis Completion Award.

Instructions:

1. The student completes sections 1-2, reviews section 3 for application completeness, then reads and signs section 4.
2. The student obtains their supervisor’s confirmation and signature in section 5.
3. The student submits to their [Department Graduate Coordinator](#) for confirmation and signature in section 6.

Applicants will be notified of the decision by their Faculty as soon as a decision has been made.

Deadlines:

Application **departmental** deadlines are:

- Spring 2023 term – June 9
- Fall 2023 term – September 8
- Winter 2024 – January 10

For more information about this form, including award eligibility requirements and application details, please review the [Faculty of Arts Doctoral Thesis Completion Award application web page](#).

Section 1: Student information

University of Waterloo student identification number _____

Last name(s) _____ First name(s) _____

Email _____

Faculty (e.g. Arts) _____ Department or School (e.g. History) _____

Term & Year PhD started _____

Current term at time of application (e.g. 7.0) _____ Overall (cumulative) graduate average _____ %

Expected date all degree requirements will be met (yyyy/mm/dd) _____

Section 2: Financial information

Total funding			
For term award would be held		For term previous to when award would be held	
Research Assistantship (RA)	\$	Research Assistantship (RA)	\$
Teaching Assistantship (TA)	\$	Teaching Assistantship (TA)	\$
Scholarships/awards	\$	Scholarships/awards	\$
OSAP/provincial loan	\$	OSAP/provincial loan	\$
Other (specify)	\$	Other (specify)	\$
Total	\$	Total	\$

Section 3: Student checklist

1. A copy of your last annual progress report from the Advisory Committee/supervisor (if applicable).
2. A copy of your unofficial transcript.
3. A copy of your current curriculum vitae.
4. A written statement from you including:
 - A commitment to complete, defend and submit the final version of your thesis to GSPA, within three terms of this application (term of award plus two additional terms),
 - A description of any delays to your research and how this award will benefit completion of your thesis and doctoral program.

Section 4: Applicant's disclosure statement and signature

1. I have a realistic plan to complete my degree within 2-3 terms of receiving this award (term of award plus two additional terms).
2. I confirm that the information provided in this application package is complete and accurate to the best of my knowledge.
3. I understand that I am responsible for providing all required documentation as indicated in the application instructions or as directed by the administering office, and that if I do not submit the required documentation/information I may be disqualified for consideration of this award.
4. I understand that the collection of personal information provided in this application package is used solely for determining my eligibility for this award. Information submitted during the application process will be protected, used, and released in compliance with Ontario's Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c. F31) and the University of Waterloo's policies.
5. I understand that all income, assets and other resources will be verified using my OSAP/provincial aid application, if applicable, and/or Quest.
6. In order to adjudicate my application for this award, I authorize University of Waterloo to release my financial need information and award decision to the appropriate award selection committee(s).
7. I authorize the University to release a copy of this application package to the appropriate awards selection committee(s).
8. I understand that if I am selected to receive this award, and am also an OSAP recipient, the awards funds may affect my OSAP funding.

Applicant signature _____ Date (yyyy/mm/dd) _____

Section 5: Supervisor confirmation

I (Supervisor name) _____ confirm that the above applicant is proceeding satisfactorily in their doctoral program and that they have completed all of the requirements for their PhD (e.g. courses and comprehensive exam) except for their thesis and thesis defence. Providing there are no extenuating circumstances, this student should complete within two terms (term of the award, plus one additional term)

Supervisor signature _____ Date (yyyy/mm/dd) _____

Section 6: Department Graduate Coordinator confirmation

I (Coordinator name) _____ have reviewed the funding in section 2 and confirm that the departmental funding is accurate.

Coordinator signature _____ Date (yyyy/mm/dd) _____