Ph.D. Stipend Supplementation Policy
Revision Date: March 8, 2017

Purpose:
There are several means by which graduate students have the ability to supplement their standard stipend award; Graduate School Fellowships for both incoming and continuing students; Summer Research Fellowships; prizes and merit awards, supplementation of external fellowships, supplemental teaching or research assistantships and other work not related to their program of study. The following sections address the guidelines and stipulations around each of these methods of stipend supplementation.

Graduate School Fellowships: A complete list of Graduate School Fellowships for incoming and continuing students can be found on the Graduate School website at https://gradschool.duke.edu/financial-support/find-funding. With the exception of the Summer Research Fellowships and the Dean’s Graduate Fellowship summer stipends, Graduate School Fellowships explicitly prohibit recipients from receiving any other award or Duke compensation without permission from the Dean of the Graduate School. The purpose of the Graduate School’s policy is two-fold. The first is to conserve scarce Graduate School resources that could reasonably be used to support as many graduate students as possible for the period of committed support. The Graduate School is committed to ensuring that all students are supported for at least five years through a combination of Graduate School, departmental and external support. The second is to ensure that students are able to devote as much time as possible to activities that directly contribute to Ph.D. completion. Students who receive these fellowships are provided a stipend so that they may engage as much time as possible in full time study and research related to their degree with limited or no service requirements.

Summer Research Fellowships and Dean’s Graduate Fellowship (Former Duke Endowment) Summer Stipend: These endowment-supported fellowships provide a $5,500 summer stipend to students enrolled in nine-month degree programs who would otherwise not be supported over the summer months. Summer Research and Dean’s Graduate Fellows are allowed to participate in other income generating activities over the summer, provided that these activities do not negatively impede progress toward their degree and the additional support remains within the limit communicated in the specific award letter.

Prizes and Merit Awards: The Graduate School offers a number of prizes and merit awards such as Conference Travel Fellowships and Predissertation & Dissertation International Travel Awards. Students may also win prizes and merit awards from outside the Graduate School or from organizations external to Duke University. These types of awards which typically range from $500 to $3,000 may be accepted in addition to any Graduate School, departmental or external fellowship or stipend support package.

Supplementation of External Fellowships: The Graduate School will permit supplements of up to $5,000 paid from discretionary or endowment funds, for students who have won external fellowships (NSF, Howard Hughes, Fulbright, etc.) as long as the external fellowship permits such supplementation. Note that some fellowships do not permit
supplementation, while others require funding agency approval if the amount is “significant.” Graduate award funds may also be used to pay these supplements, but they must be approved in advance by the Dean of the Graduate School. Discretionary supplements are capped at $5,000 to ensure that they do not exceed the supplements provided to students who have won honorific James B. Duke or Dean’s Graduate fellowships. Some departments and programs may want to formulate a more restrictive policy, but whatever policy is developed should be uniform so that a student who enters with an external award is not offered a different stipend if he/she chooses one laboratory or department/program over another.

**Supplemental Teaching and Research Assistantships:** Programs, offices and faculty that want to hire graduate students as TAs or RAs using funds that are outside the graduate awards budget system should seek approval from the DGS for each student they want to hire. During the academic year, additional funds for graduate student support that are outside the graduate awards allocation system should be directed to unfunded students or students who are past the support years whenever possible. In the event that the student is receiving departmental funding (fellowship, TA or RA), the DGS has the discretion to either (a) reduce, by an amount equal to the extra-departmental compensation, the amount of departmentally funded fellowship, TA, or RA, or (b) allow additional compensation of up to $3,000 for the course section or RA appointment. In the event that a department wants to hire its own student for a teaching or research assistantship while the student is receiving primary support from an extra-departmental source (e.g., another program or interdisciplinary center), the DGS should coordinate the service and payment with the program/center providing the funding. Again, additional compensation for the TA or RA assignment is limited to $3,000 per section. The maximum amount a student is allowed to receive for additional TA or RA assignments is $5,000 during the course of the calendar year. A student cannot be compensated an additional $3,000 for each section, if more than one section or assignment is added. Also be advised that Duke University policy states that students enrolled full-time in a degree program may not work more than 19.9 hours per week or their ‘student’ status may be jeopardized. DGSs are responsible for ensuring that students with multiple assignments within Duke are not compensated for greater than 19.9 hours of work per week. DGSs are also responsible for ensuring that students are actively and productively working toward completion of their degree. DGSs are within their right to question supplemental employment if it impedes a student’s progress toward the degree.

**Other Work:** Other work can include projects related to the academic mission of the Graduate School (e.g., Responsible Conduct of Research, SROP, etc), small ad hoc projects within the student’s home department, work for other units on campus (e.g., library, recreation department) or work outside of Duke University. Additional compensation for work from the student’s home department should be limited to $5,000 for the calendar year. The Graduate School sets no specific limit on the level of compensation from other work outside the graduate support system however, do bear in mind Duke University’s policy, as noted in the prior section, that students enrolled full-time in a degree program may not work more than 19.9 hours per week. Also note that many outside granting agencies specifically restrict the number of hours students participating on their grants are allowed to work outside the grant. Students must abide by the terms of their sponsoring grant as it relates to outside employment. Students and DGSs should also ensure that any potential conflict of interest issues are appropriately addressed. However, as long as there are no outside granting agency
restrictions students may seek additional employment to supplement their standard funding package. DGSs are responsible for ensuring that students are actively and productively working toward completion of their degree and, as such, are within their right to question supplemental employment, either within or external to Duke, if it impedes a student’s progress toward their degree.