

**The Division of EMS Paramedic Postgraduate Education Bursary** is awarded annually to a paramedic wishing to enroll in a Masters or PhD program which has relevance to practice or research in the EMS/pre-hospital medicine field.

**BURSARY AMOUNT:**

A maximum of CAD\$3,000 is available per year, for one recipient, to defray tuition fees. Successful applicants may re-apply once, for a maximum of two (2) years of funding.

**DEADLINES:**

The deadline for applications is September 1<sup>st</sup> of each year. If no applications are received by the deadline, the bursary will not be awarded for that year.

**ELIGIBILITY CRITERIA:**

1. Paramedic registered and practicing in Nova Scotia.
2. Undergraduate degree
3. Acceptance into a Masters or PhD level program at an accredited institution.\*(through the Association of Universities and Colleges of Canada, or equivalent) (Preference will be given to applicants who are undertaking a research and/or thesis-based program)

\*Application for funding may be submitted prior to program acceptance. The application will be reviewed and if successful, final confirmation and money disbursement will only occur when Confirmation of Acceptance is forwarded.

**SCORING CRITERIA:**

Applicants will be judged on the following criteria:

- 1) Marks and evaluations from most recent degree program
- 2) Non-academic achievements
- 3) Prior experience within the field of study
- 4) Relevance of proposed program to EMS/pre-hospital medicine
- 5) Leadership potential in EMS/pre-hospital medicine
- 6) Relevance to the Division of EMS and to Nova Scotia
- 7) Letters of Reference
- 8) Interview (if required)

**ELIGIBLE EXPENSES:**

- 1) Tuition fees of the post-graduate program
- 2) Other mandatory fees associated with post-graduate program may be considered

Lodging, meals, equipment (i.e. computers, software programs, etc.), transportation, moving expenses are NOT eligible expenses.

**APPLICATION MATERIALS:**

The following components must be submitted together BY THE APPLICANT by the due date:

1. Completed **Paramedic Post-graduate Education Bursary** Application
2. A brief cover letter summarizing the proposed post-graduate degree, their academic track record, and *relevance to EMS/pre-hospital medicine, the Division of EMS, and Nova Scotia*
3. Current *curriculum vitae*
4. Letter of acceptance to the proposed post-graduate program (see note under “ELIGIBILITY CRITERIA” above)
5. Proof of payment (if tuition already paid prior to awarding of the bursary) or invoice from institution

The following components must be received either SEALED or DIRECTLY FROM THE INSTITUTION/REFEREE by the due date:

1. Official transcripts of undergraduate degree(s)
2. Two (2) letters of recommendation (one referee must have worked with applicant in an academic capacity)

An application form can be downloaded from the Division of EMS website or requested by email. Official transcripts and letters of reference must be mailed directly to the Division’s address.

E-mail: [ems@dal.ca](mailto:ems@dal.ca)

Physical/ mailing address:  
Department of Emergency Medicine  
Division of EMS  
QEII-Health Sciences Centre  
Halifax Infirmary, Suite 355  
1796 Summer Street  
Halifax, NS B3H 3A7

**NOTE:** It is **solely** the applicant’s responsibility that all application components (including those being sent directly from the sender) arrive by the due date. Please ensure your requests for referees and transcripts are submitted with sufficient time to be written/processed and arrive by the due date.

**Incomplete applications will not be reviewed.**

**DECISIONS:**

Decisions will be made by a sub-committee of three (3) members of the Division within four (4) weeks of the deadline. In cases in which there are several highly-ranking applications, an interview may be requested. In this case, applicants will be notified of the sub-committee's decision within two (2) weeks of their interview.

**POLICIES / CONDITIONS / RESTRICTIONS:**

The successful applicant must begin/enroll in full-time study in the academic year for which the bursary has been awarded. If the student fails to complete the program, any tuition refunded is prorated by the University and paid directly to the financial account from which it was paid.