



University of Manitoba
Graduate Fellowship Application

2013-2014

Department of _____

Department Deadline: February 4

University of Manitoba Graduate Fellowships (UMGF)

The Faculty of Graduate Studies offers \$2.2M in new and continuing University of Manitoba Graduate Fellowships (UMGF) each year to meritorious students for full-time study and/or research (which includes works that are considered creative endeavors) leading to a graduate degree. Awards are made on the basis of academic excellence, and are open to students who will be registered as full-time graduate students (Masters or Ph.D.) at the University of Manitoba regardless of nationality or discipline during tenure of the award.

Students must be recommended by their department to the Faculty of Graduate Studies. Only students with a minimum GPA of 3.75 (above B+) in the last two completed years of study at a recognized university based on a Bachelor, Masters, Graduate Diploma or Doctoral degree will be recommended. Competition for the UMGF is strong each year and there are always many more students recommended than there are available awards.

International GPAs are calculated using the equivalency criteria from the Faculty of Graduate Studies website http://umanitoba.ca/faculties/graduate_studies/facultyinfo/assess/index.php

Students should contact their departments for more information on departmental review processes and deadlines.

Offer of a UMGF does not guarantee admission into a graduate program at the University of Manitoba.

I. Value

Value for a 12-month period

Ph.D.	\$16,000.00
Masters	\$12,000.00

II. Eligibility

Applicants must meet ALL eligibility requirements.

Academic standing - Students with a minimum GPA of 3.75 (above B+) in the last two full years of study (minimum of 48 credit hours in a Bachelor degree) at a recognized university based on a Bachelor, Masters, Graduate Diploma or a Doctoral degree.

Citizenship – All students regardless of citizenship are eligible to apply. **Canadian citizens and permanent residents are encouraged to apply to CIHR, NSERC and SSHRC scholarships, if they are eligible for funding from these research councils.** Students that do not apply for a national award may be considered ineligible for the UMGF

Fields of study – Students in all fields of graduate studies are eligible to apply.

Years of Graduate studies

The following students are eligible to apply for a UMGF in the Masters program

- Students in their final year of a bachelor degree program who will be entering a full-time Masters program as of May or September 2008 or January 2009
- Students in a Pre-Masters program who will be entering a full-time Masters program as of May or September 2008 or January 2009
- Students currently registered in the first year of a Master's program

The following students are eligible to apply for a UMGF in the Ph.D. program

- Students entering a full-time Ph.D. program as of May or September 2007 or January 2008
- Students currently in the first, second or third year of a Ph.D. program

- Students transferring to a full-time Ph.D. program from a Master's program (note: students who transfer to a Ph.D. program from a Master's program without getting a degree - time spent in a Master's program will count as part of the Ph.D. program in determining eligibility)

Students are eligible to receive the UMGF for the first two years of their Master's program and the first four years of their Ph.D. program. **Total maximum UMGF support for any individual graduate student is four years.**

In computing years of graduate studies, two years of a part-time study are equivalent to one-year full-time study.

III. External Funding

UMGF awards are funded from University sources. With more students applying for and gaining external funding, more funds are available to students who are not eligible for external funding. Departments are requested to ensure that all eligible students apply for external funding.

Students are strongly encouraged to take advantage of every funding opportunity to allow those students ineligible for external scholarships access to UMGF awards. Therefore, it is expected for students who are Canadian citizens or permanent residents to apply for external scholarship, if they are eligible, from the major research councils (NSERC, SSHRC and CIHR). Students that are eligible to apply for the MHRC are also expected to apply for the scholarship in order to be considered for the UMGF competition. **Eligible students who do not apply for external scholarships may be considered ineligible for UMGF funding.**

Students offered a national, provincial or international funding for full-time study and/or research at the University of Manitoba will be required to accept the external funding and decline the UMGF.

UMGF Renewals - Students who are awarded a UMGF are required to apply for external funding if they are eligible, to qualify for subsequent year(s) of funding. Students who are eligible to apply for external funding but do not do so will be considered ineligible for renewal of their award.

IV. Funding Limits

The UMGF is not tenable with any other scholarship that has a greater monetary value than the UMGF award.

V. Transfers

Students awarded a UMGF may transfer their award from one University of Manitoba (U of M) department to another, with the approval of the Dean of the Faculty of Graduate Studies. The student must request the transfer in writing to the Dean of Graduate Studies, which will be recommended and signed by the student's advisor/supervisor, the Head of the former department and the proposed new Head of the department.

If a student transfers courses from one Masters program to another, their eligibility in the second program is limited to 24 months less the number of months spent in the first year of their Masters program. If no courses (ie. Credit hours) are transferred to a second Masters program, then the student is eligible for the full 24 months of UMGF support at the Masters level.

UMGF Master's recipients who transfer from a Master's to a Ph.D. in the middle of an academic year will continue to receive funding at the Master's level until the end of that academic year. To receive funding at the Ph.D. level, the student must re-apply in the next competition as a Ph.D. student.

VI. Start Date and End Date

Start Date

Normally the start date for the UMGF is September – the beginning of the academic year. An early (May) start date may be approved upon receipt of a signed letter on letterhead from the student's advisor supporting the request payments to begin in May. Please note that if the first installment is paid in May and the first admission date to the current program was in the month of September, the fellowship will terminate at the end of April in a subsequent year.

Only those students who began their graduate program in the month of July, may request a July start. A signed letter on letterhead must be submitted supporting the request to begin payments in July.

Fellowships may be deferred to January only. Recipients must decline the UMGF and reapply in the next competition if they are unable to accept the fellowship upon a deferral to January (i.e., if the award can not be taken up in January, after having been deferred from September, then it must be declined).

Students admitted under the “provisional status” may not receive the award during the provisional period and may not accept the award if the provisional status is not cleared within a 4-month (one-term) period.

End Date

All awards are terminated as follows:

Completion of Degree – Students will have their UMGF award pro-rated to the end of the month in which they complete their degree requirements. The date of **degree completion** is the date on which all requirements for a degree has been met, including successful defense and submission of the final two copies of thesis to the Faculty of Graduate Studies. Students will be required to return any amounts issued to them for the time period after this date.

Withdrawal from Program – Students will have their UMGF award pro-rated to the date by which their withdrawal from their degree program is effective. Students will be required to return any amounts issued to them for the time period after their effective withdrawal date.

Any fellowship payment received covering any period of ineligibility must be repaid in full.

VII. Award Payment

Students must be admitted and registered as full-time graduate student without provision in the academic year that they are receiving a UMGF.

UMGF payments are disbursed in biweekly instalments and will be directly deposited to their account. May payment is contingent upon continued eligibility and approval of a satisfactory renewal form which UMGF recipients will receive in December. Award payments are not credited towards tuition. Students are responsible for paying their own tuition.

INSTRUCTIONS ON COMPLETING THE UMGF APPLICATION FORM

General Presentation

When you prepare your application and supporting materials, follow these guidelines:

- Print must be in black ink (**typed**), and be of letter quality (minimum standard).
- Text must be single-spaced, with no more than six lines per inch.
- If you use a type size measured in points (pts), it must be no smaller than 12 pts.
- If you use a type size measured in characters per inch (cpi), it must be no more than 10 cpi.
- Condensed type is not acceptable.
- The on-line application form is automatically formatted to meet these standards and the type size can not be changed.

Notes:

In order to use the UMGF on-line form, you must have Adobe Acrobat Reader (version 4). If you do not have this version or higher, you may download this application from http://www.umanitoba.ca/faculties/graduate_studies/forms/acrobat.htm

The UMGF on-line application form can not be saved and can not be sent electronically. You must print out a hard copy of the application form after it is completed to be submitted it to your department.

Attachments (free form)

- Use white paper 8 ½ x 11 inches (21.5 cm x 28 cm).
- Set margins at ¾ of an inch (1.9 cm) (minimum) all around.
- Enter your name at the top of every page.
- Print on one side of the paper only.
- Please follow the regulations pertaining to the number of pages allowed. Pages in excess of the number permitted will be removed.

What does my signature on the application mean?

- You accept the terms and conditions of the award as set out in the UMGF regulations (attached to the application form) and the Award Holder's Guide.
- You will acknowledge, wherever possible, UMGF's funding assistance
- You certify that the information provided in your application is complete, accurate and consistent with institutional policies to the best of your knowledge. The provision of false or inaccurate information may result in sanctions, including termination of funding and disentitlement from eligibility for future funding.

PART I – FOR APPLICANT

TITLE

Mr/Ms/Mrs/Miss/Dr – title is used when corresponding with the applicant

LAST NAME & FIRST NAME

Name should match all documents enclosed with the application and will appear when corresponding with the applicant. If the name on the application differs from transcripts and/or other documents enclosed with the application, the applicant is required to submit documentation (ie marriage certificate) to clarify the applicant's identity.

ADDRESSES

Current address information will be used when corresponding with the applicant unless otherwise noted.

STUDENT NUMBER

This number is provided to you by the University of Manitoba and will be your reference number in all correspondence with the Faculty of Graduate Studies. If you do not have a student number or if you do not know what your student number is, leave this section blank.

ACADEMIC BACKGROUND

Include only current and past programs. Do not include programs that you have not yet started.

ACADEMIC, RESEARCH, WORKS CONSIDERED CREATIVE ENDEAVORS AND OTHER RELEVANT WORK EXPERIENCE

In the area labeled "Position held under nature of work," specify whether the employment was full- or part-time. Also, indicate if you gained the experience in the course of a program of study.

AWARDS & SCHOLARSHIPS RECEIVED

Starting with your most recent awards, give the name of the award, the value, the type (institutional, provincial, national, or international), the location of tenure, and the period held.

Only list the support awarded on the basis of academic and research excellence and/or in recognition of your leadership or communication skills.

AWARDS APPLIED FOR

Indicate awards applied for other than the UMGF. Note that eligible students are expected to apply for national awards (eg. NSERC, SSHRC or CIHR) and the MHRC to be considered for the UMGF.

PROPOSED LOCATION OF TENURE

Specify the proposed department and advisor (if known) for the upcoming academic year. **NOTE: Students may apply through one department only.**

PUBLICATIONS (one free form page may be appended)

List your contributions to research and development and works considered creative endeavors. Begin with your most recent, and list each entry on a new line. Do not include any articles that are currently in preparation. Use the following headings and order in your listing:

- a. Articles published or accepted in refereed journals;
- b. Articles submitted to refereed journals;
- c. Other refereed contributions (e.g., communications, papers in refereed conference proceedings, posters etc.);
- d. Technology transfer;
- e. Contributions resulting from your participating in industry relevant R&D activities; and
- f. Patents and copyrights (e.g., software, but excluding publications).

For publications submitted or in press, indicate the date of acceptance/submission and the number of pages submitted.

In all cases, indicate whether the publication resulted from work done in the process of completing your undergraduate, master's or doctoral degree, or from other relevant work experience.

THESIS COMPLETED OR IN PROGRESS

For completed degrees, indicate the date by which you completed all degree requirements (not the convocation date). This includes your thesis defence, corrections, and deposition of thesis.

Proposed Research (one free form page may be appended)

Provide a detailed description of your proposed research activities and/or creative endeavors for the period during tenure of the award. State the objectives and outline the experimental or theoretical approach to be taken, and the methods and procedures to be used. State the significance of the proposed research activities to the field.

If you have not yet formulated a plan of research, you must describe the specific research problems that interest you and explain why.

Part II

REFEREES

Only **one letter of support** may be included with the UMGF application form, additional letters will not be sent to the Awards Committee. However, students who do not have an University of Manitoba academic record may append one extra letter of support from a person most knowledgeable about their academic work.

What you should do

Provide a photocopy of your completed application to your referee. Provide your referee with the instructions and the original of Part II or refer them to the on-line form.

Allow sufficient time to enable your referee to complete, print and return the form. The referee must return the form and the letter of reference to you in a signed and sealed envelope or send it directly to the department you are applying through.

Part III

Departmental Comments

The department head, the head's representative or a departmental committee of the department you are applying through must complete this form.

Departmental Comments on the Applicant

Discuss the qualities or factors that led to the departmental ranking of the applicant. Comment on the applicant's strengths and limitations in comparison to the peer group using **all of the following** criteria:

- Academic excellence
- Research ability or potential
- Communication skills
- Interpersonal and leadership skills

Explain any discrepancies between the comments and rating in Part II, to be completed by the referee and Part III the departmental comments. If there were any unusual circumstances that may have affected the applicant's performance, please explain them.

Please do not recommend applicants

- whose GPA in the last 2 full years of a degree from a recognized university is below 3.75
- who will exceed 24 months of a Master's program as of September in the competition year (for a UMGF Masters)
- who will exceed 48 months of a Ph.D. program as of September in the competition year (for a UMGF Ph.D.)

Do not send "not recommended" and ineligible applications to the Faculty of Graduate Studies. It is the responsibility of the department to inform students that they have not been recommended to the Faculty of Graduate Studies.



Application for
UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP

PART I

Title	Last Name of Applicant	First Name	Initial of all given names
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ADDRESSES

Current address (street name & number/City/Province/Postal Code)		Permanent mailing address (if different than current address) (street name & number/City/Province/Postal Code)	
If current address is temporary, indicate leaving date		Telephone number at permanent mailing address	
Telephone number	Facsimile number	E-mail address	
U of M student #	Department	Present Institution	

CITIZENSHIP

Canadian Citizen	Permanent resident of Canada	Visa student
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SIGNATURE

I hereby agree that any award made to me as a result of this application will be subject to the general conditions governing the UMGF. These conditions are outlined in the regulations attached to this application form, as well as the regulations outlined in the *Award Holder's Guide*.

I hereby certify that I have read and understood the instructions and information sheet attached to this application form and that all statements made in connection with this application are true and complete.

I authorize the university to verify any information, transcripts, or reference letters provided as part of this application.

I understand that my application will be rejected if I have not disclosed my complete academic record or have submitted false information in support of my application to the Faculty of Graduate Studies. In such an event I understand that future applications from me will not be considered.

Date

Signature of Applicant

This personal information is being collected under the authority of *The University of Manitoba Act* and will be used for the purpose of assessing your application for the UMGF competition. It may be shared with other educational institutions. Information regarding graduation and awards may be made public. Upon your graduation, name, address and degree information you have provided will be given to and maintained by the Alumni Records department in order to assist in the University's advancement and development efforts. This information is protected by the Protection of Privacy provisions of Manitoba's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FIPPA Coordinator's Office (204) 474-8339, c/o Archives and Special Collections, 331 Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Last Name of Applicant			First Name		
ACADEMIC BACKGROUND (current and past degree programs including in programs in progress)					
Degree	Name of discipline	Department, Institution and country	Month and year started	Month and year awarded/expected	Status (PT/FT)
Bachelor's					
Master's					
Doctorate					
ACADEMIC, RESEARCH, CREATIVE WORKS AND OTHER RELEVANT WORK EXPERIENCE					
Position held and nature of work (begin with current)	Organization and department	Supervisor	Period (mm/yyyy – mm/yyyy)		

Last Name of Applicant		First Name
AWARDS & SCHOLARSHIPS RECEIVED (indicate whether they are national, provincial, or institutional)		
Award & Value	University	Period (mm/yyyy – mm/yyyy)

Last Name of Applicant		First Name	
AWARDS APPLIED FOR (Please note that in order to be considered for the UMGF eligible students are expected to apply to NSERC, SSHRC, CIHR & MHRC)			
Award		Year applied for	
PROPOSED LOCATION OF TENURE (in order of preference)			
Department		Proposed Advisor	
Indicate if you are attending university at the time of application			
Attending part-time		Attending full-time	
		Not attending	
I propose to study for		Ph.D. degree	
		Master's degree	
		in the 2009/2010 academic calendar	

Last Name of Applicant	First Name
PUBLICATIONS (List papers published in refereed journals, book and proceedings, beginning with the most recent. <u>One additional page</u> may be appended if needed).	

Last Name of Applicant		First Name
THESIS COMPLETED OR IN PROGRESS		
1. Degree	Supervisor	Date degree requirements completed
Title of thesis		
2. Degree	Supervisor	Date degree requirements completed
Title of thesis		
<p>Please provide a brief statement of your proposed academic research and objectives (both short term and long term), and expected area of study. This statement must be authored and written by the applicant. Your statement must be understandable to someone outside of your field. Use plain language and do not reproduce abstract of thesis. (<u>Only one additional page</u> including references may be appended using 12 pt. Font with 6 lines per inch.)</p>		

Last Name of Applicant		First Name	
REFEREES Provide information on <u>one</u> referee who will complete Part II of the application and will submit a letter of support. If you <u>do not</u> have a "University of Manitoba Academic Record", you may append one extra letter of reference from a person most knowledgeable about your academic work.			
Last Name		First Name	
Position		Department/Division	
Institution			
Telephone No.	Facsimile No.		E-mail address
Last Name		First Name	
Position		Department/Division	
Institution			
Telephone No.	Facsimile No.		E-mail address
UNIVERSITY TRANSCRIPTS List all university transcripts appended to this application. You must include all undergraduate and graduate transcripts. Only official transcripts, "student histories" from the Registrar's Office and certified true copies are acceptable. Web printouts and Student Aurora printouts are not acceptable. These documents must be sealed upon receipt at the departmental level.			

PART II – TO BE COMPLETED BY REFEREE

This report is CONFIDENTIAL and must be completed by the student's proposed advisor or a faculty member from any academic institution with special knowledge of the student.

Last Name of Applicant	First Name
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THIS REPORT CONSISTS OF THREE PARTS AND ALL PARTS MUST BE COMPLETED:

The information provided on this form is most important to the Awards Committee in evaluating the suitability of the candidate for receiving the UMGF. You are therefore asked to give detailed information (both pros and cons) about the candidate.

(2.1) How long have you known this student and in what capacity? (professor, supervisor, committee member etc.)

(2.2) Check the boxes that most nearly represent your opinion of the candidate in comparison with a representative group of individuals you have known who have had approximately the same training and experience.

(2.3) The letter of support should be typed in black, as the material must be duplicated for the peer review process.

2.1 I have known this applicant for _____ (#) years in the capacity as his/her _____ (professor, advisor, committee etc.) On the basis of my experience with _____ (#) students at a similar level over _____ years, I would give this student the following rating:

2.2 RATING FORM (Note: Ratings should be consistent with information contained within the body of the application form – including the marks on the transcripts)

	EXCEPTIONAL		EXCELLENT		VERY GOOD	GOOD	ACCEPTABLE	UNABLE TO JUDGE
	Upper 2%	Upper 10%	Upper 15%	Upper 20%	Upper 33%	Upper 50%	Lower 50%	
Academic Preparation								
Demonstrated scholarly ability								
Demonstrated Research ability								
Student's Research Proposal								
Communication Skills (written)								
Communication Skills (oral)								
Industriousness/ Motivation								
Creativity								
Originality								
Judgement								

2.3 PLEASE ELABORATE ON THE ABOVE RATINGS BY ATTACHING AN ADDITIONAL LETTER OF SUPPORT (REQUIRED)

Name of Respondent (Print)	Signature
Position	Institution

PART III – CONFIDENTIAL

NOTE: Application forms submitted without transcripts attached and without departmental cover sheets will be returned to the department and marked incomplete. THE AWARDS COMMITTEE GIVES CONSIDERABLE WEIGHTING TO THIS SECTION. PLEASE ENSURE THAT THIS SECTION IS COMPLETED WITH CARE AND THAT ANY DISCREPANCIES BETWEEN THE ACADEMIC RECORD AND THE REST OF THE APPLICATION IS ADDRESSED HERE.

TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT OR REPRESENTATIVE	
Last Name of Applicant	First Name
Among the _____ students from this department who are recommended, this student ranks _____	
<p>This student will be in the _____ year of the _____ (Master's/Ph.D.) program as of September 1, 2007 and is expected to complete all degree requirements by _____. For students applying for the first year of Ph.D. study please indicate one of the following: The student will <u>complete</u> the Master's program prior to entering the Ph.D. ; or the student will <u>transfer</u> to the Ph.D. program without completion of a Masters.</p>	
<p>Provide evidence of the quality and merit of the student and how the student rates in comparison to his/her peers and provide information that are not available in the application form and advisor's comments. Please use the criteria provided on the <i>Instructions on Completing the UMGF Application Form</i>.</p> <div style="height: 300px; border: 1px solid black;"></div>	
<p>The candidate is RECOMMENDED NOT RECOMMENDED</p> <p>Please do not recommend candidates whose GPA for the last 2 full years of study are below 3.75</p> <p>NOT RECOMMENDED applicants will not be considered by the Awards Committee</p>	
Name of Respondent (Print)	Department
Signature	Date