



THE UNIVERSITY OF
WINNIPEG

OFFICE OF THE ASSOCIATE VICE-PRESIDENT (ACADEMIC)
AND DEAN OF GRADUATE STUDIES



REGULATIONS & APPLICATION FORM

The University of Winnipeg Manitoba Graduate Scholarships For Master's Students 2012-2013

Deadline: February 1, 2012

Please submit complete application package to your department

Manitoba Graduate Scholarships (MGS) Regulations

The University of Winnipeg will offer 5 MGSs (new and continuing) in the 2012/2013 competition to meritorious students for full-time study. The funds have been established through an agreement between The University of Winnipeg and the Province of Manitoba to support research-based graduate studies and assist in attracting and sustaining excellent students from within and outside of the Province.

Awards are made mainly on the basis of academic excellence and research potential, and are open to students who will be registered as **full-time** graduate students in a Master's program at The University of Winnipeg regardless of discipline during tenure of the award.

Students must be recommended by their department to the Graduate Studies Office. Only students with a minimum GPA of 3.75 in the last 60 credit hours of study at a recognized university based on a Bachelor, Master's or Doctoral degree will be considered.

Offer of an MGS does not guarantee admission into a graduate program at The University of Winnipeg. Students are required to follow the departmental admission guidelines.

I. VALUE

Value for a 12-month* period \$15,000

*Award may be renewed for an additional 12 months; **student must submit a renewal application, as renewal is not automatic.**

II. APPLICANT ELIGIBILITY

All students regardless of citizenship are eligible to apply.

To qualify to apply to this program, the candidate must:

- Have achieved a minimum GPA of 3.75 in the last 60 credits hours of study.
- Be finishing the final year of a bachelor degree program and plan to enroll in a **research-based*** Master's program at the University of Winnipeg. Students in all fields of graduate studies are eligible to apply.
- Be in a Pre-Master's program and/or entering the first or second year of a full-time **research-based*** Master's program as of May or September 2012 or January 2013. **Preference will be given to students entering the first year of a Master's program.**
- Be **applying for graduate funding to CIHR, NSERC, SSHRC and MHRC** scholarships, if eligible for funding from these research councils. These scholarships are more prestigious in value and merit for the students and will allow those students ineligible for national awards access to the MGS. **Students that do not apply for a national award may be considered ineligible for the MGS** (see section III).

*A research-based program is one where a thesis or dissertation is required (as per Funding Agreement between the Government of Manitoba and the University of Winnipeg).

Note:

- Students pursuing the University of Winnipeg / University of Manitoba Joint Master's Programs will only be considered for a MGS if they have **not** applied for a MGS at the University of Manitoba in the same academic year.
- Priority will be given to students planning to study in a Master's program **full-time**.
- A qualifying or "make - up" year of study is not eligible for support.

MGS RENEWALS – Students who are awarded a MGS are required to apply for external funding if they are eligible, to qualify for a subsequent year of funding. Students who are eligible to apply for external funding but do not do so will be considered ineligible for renewal of the award. Students **must re-apply for a renewal** of MGS funding. Renewal is not automatic. Please fill-out separate “Renewal” application.

III. FUNDING LIMITS

The MGS is not tenable with any other scholarships that have an equal to or greater monetary value than the MGS.

IV. TRANSFER TO ANOTHER DEPARTMENT

Students awarded a MGS may transfer the award from one University of Winnipeg department to another, with the approval of the Associate Vice-President (Academic) and Dean of Graduate Studies. The student should request the transfer in writing to the Associate Vice-President (Academic) and Dean of Graduate Studies, which will be recommended and signed by the student’s advisor/supervisor, the Graduate Coordinator of the former department and the proposed new Graduate Coordinator of the department.

V. TRANSFER TO ANOTHER MASTER’S PROGRAM

If a student transfers courses from one Master’s program to another, their eligibility in the second program is limited to (maximum) 24 months less the number of months spent in the first year of their Master’s program. If no courses (i.e. credit hours) are transferred to a second Master’s program, then the student is eligible for the (maximum) 24 months of MGS support at the Master’s level.

VI. START DATE AND END DATE

Start Date

Normally the start date for the MGS is September – the beginning of the academic year. An early (May or July) start may be approved upon receipt of a signed letter on departmental letterhead from the student’s advisor supporting the request for payments to begin in May or July. 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 begin their graduate program in the month of July, may request a July start.

Awards may only be deferred to January. Recipients must decline the MGS and reapply in the next competition if they are unable to accept the award 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 based on the following:

Completion of Degree – Students will have their award pro-rated to the end of the month in which they complete their degree requirements. The date of **degree completion** is the date by

which all requirements for a degree have been met, as described in the program of study. Students who do not meet **all** degree requirements and do not complete the program within the appropriate period of time, as described in the program of their study, will be required to return any amounts issued to them for the time period after this date.

Withdrawal from Program – Students will have their MGS award pro-rated to the date by which the 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 students without provision in the academic year that they are receiving a MGS.

MGS payments are disbursed in two installments directly deposited to the award recipient's account (September & January). May payments are contingent upon continued eligibility and approval of a satisfactory renewal form which MGS recipients will receive in December and submit to the Office of the Associate Vice-President (Academic) and Dean of Graduate Studies in January.

VIII. SELECTION AND ANNOUNCEMENT

The Manitoba Graduate Scholarship Selection Committee consists of 6 faculty representatives, and the Associate Vice-President (Academic) and Dean of Graduate Studies.

Selection Criteria:

Applications for the MGS are evaluated and selected according to the criteria in the following categories:

- **Academic Excellence**
 - as demonstrated by academic transcripts, awards and distinctions

- **Research Ability or Potential**
 - quality of contributions to research and development (including publications and presentations)
 - description of the program of study
 - relevance of work experience, and academic training to the field of proposed research.
 - Communication skills as demonstrated by work experience, community involvement, and other extracurricular activities.
 - significance, feasibility, and merit of proposed research
 - ability to think critically
 - ability to apply skills and knowledge
 - judgment and originality
 - enthusiasm for research
 - determination and ability to complete projects within an appropriate period of time

- **External Appraisal**

- includes Part II (Referee Report) and Part III (Department Chair Review) submitted as part of the application Process.

The following table shows the three weighted evaluation criteria:

Selection Criteria Weightings	
Academic Excellence	40%
Research Ability or Potential	30%
External Appraisal	30%

▪ **Other**

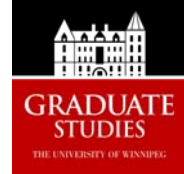
- Please note that when making a decision, the Student Scholarship and Awards Committee will be mindful of the distribution of awards across the different Masters and/or Joint Masters Programs.
- **Priority will be given to full-time students.**

NOTIFICATION OF DECISION

Results from the competition will be communicated to all successful applicants in Spring of each year. Successful applicants will receive a Notice of Award from the Office of the Associate Vice-President (Academic) and Dean of Graduate Studies after the formal notifications have been sent by the province. **The Office of the Associate Vice-President (Academic) and Dean of Graduate Studies will not provide results by telephone, by email or in person.**

CONTACT

If you have any questions, or require additional information, please contact Deanna England, Graduate Studies Officer at the University of Winnipeg at (204)786-9093 or d.england@uwinnipeg.ca.



The University of Winnipeg Application
Manitoba Graduate Scholarships (MGS) for Master's Students
DEADLINE: February 1, 2012

PART I

Title	Last Name of Applicant	First Name	Initial of all given names
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 W student #	Present Department	Present Institution	
CITIZENSHIP			
<input type="checkbox"/> Canadian Citizen		<input type="checkbox"/> Permanent Resident of Canada	
		<input type="checkbox"/> Visa Student	
SIGNATURE			
<p>I hereby agree that any award made to me as a result of this application will be subject to the general conditions governing the MGS. These conditions are outlined in the regulations attached to this application form, as well as the regulations outlined in the Award Holder's Guide.</p> <p>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.</p> <p>I authorize the University of Winnipeg to verify any information, transcripts, or reference letters provided as part of this application.</p> <p>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 Office of the Associate Vice-President (Academic) and Dean of Graduate Studies. In such an event I understand that future applications from me will not be considered.</p>			
Date		Signature of Applicant:	
<p>This personal information is being collected under the authority of The University of Winnipeg Act and will be solely used for the purpose of assessing your application for the MGS competition. This information is protected by the Protection of Privacy provisions of Manitoba's Freedom of Information and Protection of Privacy Act.</p>			

Applicant's Last Name	First Name
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ACADEMIC BACKGROUND (Current and past degree programs including 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					
Other					

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	Institution	Period (mm/yyyy – mm/yyyy)

Last Name of Applicant	First Name
AWARDS APPLIED FOR <i>(Please note that in order to be considered for the MGS eligible students are expected to apply to NSERC, SSHRC, CIHR & MHRC, if you have not applied, please indicate a reason why).</i>	
Award	Year applied for
PROPOSED GRADUATE DEPARTMENT (in order of preference)	
Department	Proposed Advisor
Indicate if you are attending university at the time of application	
<input type="checkbox"/> Attending Part-Time	<input type="checkbox"/> Attending Full-Time
<input type="checkbox"/> Not Attending	

Last Name of Applicant	First Name
PUBLICATIONS (List papers published in refereed journals, books 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 including references may be appended using 12 pt. font with 6 lines per inch).</u></p>			

Last Name of Applicant		First Name	
REFEREE Provide information on one referee who will complete Part II of the application and will submit a Letter of Support.			
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 and certified true copies are 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. Report must be returned to the applicant in a signed, sealed envelope for submission to department by February 1, 2012.

NOTE: Letter of support must be submitted on departmental letterhead.

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 MGS Selection Committee in evaluating the suitability of the candidate for receiving the MGS. 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 ink, as the material must be duplicated for the peer review process. Please note evaluation criteria provided in the document, Instructions: Completing the MGS Application Form.

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/student record)

	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								
Judgment								

2.3 LETTER OF SUPPORT (Letter should comment on the a) academic excellence and b) research ability or potential of the applicant. Please see criteria provided in the document, Instructions: Completing the MGS Application Form.)

Name of Respondent (Print)	Signature
Position	Institution

PART III – CONFIDENTIAL

NOTE: 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 GRADUATE COORDINATOR OF THE PROGRAM	
Last Name of Applicant	First Name
Among the _____ students from this department who are recommended, this student ranks _____	
This student will be in the _____ year of the _____ Master's program as of September 1, 2012 and is expected to complete all degree requirements by _____.	
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 is not available in the application form. Please use the criteria provided in the <u>Instructions: Completing the MGS Application Form</u> document.	
<p>Please check off:</p> <p>The candidate is RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED <input type="checkbox"/></p> <p>Please do not recommend candidates whose GPA for the last 60 credit hours of study is below 3.75 NOT RECOMMENDED applicants will not be considered by the Awards Committee</p>	
Name of Respondent (Print)	Department
Signature	Date