

**INSTRUCTIONS:
COMPLETING THE MANITOBA GRADUATE SCHOLARSHIP
(MGS) APPLICATION FORM**

General Presentation

When preparing the application and supporting materials, follow these guidelines:

- All documents must be typed, single sided, on 8½ x 11 (21.5 cm x 28 cm) white paper, and be of letter quality (minimum standard).
- Text must be single-spaced, with no more than six lines per inch.
- Body text must be no smaller than 11 pts in Times New Roman font style.
- Condensed type is not acceptable.
- The on-line application form **must** meet the above standards. Applications that have been altered or that do not meet these guidelines will not be accepted.

Note:

In order to use the MGS on-line form, type your information directly into the word processor document and save your information. You must print out a hard copy of the application form after it is completed and submit it to your department. Electronic copies will not be accepted.

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 (single sided).
- Please follow the regulations pertaining to the number of pages allowed. Pages in excess of the number permitted will be removed.

Applicant's signature certifies that:

- He/she accepts the terms and conditions of the award as set out in the MGS regulations (attached to the application form).
- He/she will acknowledge, wherever possible, MGS funding assistance.
- The information provided in the application is complete, accurate and consistent with institutional policies to the best of the applicant's knowledge. The provision of false or inaccurate information may result in sanctions, including termination of funding and disqualification from eligibility for future funding.

PART I – INSTRUCTIONS FOR APPLICANT

TITLE

Mr/Ms/Mrs/Miss/Dr – title to be used in all correspondence.

LAST NAME & FIRST NAME

Name should match all documents enclosed with the application and should appear in all correspondence with The University of Winnipeg. If the name on the application differs from transcripts and/or other documents enclosed with the application, the applicant is required to submit documentation (i.e., marriage certificate) to clarify the applicant's identity.

ADDRESS

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 Winnipeg. 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 all current and past degree programs. Do not include programs that you have not yet started.

ACADEMIC, RESEARCH, AND OTHER RELEVANT WORK EXPERIENCE

In the area labeled "Position held and nature of work," specify whether the employment was full or part-time.

AWARDS & SCHOLARSHIPS RECEIVED

Starting with the most recent awards, give the name of the award, value, type (national, provincial, or institutional), location of tenure, and 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 currently applied for other than the MGS. **NOTE: Students who have not applied for national awards (e.g., NSERC, SSHRC or CIHR) and the MHRC may be considered ineligible for the MGS.**

PROPOSED GRADUATE DEPARTMENT

Specify the proposed department and advisor (if known) for the upcoming academic year. If you are applying to more than one department, list them in order of preference. **NOTE: Students may register through one department only.**

PUBLICATIONS (one free form page may be appended)

List your contributions to research and development beginning with the 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
- 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 all degree requirements have been completed (not the convocation date). This includes thesis defense, corrections, and deposition of thesis.

PROPOSED RESEARCH (one free form page may be appended)

Provide a detailed description of proposed research activities for the period during the tenure of the award. Write a well structured outline of the research proposal using clear and plain language.

Text should include the following requirements:

- Explain why you want to undertake graduate studies and the degree program which you are pursuing or intend to pursue.
- Clearly state the objectives of the research.
- Outline the experimental or theoretical approach to be taken.
- Specify methods and procedures to be used and the significance of the proposed research activities to the field.
- Describe any work experience, community involvement or other extra curricular activities relevant to your research proposal.

If a plan of research has not yet been formulated, describe the specific research problems areas of interest and explain why.

Part II

REFEREE COMMENTS

The referee must be a faculty member in a university who has had sufficient opportunity to assess your potential. Submit a copy of your completed application and academic record (official academic transcripts or student record) to your referee for their assessment. The referee shall complete Part II of the application form and return this form, along with a letter of reference, to you in a signed and sealed envelope. Allow sufficient time to enable your referee to complete the form.

Only **one letter of support** may be included with the MGS application form, additional letters will not be accepted.

Part III

DEPARTMENTAL COMMENTS

The department chair, the chair's representative or director of program you are applying through must complete this form. Provide the original Part III form to be completed by the department chair or its designate. Provide your original completed application, referee form and the letter of reference in a sealed envelope and all official transcripts to the department chair you are applying to prior to the deadline of **February 1st**.

CONTACT

For any questions or additional information, please contact Deanna England, Graduate Studies Officer at (204)786-9093 or d.England@uwinnipeg.ca

N.B. If you are applying for a renewal of your Manitoba Graduate Scholarship (i.e. an additional 12 months) – you should be using the Renewal Application form found on the Graduate Studies website.

PART II INSTRUCTIONS FOR REFEREES

Who should complete this form?

Complete this form if you have agreed to evaluate an applicant for the MGS award. The Manitoba Graduate Scholarship Selection Committee will use it to review and assess the applicant's eligibility.

- Before you start completing the form, make sure you have the copy of the applicant's completed MGS application form, along with his/her academic record (official transcripts, certified true copies and/or student histories are acceptable).
- Complete Part II of the application form and **attach a letter of support on departmental letterhead**. The Selection Committee will not consider the application without the letter of support.
- Once you have completed the form and the letter of support, return it in a signed and sealed envelope to the applicant. The applicant is required to submit their application (including the signed, sealed form and letter of support) to the department by February 1st.

When you prepare your report on the applicant, follow these guidelines:

- The form and letter of support must be typed on a white paper 8 ½ x 11 inches (21.5 cm x 28 cm).
- Use the font type Times New Roman.
- Print must be in black ink, and be of letter quality (minimum standard).
- If you use a type size measured in points (pts), it must be no smaller than 11 pts.
- Condensed type is not acceptable.
- **A one-page letter of support typed on departmental letterhead must be appended (this letter should be consistent with the ratings provided in the grid).**

How to complete this form

Rate the applicant on each of the evaluation criteria in the grid and justify your evaluation in the supporting letter. Rather than providing general comments, assess the applicant's strengths and limitations for each criterion. Include **specific examples** of the applicant's accomplishments and contributions to support your assessment.

In your letter you should comment on the following:

- **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

Note: If you are the Coordinator of a program and are also completing a Letter of Support on behalf of a candidate, please ensure that another faculty member completes the Part III Departmental Appraisal.

PART III INSTRUCTIONS FOR GRADUATE PROGRAM COORDINATOR

Who should complete this form?

Complete this form if you are evaluating an applicant for a MGS award and you are the Graduate Program Coordinator or the designate.

- Before you start completing this form, make sure you have the applicant's original completed MGS application form, his/her official academic transcripts (certified true copies are also acceptable) and referee's form and letter of reference in a sealed and signed envelope.
- Complete Part III of the application form.
- Once you have completed the form, forward the completed application package to the Graduate Studies Office by **February 15**.

Note: The proposed supervisor must not complete this form.

When you prepare your departmental evaluation, follow these guidelines:

- The form must be typed using the font type Times New Roman.
- Print must be in black ink, 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.
- Condensed type is not acceptable.

How to 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**
 - 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**

- based on the referee's form and letter of support.

If you are unable to provide a useful evaluation due to the lack of contact with the applicant, please indicate this on the form. **Please do not exceed the space provided, as additional pages will not be accepted.**

Please do not recommend applicants:

- whose GPA in the last 60 credit hours of a degree from a recognized university is below 3.75 GPA.
- who will exceed 24 months of a Master's program as of September of the upcoming academic year.

Note: Do not forward "not recommended" and ineligible applications to the Graduate Studies Office. It is the responsibility of the department to inform the students that they have not been recommended to the Manitoba Graduate Scholarship Committee.