



THE UNIVERSITY OF  
**WINNIPEG**

Faculty of  
Graduate Studies

## THE UNIVERSITY OF WINNIPEG MANITOBA GRADUATE SCHOLARSHIP REGULATIONS AND INSTRUCTIONS GUIDE

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## **About the Manitoba Graduate Scholarship (MGS)**

The University of Winnipeg and the Province of Manitoba have established a funding agreement to support research-based graduate studies and assist in attracting and sustaining excellent students from within and outside of the Province. The University of Winnipeg will offer five Manitoba Graduate Scholarships (MGS) to new and/or continuing meritorious students.

Awards are made 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. The 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.

## **THE UNIVERSITY OF WINNIPEG MANITOBA GRADUATE SCHOLARSHIP REGULATIONS**

### **I. VALUE**

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

### **II. APPLICANT ELIGIBILITY**

All students are eligible to apply, regardless of citizenship.

#### **MGS Candidate Requirements:**

- Have achieved a minimum GPA of 3.75 in the last 60 credits hours of study.
- Be in a pre-master's program and/or entering the first or second year of an eligible master's program as of May or September of the current year or January of the upcoming year.
- Be enrolled in or plan to enroll in as a **full-time** student in a master's program.

#### **Notes:**

- Students should apply for CIHR, NSERC, and SSHRC CGS-M scholarships, if eligible. Students that do not apply for a national award may be considered ineligible for the MGS.
- Students in a Joint Master's Programs can apply through both institutions, but can only hold the award at one institution in the same academic year.
- Preference will be given to students entering the first year of a Master's program.

**MGS Renewal:** To qualify for a subsequent year of funding, students awarded a MGS are required to apply for external funding, if they are eligible. Renewal is not automatic, and students are to re-apply for MGS funding using the **University of Winnipeg Manitoba Graduate Scholarship Renewal Application Form**.

### **III. FUNDING LIMITS**

The MGS cannot be held with any 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 between departments with the approval of the Faculty of Graduate Studies. The student should request the transfer in writing to the Faculty of Graduate Studies, including the recommendation and signature of the student's advisor/supervisor, the Graduate Program Coordinator/Chair of the former department and the Graduate Program Coordinator/Chair of the proposed department.

#### V. TRANSFER TO ANOTHER MASTER'S PROGRAM

If a student transfers courses from one master's program to another, their eligibility for the MGS in the second program is limited to (maximum) 24 months excluding 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 AND END DATES

Normally the start date for the MGS is **September**. **Awards may only be deferred to January**. If the award cannot be taken up in January, after having been deferred from September, then it will be declined.

A **May\*** or **July\*\*** start may be approved upon receipt of a signed letter of support, on departmental letterhead, from the student's advisor or graduate thesis supervisor.

*\*If the first installment is paid in May, the fellowship terminates at the end of April in a subsequent year.*

*\*\*Only students beginning their graduate program in the month of July may request a July start.*

**Students admitted under a 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 four month period. For more information about provisional status, please see *The Faculty of Graduate Studies Policies and Guidelines*.

#### **Awards will be 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 after this date.

**Withdrawal from Program** – Students will have their MGS award pro-rated to the date on which the withdrawal from their degree program is effective. Students will be required to return any amounts issued to them after their effective withdrawal date. **Any scholarship 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 they receive an MGS. MGS payments are disbursed in three installments: Fall, Winter, and Spring. The award is first applied to any fees and the remainder is issued to the student. The remainder is paid in late October, February, and May.

**Note:** Recipients of major awards may work a maximum of 12 hours per week in employment that is not directly related to their study or research training.

## VIII. SELECTION

The Manitoba Graduate Scholarship Selection Committee consists of seven faculty representatives, and the Dean of Graduate Studies. See *The Faculty of Graduate Studies Policy and Guidelines* for details.

### Selection Criteria:

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

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

### **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.

## IX. NOTIFICATION OF DECISION

Results from the competition will be communicated to all applicants by August of each year. Successful applicants will receive a letter from the Faculty of Graduate Studies or from the province of Manitoba.

## X. ACKNOWLEDGEMENT OF THE AWARD

Wherever possible, at events such as conference presentations and colloquiums, students who are awarded an MGS should acknowledge the MGS funding assistance.

## XI. CONTACT

If you have any questions, or require additional information, please contact the Graduate Studies Office via email; [gradstudies@uwinnipeg.ca](mailto:gradstudies@uwinnipeg.ca) or the Awards Officer listed on the Faculty of Graduate Studies website. Please allow 48 hours for response.

# **INSTRUCTIONS FOR COMPLETING THE UNIVERSITY OF WINNIPEG MANITOBA GRADUATE SCHOLARSHIP APPLICATION FORM**

## **GENERAL INFORMATION**

**Only electronic applications will be accepted.**

The applicant completes the fillable PDF and forwards the application via email to the referee. The referee will complete their section and forward the form via email to the Graduate Program Coordinator/ Chair.

### **Transcripts**

The applicant will send sealed copies of their official transcript to the Graduate Program Coordinator/Chair. Applicants are also encouraged send a copy of the transcript or a marks statement to the referee for this application.

Applicants who have sent official transcripts for an admissions application at the University of Winnipeg and who would have **identical** transcripts for the MGS application can indicate on the MGS applications form to use the transcripts for both the admission application and MGS application.

### **Signatures**

If you do not have an electronic signature, you can sign the form by typing your name in the signature area.

## **PART I – INSTRUCTIONS FOR APPLICANT**

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The application is a form fillable PDF and should be completed electronically.

**NOTE: 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.**

### **LAST NAME & FIRST NAME**

Names should match all documents enclosed with the application and as it appears in 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 to clarify the applicant's identity.

### **ADDRESS**

This address information may be used when corresponding with the applicant regarding the application or award and will appear of correspondence regarding the application or award.

### **EMAIL ADDRESS**

This email address will be used to correspond with the student regarding the application and award, which may include time-sensitive emails requiring a response.

### **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.

## **APPLICANT'S SIGNATURE**

An applicant's signature signifies that:

- They accept the terms and conditions of the award as set out in the MGS regulations.
- They 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. *Note: The provision of false or inaccurate information may result in sanctions, including termination of funding and disentitlement from eligibility for future funding.*

## **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**

Start with the current or most recent positions. In the area labeled "Position held and nature of work," specify the job title and whether the employment was full or part-time.

## **AWARDS & SCHOLARSHIPS RECEIVED**

Start with the most recent awards. Give the name of the award, value (if applicable), 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) may be considered ineligible for the MGS.**

## **PROPOSED GRADUATE DEPARTMENT**

Specify the proposed department and advisor/graduate thesis supervisor (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**

Starting with the most recent, list your contributions to research 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.

## **PROPOSED RESEARCH OR THESIS IN PROGRESS**

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. Use one or two pages as required; **the maximum is two pages**.

### **This section should include the following requirements:**

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

## **SENDING THE FORM TO THE REFEREE**

Allow sufficient time to enable your referee to complete the form.

Applications will not be accepted late. Please follow-up with your referee to ensure they forward the application by **March 1<sup>st</sup>**.

Once you have completed Part I of the application, forward the application to your referee to complete Part II. The referee must be a faculty member in a university who has had sufficient opportunity to assess your potential. Along with an electronic copy of the form, you may want to provide them with a copy of your transcript(s). Be sure to provide them with the email address of the graduate program chair/coordinator of the graduate program to which you are applying so they can forward the application and their comment to the graduate program chair/coordinator.

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

## **TRANSCRIPTS**

Send your official transcripts to the graduate program chair/coordinator by the **March 1<sup>st</sup>** deadline. Transcripts received after March 1<sup>st</sup> will not be considered.

If your official transcript is **identical** to the official transcript provided with your admissions application, check the box on page 8 of the application and we will use the transcript from the admissions application for this award application.

## **PART II INSTRUCTIONS FOR REFEREES**

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### **Who should complete this sections of the form?**

Complete this form if you have agreed to evaluate an applicant for the MGS award. The Graduate Student Scholarship and Awards Committee will use it to review and assess the applicant's eligibility. **The application is a form fillable PDF and should be completed electronically.**

**The entire application form, along with the letter of support on department letterhead, must be forwarded to the Program Chair/Coordinator from an institutional email address by March 1<sup>st</sup>.**

- Before you start completing the form, make sure you have the copy of the applicant's completed MGS application form. The student may have also provided their academic record (official transcripts, certified true copies and/or student histories are acceptable).
- Complete Part II of the application form and a letter of support on departmental letterhead. **The committee will not consider the application without the letter of support.**
- Once you have completed the form and the letter of support, forward them via email to graduate program chair/coordinator at the email address provided by the applicant. A list of graduate program chairs can be found on the University of Winnipeg's Faculty of Graduate Studies website:  
<https://www.uwinnipeg.ca/graduate-studies/graduate-programs/contact-information.html>.

### **How to complete the 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

#### **Guidelines to prepare your letter:**

- 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 included and this letter should be consistent with the ratings provided in the grid.**

**Note:** If you are the Chair/Coordinator of the graduate program to which the applicants is applying for admission 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.

If you have any questions, or require additional information, please contact the Graduate Studies Office via email; [gradstudies@uwinnipeg.ca](mailto:gradstudies@uwinnipeg.ca) or the Awards Officer listed on the Faculty of Graduate Studies website. Please allow 48 hours for response.

## **PART III INSTRUCTIONS FOR GRADUATE PROGRAM COORDINATOR**

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### **Who should complete this section of the form?**

The graduate program chair/coordinator, the chair's representative, or director of program must complete Part III of the MGS application form. The application is a form fillable PDF and should be completed electronically. Once you have completed the form, forward the completed application package to the Graduate Studies Office by **March 15<sup>th</sup>**. **Note:** The proposed supervisor must not complete this form.

**Before you start** completing this form, make sure the applicant's MGS form is complete, their official transcripts have been received (certified true copies are also acceptable), and the referee has completed Part II of the form and attached the letter of support.

**Use the checklist at the end of the MGS application form to ensure each application is complete and rank each application in relation to other applications received by your program.**

### **In order to assess the eligibility and rank the applicants:**

- the application should be reviewed thoroughly.
- the grade point average should be calculated using the transcripts provided.
- the referee's assessment and letter should be reviewed.

To obtain official transcripts used with the admissions applications, please contact the graduate studies office.

### **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.
- who will exceed 24 months of a Master's program as of September of the upcoming academic year.

**Do not forward "not recommended" and ineligible applications to the Graduate Studies Office. Only forward complete applications.**

### **Applications will only be considered complete if they:**

- Are received electronically via email in no more than two PDF documents (one for forms and documents, one for transcripts)
- Are typed; handwritten applications are no longer accepted.
- All the required forms are completed, with all the required fields completed.
- Include **the checklist** and the GPA calculation by the department is indicated, where GPA is applicable to eligibility criteria for the award.
- The assessment from the referee and/or Program Chair or Coordinator has been included.
- All required transcripts or marks statements are included. Note: Awards requiring official transcripts will indicate this requirement and marks statements, such printouts from WebAdvisor, will not be accepted.

**It is the responsibility of the Program to inform the students that their application has not been recommended to the Graduate Student Scholarship and Awards Committee.**

If you have any questions, or require additional information, please contact the Graduate Studies Office via email; [gradstudies@uwinnipeg.ca](mailto:gradstudies@uwinnipeg.ca) or the Awards Officer listed on the Faculty of Graduate Studies website. Please allow 48 hours for response.