

Graduate Studies



UNIVERSITY
OF MANITOBA

University of Manitoba
Graduate Fellowship

Guidelines 2018-2019

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INTRODUCTION

In 2007 the devolution of UMGFs to the Unit level was initiated. A unit is typically a Department but in the case of non-departmentalized faculties (*e.g.*, Kinesiology and Recreation Management, Law, Music, Pharmacy, and Social Work) can refer to a faculty, or even a program (*e.g.*, Applied Health Studies, Disability Studies, Peace and Conflict Studies, and Biomedical Engineering). While devolution to the Unit may be appropriate as the Faculty of Graduate Studies interfaces primarily with units as opposed to budget faculties, in many cases devolution to the Unit level may not be practical as this will require too fine a discretization of UMGF funds to be useful, *i.e.*, less than a full award. In such cases, units may wish to develop an MOU at their budget faculty level. The requirements for this process are described below.

Devolving UMGF funds allowed for units to have greater flexibility in the timing of their UMGF offers. The goal is to help to prevent the loss of potential “star” students who might receive offers of funding from other institutions. By eliminating the once per year UMGF competition and devolving to the unit level, units will have greater control over who gets funding and when the offers of funding are made. Units would also have greater control over what factors are used to select UMGF recipients, as long as the minimum GPA criterion is met.

SUMMARY OF FGS RESPONSIBILITIES

1. Provide instructions and guidance to Units in allocating their UMGF funds.
2. Provide budget and estimate of number of awards per Unit/faculty:
 - a. preliminary budgets
 - b. a final budget (released in the spring) after Tri-council awards are announced.
3. Final approval of all recommended applicants.
4. Arrange an overall ranking of UMGF recipients to be used to award supplemental awards.
5. Send out award letters and regulations to UMGF recipients and to recipients of supplemental awards.
6. Administer award payments to awardees and maintain budget.
7. Manage unspent or carried over funds as required.

SUMMARY OF UNIT RESPONSIBILITIES

1. Establish the application process and internal deadlines. Advertise to eligible students in their unit as necessary.
2. Ensure all recommendations meet eligibility criteria and are complete as per recommendation form. Only recommendations made prior to June 30 will be considered for supplemental awards. All recommendations must be submitted to FGS by September 30th.
3. Allocate all funds in year given. Carry-over of funds will not be permitted.
4. Contact students who were not awarded a UMGF to let them know their status.
5. Contact students who were recommended as alternates.

Note on Unit Responsibilities:

Units in a faculty may choose to participate in a (budget) faculty wide UMGF competition. Unit Heads in their budget faculty will be required to sign an agreement indicating that they are opting to participate (freely and without duress) in a faculty wide competition and will be combining their allocation with all participating units. This agreement would be forwarded to the Faculty of Graduate Studies prior to any awards being given out. This agreement would need to be renewed each year that the faculty continues to use a faculty wide competition.

Please contact the Awards Officer at 474-9836 if your Unit has any concerns regarding these regulations.

ELIGIBILITY CRITERIA

Value (for a 12 month period):

Ph.D: \$18,000
 Master’s: \$14,000

Eligibility

Academic standing: Students must have a minimum GPA of 3.75 in **each of the last two years of study**. This policy is consistent with Tri-Council funding eligibility guidelines.

Citizenship: All students regardless of citizenship are eligible to apply.

Fields of study: Students in all fields of study of graduate studies are eligible to apply, provided their program is eligible for tri-council funding.

Years of graduate study:

- Below is a table outlining duration of the award based on the number of months completed in a graduate program. This applies to new UMGF recipients **effective the 2015-2016 competition year:**

Master’s students

Number of months completed as a Master’s student	Number of months eligible to receive the UMGF
0-4 months	24 months of funding
5 – 16 months	12 months of funding
Completed more than 16 months	Not eligible

Ph.D. students

Number of months completed as a Ph.D. student	Number of months eligible to receive the UMGF
0-4 months	48 months of funding
5-16 months	36 months of funding
17-28 months	24 months of funding
29-40 months	12 months of funding
Completed more than 40 months	Not eligible

Please refer to the Award Holder’s guide for more detailed eligibility criteria. The Award Holder’s Guide and all other UMGF documents can be found on our [website](#).

RECOMMENDING A UMGF RECIPIENT

UMGF Recommendations can be made upon release of the preliminary budget in November/December

To recommend a student for a UMGF, proceed as follows:

1. The Unit must conduct a preliminary assessment to ensure applicant has a GPA of at least 3.75 in each of the last two years of study.
2. Please note that recommending a student for a UMGF prior to admission does not guarantee admission.
3. **NEW:** Units/Faculties are required to indicate the duration of the UMGF. Note that the duration must be in yearly increments and must meet the UMGF regulations pertaining to time in their program.

For example: A recommended student who is in the first year of their Master's program in the 2018-2019 academic year may be recommended for a UMGF for one year with a value of \$14,000 or for two years with a total value of \$28,000. However, a student who was admitted to the Master's program in 2017-2018 and is recommended for the UMGF in 2018-2019 may only receive the UMGF for one year at \$14,000.

Units/Faculties must indicate the start date of the UMGF award (May 2018, September 2018 or January 2019). Recommendations submitted via AppReview will have a start date that coincides with the admission term.

There are two ways to recommend a student for a UMGF:

1. Through AppReview. **This option only applies to students who have not yet been admitted.** The recommendation is done at the same time as a recommendation for admission is submitted via AppReview.
2. Submit the recommendation using the [online application](#).

If the UMGF recommendation is submitted via AppReview, please do not submit the recommendation through the online form also.

Note that students whose recommendations were made via Radius will receive their UMGF letter on their Admission letter.

THE ALLOCATION TABLE

There are two columns on the allocation table. The first column lists the number of allocations for Master's students only. These allocations will eventually be upgraded to a Manitoba Graduate Scholarship, which are only available to Master's students. This will occur only after the provincial government confirms funding for 2018-2019.

NEW

The second column lists the number of allocation for Master's OR Ph.D. students. Last year, this column was limited to Ph.D. students only. FGS feedback that several units would like the flexibility to be able to recommend Master's or Ph.D. students.

UNIT-BASED UMGF BUDGET ALLOCATIONS

Each year a preliminary University wide UMGF budget is set. From this a UMGF budget for each unit is determined according to the following formula:

$$unit\ budget = \left[\left\{ \frac{M_{unit}^{2-} + D_{unit}^{4-}}{M_{FGS}^{2-} + D_{FGS}^{4-}} \right\} - W \left\{ \frac{M_{unit}^{2+} + D_{unit}^{4+}}{M_{FGS}^{2+} + D_{FGS}^{4+}} \right\} \right] UMGFBudget$$

where W is a weight, M_{unit}^{2+} is the number of full time Master's students beyond their first two years of study in the unit, D_{unit}^{4+} is the number of full time doctoral students beyond their first four years of study in the unit, M_{FGS}^{2+} the number of full time Master's students beyond their first two years of study in the Faculty of Graduate Studies, and D_{FGS}^{4+} is the number of full time Ph.D. students beyond their first four years of study in the Faculty of Graduate Studies. The weight W in this formula for 2016-2017 is 25%.

In the past, FGS has said “Units should allocate twice as many Master’s level awards as Ph.D. level awards in order to reflect the population of graduate students.” This advice has not been heeded and we came too close last year to not having enough UMGF-M awards to upgrade to MGS awards, which would have meant not being able to allocate all of the MGSs. This year units must adhere to their respective Master’s and doctoral allocations.

Note that effective 2017-2018 MGS is only available as an upgrade to UMGF-M recipients since the value of the MGS at the doctoral level is equivalent to the UMGF-P at \$18,000 per year.

A final UMGF budget for each unit will be released in the spring, after the Tri-council announces their awards. Please note that the date by which the Tri-council announces their award does vary and as a result the release of the final budget will vary accordingly.

Only those units whose graduate programs meet the eligibility criteria for Tri-council graduate student awards will be given a quota.

Units who do not use their funds in the academic year allocated will lose these funds. Funds not spent in the academic year allocated will be clawed back and reallocated.

Units with a small allocation may not be able to offer an award every year.

The Faculty of Graduate Studies reserves the right of final approval of all recommended applicants and to cap any Units’ allocation.

Renewals will be subtracted from each Units’ UMGF allocation.

If your Unit cannot use the full allocation please contact the Awards Officer as early in the academic year as possible. Funds must be allocated in the academic year given as carry-over of funds is frowned upon and may result in a reduced budget for graduate funding.

SUPPLEMENTAL AWARDS AND MGS UPGRADES

The UMGF is used to determine the recipients of the listed supplemental awards, which are meant to be held with the UMGF. The same process is used to upgrade new Master's UMGF recipients to the Manitoba Graduate Scholarship for Master's students. The Faculty of Graduate Studies will be using an admission grade point average list of new UMGF recipients to allocate these supplemental awards and upgrades. New UMGF recipients who take up the award after beginning their program will still be considered for the supplemental awards and upgrades (within the terms of each individual supplement), but their award grade point average will be used instead of their admission grade point average. These supplemental awards offers and MGS upgrades will occur in July/August of each year. Only students who have received an offer as of June 30 will be included in the supplemental offers and upgrades.

List of Supplemental Awards

J.S. Lightcap: for the highest ranked Ph.D. student in any discipline.

Clarence Bogardus Sharpe: for graduate students in any discipline ranked highest in this year's UMGF competition.

Alfred Rea Tucker: for a graduate student in any discipline ranked immediately after students receiving the Clarence Bogardus Sharpe.

Gordon P. Osler Scholarship: for full time Ph.D. students in Management, Engineering or Science ranked highest in this year's UMGF competition. NB: Gordon P. Osler Prize valued at \$100 is awarded to the highest ranked Gordon P. Osler award.

Manitoba Graduate Scholarship for PhD Students: for full time Ph.D. students in any research based program ranked highest in this year's UMGF competition.