

Graduate Studies



UNIVERSITY  
OF MANITOBA

University of Manitoba  
Graduate Fellowship

Guidelines 2015-2016

## Table of Contents

	Page
Introduction	1
Summary of Faculty of Graduate Studies Responsibilities	1
Summary of Unit Responsibilities	2
Eligibility Criteria	3
Recommending a UMGF Recipient	4
Unit-based UMGF Budget Allocations	5
Supplemental Awards and MGS Upgrades	7

## **INTRODUCTION**

In the 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.

**Units should follow the summary provided on page 2.**

## **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 budget; and
  - 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 and upgrades to Manitoba Graduate Scholarships.
5. Send out award letters and regulations to UMGF recipients and to recipients of supplemental awards and/or upgrades to MGS.
6. Administer award payments to awardees and maintain budget.
7. Administer renewals as per UMGF/MGS regulations.
8. Manage unspent or carried over funds as required.

## **SUMMARY OF UNIT RESPONSIBILITIES**

1. Determine any internal deadlines and advertise to students as required.
2. Ensure all recommendations meet eligibility criteria and are complete as per recommendation form. Recommendations based on the preliminary UMGF quotas should be made prior to March 31. Additional recommendations as permitted by the final quotas should be made promptly after release of the final quotas. Only recommendations made prior to June 30 will be considered for supplemental awards and MGS upgrades. Recommendations will not be considered after **September 30**.
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.

Units should refer to eligibility and recommendation guidelines on pages 3 and 4.

### 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 with a minimum GPA of 3.75 (above B+) in the last 60 credit hours or equivalent at a recognized university based on a Bachelor, Master's, Graduate Diploma or a Doctoral degree. Please use admissions criteria in calculating GPA.

*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 **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 at:  
[http://umanitoba.ca/faculties/graduate\\_studies/funding/forms.html](http://umanitoba.ca/faculties/graduate_studies/funding/forms.html)

## **RECOMMENDING A UMGF RECIPIENT**

UMGF Recommendations can be made upon release of the preliminary budget in January.

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 the last 60 credit hours or equivalent. Please use the same GPA calculation as per admission instructions. Please refer to the following link for instructions: [http://umanitoba.ca/faculties/graduate\\_studies/admin/161.html](http://umanitoba.ca/faculties/graduate_studies/admin/161.html)
2. Submit the “Recommendation for UMGF form along with photocopies of all transcripts and a recent U of M student history from the Registrar’s office. Please print the form on **blue paper** to allow us to easily identify that a student has been recommended for a UMGF
3. Please note that recommending a student for a UMGF prior to admission does not guarantee admission.

## UNIT-BASED UMGF BUDGET ALLOCATIONS

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

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

where  $M_{unit}^{2-}$  is the number of full time Master's students in their first two years of study in the unit,  $D_{unit}^{4-}$  is the number of full time doctoral students in their first four years of study in the unit,  $M_{FGS}^{2-}$  the number of full time Master's students in 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 in their first four years of study in the Faculty of Graduate Studies. Data is provided by the Office of Institutional Analysis. An average for each number is taken using the previous two (2) years of data. As enrolments vary from year-to-year, so do unit allocations. A two-year average helps to reduce some of the fluctuation.

Effective for 2015-2016, an additional factor will be used in determining a unit's UMGF allocation, *viz.*, the number of graduate students that have exceed their expected time-to-completion. It is envisioned the formula for computing this year's unit budgets will take the following form:

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

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. In the first year this formula is implemented the weight,  $W$ , will be relatively small. However, in subsequent years  $W$  should be expected to increase in value.

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 Tricouncil 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.