

## **UNIVERSITY OF MANITOBA FACULTY OF GRADUATE STUDIES INSTITUTIONAL AWARD HOLDER'S GUIDE**

***Governing administration of the University of Manitoba Graduate Fellowship (UMGF), Tri-Agency Master's Supplement Awards (TMSA), and Tri-Agency Master's and Doctoral Awards (SSHRC, NSERC, and CIHR)***

**EFFECTIVE January 2023 and applicable to new UMGF awards starting 2023-2024**

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**Please read this guide carefully upon receipt of your *Notice of Award* (Tri-Agency) or award offer from the Faculty of Graduate Studies (FGS). It contains important information regarding payment and administration of your award.**

- The Faculty of Graduate Studies (FGS) offers University of Manitoba Graduate Fellowships (UMGFs) each year to full-time graduate students (Master's and Ph.D.) to recognize academic excellence. These fellowships are offered to students who have demonstrated superior intellectual ability and academic accomplishment.
  - For the UMGF only - Students must be recommended by their department/unit to the Faculty of Graduate Studies. Competition for the UMGF is strong each year, and there are many more applicants than there are available awards.
  - This guide supersedes previous versions of Fellowship/Scholarship regulations. The Faculty of Graduate Studies may, without notice, change award regulations or the terms and conditions of the awards. Any major changes will be announced as soon as possible to award holders and/or on the FGS website.
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## General Regulations

### To hold an award, a student must:

- Have been admitted to a graduate program at the University of Manitoba as a Master's or Ph.D. student.
- Not have an active, admission-related hold on their student account during their provisional admission period.
- Be registered full-time in a graduate program of study in the unit that recommends them for a UMGF, if they hold a UMGF award.
- Accept the terms and conditions of the award, as set out in this guide and in the Notice of Award.
- Acknowledge, wherever possible, the UMGF, the Faculty of Graduate Studies, or the Tri-Agencies' assistance for research.
- Maintain a minimum **degree** GPA of 3.00 and not receive any grade below C+ (including AX courses) in the current year.
- Not be enrolled as a full-time student in two programs simultaneously.
- Apply for and, if offered, accept National Scholarships for which they are eligible, at every possible competition. Some of these National Awards include those offered by NSERC (Natural Sciences and Engineering Research Council), SSHRC (Social Sciences and Humanities Research Council), and CIHR (Canadian Institutes for Health Research).

**Please note:** *Awards may be cancelled without notice if the conditions under which they are offered or granted are violated.*

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### Acceptance and Refusal of Award (New Award Holders Only)

- Normally, the start date for the award is the anniversary of the start date of the program, unless otherwise stated by the granting agency.
  - Students who are already in a graduate program and started in May or September in a previous year may request an early award start date. The early start date must coincide with the beginning of a term and be within the same fiscal year the award is being offered. This means that May is the earliest possible start date of an award.
  - An early start date will not extend the duration of the award.
  - **UMGFs may be deferred by one term only and no later than January of that academic year.** Recipients must decline the UMGF and can request that their department consider them in a future academic year if they are unable to accept the fellowship upon a deferral to January (i.e., if the award cannot be taken up in January after having been deferred from September, it must be declined). Please note, there is no guarantee that a department will recommend a student in a future year.
  - **Students with provisional admission who also have an active, admission-related hold on their account at the time the award is activated may not receive the award until the hold is cleared. If the hold is not cleared within a four-month period of the award start date (i.e., within that academic term), the student may not receive the award.**
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## Value and Duration of Award

- The Unit/Department or Faculty will indicate the duration (in annual increments) of the student’s UMGF at time of recommendation.
- The Unit/Department or Faculty will indicate the start of the student’s UMGF (May, September, or January) at time of recommendation.
- The value and duration of the award are outlined in the award offer letter or Notice of Award.
- The value and duration of the award will be adjusted to take into account any change in registration status (e.g., early completion of degree, approved leave of absence or parental leave, termination of graduate program, or other applicable reason.)
- *Master’s UMGF holders* – the fellowship will not extend beyond the first **28 months** of the Master’s program.
- *Ph.D. UMGF holders* – the fellowship will not extend beyond the first **52 months** of the Ph.D. program.
- For the purposes of calculating time in program for the UMGF, two years of part-time study will be deemed equivalent to one year of full-time study at both the Master’s and Ph.D. level.
- Below are tables outlining the maximum possible duration of the UMGF award based on the number of months completed in a graduate program.

### *Master’s students*

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

- In the case of a transfer from a Master’s to Ph.D. program without completion of the Master’s degree, transfer denotes that the coursework completed in the Master’s program would normally become part of the Ph.D. program. The number of months spent in the Master’s program would then be calculated as months spent in the Ph.D. program.
- UMGF recipients who complete their Master’s degree (or who transfer to a Ph.D. program) may request to be considered by their unit for a new UMGF at the Ph.D. level.
- UMGF Master’s recipients who transfer from a Master’s to a Ph.D. program in the middle of an academic year (Sep. – Aug.) will continue to receive funding at the Master’s level until the end of that academic year or until their current award expires (whichever comes first). Following this period, the award will terminate if no new recommendation at the Ph.D. level is made.

## Interruption of Award

- A student may interrupt their award based on approved exceptional leave as outlined in the Faculty of Graduate Studies Academic Guide. Normally, the interruption may not exceed one year.
  - A student may continue their UMGF or TMSA during approved parental leave and the award will be extended for the amount of time of the approved parental leave. Normally, this continuation/extension may not exceed one year.
  - A student must obtain approval from the Faculty of Graduate Studies prior to any interruption of their award, or continuation of their award in the case of parental leave.
  - For approved interruptions, award payments will be suspended for the duration of the interruption and will resume only when all the conditions of the award are met (generally, upon return to full-time studies). The interruption will not reduce the total amount of the award.
  - For the purposes of determining eligibility for future scholarships, approved interruptions or continuations will not count when the number of months spent in graduate studies is being calculated.
  - A student may not interrupt their award in order to take up another award, pursue full-time employment or to pursue studies other than those for which they received the UMGF, Tri-Agency Award, or TMSA.
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## Vacation Leave

- Award holders are permitted a maximum of 21 calendar days (three weeks) for vacation leave without penalty or adjustment to their fellowship. If an award holder's vacation leave is longer than three weeks, the award will be suspended for the additional vacation time. In this case, the award holder must contact the FGS Awards Office with details of the vacation leave.
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## Reinstatement of Award

- To reinstate an interrupted award, or to continue/extend an award in the case of parental leave, the student must notify the FGS Awards Office in writing at least eight weeks before resuming their studies, confirming the exact date they intend to return and resume/continue their award.
  - Awards will be governed and administered by the regulations applicable at the time of reinstatement.
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## Change of Department or Faculty

- UMGF holders cannot take their fellowship to a different department/unit. If considering admission to a different department, a student may request that the new department/unit consider them for a UMGF. The new department/unit is not required to recommend the student for a UMGF.
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## Other Sources of Income

- Award holders are full-time students and are expected to devote themselves full time to the expeditious completion of their degree program.
- UMGF holders may not concurrently hold another award that exceeds the value of the UMGF.
- Students offered an external award that is equal to, or exceeds, the value of the UMGF can no longer hold the UMGF and must terminate it in order to accept the external award.
- **Failure to report additional funding that impacts award eligibility and/or necessitates the termination of an award, will require the student to repay the value of the affected award. Please review the section "Termination of Award" included below.**

## Renewals

- For multi-year UMGF awards, the continuation of the award requires satisfactory progress in the graduate program.
  - Grades of C+ and higher (including AX course) in the current year, and a degree grade point average of 3.00 or better are required to continue to hold the UMGF.
  - **UMGF holders are required to apply for Tri-Agency Awards (i.e., NSERC, SSHRC, CIHR) wherever eligible in order to continue to hold the UMGF.**
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## Termination of Award

- If a student is planning to terminate their award early for any reason, the FGS Awards Office must be contacted as soon as possible to avoid overpayment.
- A student's registration status may change in certain circumstances (e.g., when: the degree is complete, starting another program of studies, terminating studies, changing to part-time studies, etc.). In the case of uncertainty, the FGS Awards Office should be contacted as soon as possible.
- If a student's registration status changes, the final value of the award will be prorated based on the end date as determined by the Faculty of Graduate Studies and/or the applicable agency.
- Awards may be cancelled without notice if the conditions under which they are offered or granted are violated.
- **Any fellowship payment received covering any period of ineligibility must be repaid by the recipient in full. Timely reporting of ineligibility by the recipient will assist with preventing overpayment.**

### **An award will terminate when:**

- A student meets the requirements for their respective degree.
  - A student fails to meet the requirements for satisfactory progress, or another Faculty of Graduate Studies requirement for continuation as previously outlined.
  - A UMGF holder is offered an external scholarship that is equal to, or exceeds, the UMGF in monetary value.
  - A UMGF holder is offered any scholarship that exceeds the UMGF in monetary value.
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## Payment Schedule

These awards are paid in bi-weekly instalments with a one-week delay via standard UManitoba payroll process and schedule. Payment is made by the Payroll Office via direct deposit to Canadian bank accounts only and will not be initiated until all initial eligibility requirements have been met. To assist with timely payment, award holders should submit a direct deposit form directly to the Payroll Office as soon as possible. Initial payment via direct deposit may take up to four to six weeks after receipt of all information and documentation.

It is recommended that award holders monitor their pay stubs in UM Careers and alert the FGS Awards Office if they notice any issues with their bi-weekly payments.

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## Tax and Personal Information

**Tax Information:** Students can access their tax forms through their Aurora Student account. Information, instructions, and relevant links can be found on the Registrar's Office [website](#). Please refer to the Canada Revenue Agency website for current and detailed information on taxation of scholarships and fellowships, eligible amounts, and claim procedures.

### **Notice Regarding Collection, Use, and Disclosure of Personal Information by the University**

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purposes of maintaining a record of personnel paid through the University Human Resources Information System and other systems, to make reimbursement, to issue income tax receipt to those personnel, and to confirm employment status for the provision of University of Manitoba computer accounts, and for communication. Information regarding awards may be made public. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204- 474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.