



UNIVERSITY
OF MANITOBA

Department of Plant Science

University of Manitoba Graduate
Fellowship Application 2016–2017

Deadline: February 22, 2016

Please submit applications to the Department of Plant Science

University of Manitoba Graduate Fellowships (UMGF)

The Faculty of Graduate Studies offers new and continuing University of Manitoba Graduate Fellowships (UMGF) each year to meritorious students for full-time study and/or research leading to a graduate degree. Awards are made on the basis of academic excellence, and are open to students who will be registered as full-time graduate students (Master's or Ph.D.) at the University of Manitoba regardless of nationality or discipline during tenure of the award.

Students must be recommended by their department to the Faculty of Graduate Studies. Only students with a minimum GPA of 3.75 in the last sixty credit hours of study at a recognized university based on a Bachelor, Master's, Graduate Diploma or Doctoral degree will be recommended. Competition for the UMGF is strong each year and there are always many more students recommended than there are available awards.

International GPAs are calculated using the equivalency criteria from the Faculty of Graduate Studies website http://umanitoba.ca/faculties/graduate_studies/admin/569.html

For tips on calculating United States and other Canadian universities GPAs, please go to the following Graduate Studies website: http://umanitoba.ca/faculties/graduate_studies/admin/161.html

Students should contact their departments for more information on departmental review processes and deadlines.

Offer of a UMGF does not guarantee admission into a graduate program at the University of Manitoba.

I. Value

Value for a 12-month period

Ph.D.	\$18,000.00
Master's	\$14,000.00

II. Eligibility

Applicants must meet ALL eligibility requirements.

Academic standing — Students must have a minimum GPA of 3.75 in the last 60 credit hours of study at a recognized university based on a Bachelor, Master's, Graduate Diploma or a Doctoral degree. Admissions criteria will be used in calculating GPA.

Citizenship – All students regardless of citizenship are eligible to apply. Canadian citizens and permanent residents are encouraged to apply to CIHR, NSERC and SSHRC scholarships, if they are eligible for funding from these research councils. **Tricouncil-eligible students who do not apply for a Tricouncil awards will be considered ineligible for a UMGF.**

Fields of study – Students in all fields of graduate studies are eligible to apply.

Years of graduate study — Students are eligible to receive the UMGF for the first 24 months of their Master's program and the first 48 months of their PhD program. **Total maximum UMGF support for any individual graduate student is 48 months.**

Please Note: Applications from students who have not yet begun a graduate program at the University of Manitoba will be considered, regardless of whether the student has completed a formal application for admission to the Faculty of Graduate Studies. However, such applicants must provide evidence that they satisfy the English Language Requirements for admission to the Faculty of Graduate Studies (see the Faculty of Graduate Studies website for information).

For a complete record of UMGF eligibility criteria, please see the UMGF Award Holder's Guide, available on the Faculty of Graduate Studies Webpage: http://umanitoba.ca/faculties/graduate_studies/funding/forms.html

Applicants are responsible for familiarizing themselves with, and meeting, all UMGF eligibility criteria.

III. Selection and Announcement

The Faculty of Agricultural and Food Sciences Graduate Awards Committee will make the final selection of award recipients. Applicants for the UMGF are evaluated and selected according to the criteria in the following categories:

Academic Excellence

Achievements and Awards. Achievements will be evaluated relative to the applicant's stage in their program.

- **Research ability or potential**

- quality of contributions to research and development (including works considered creative endeavors)
- relevance of work experience and academic training
- judgment and ability to think critically
- ability to apply skills and knowledge
- originality
- initiative and autonomy
- enthusiasm for research
- determination and ability to complete projects within an appropriate period of time

- **Communication Skills**

- The ability or potential to communicate scientific concepts clearly and logically in written and oral formats. For example, this could include:
 - i. quality of the application's presentation
 - ii. participating in preparing publications
 - iii. awards for oral presentations or papers

- **Leadership**

- Professional and relevant extracurricular interactions and collaborations. For example, these could include:
 - i. mentoring
 - ii. teaching
 - iii. supervisory experience
 - iv. project management
 - v. chairing committees
 - vi. organizing conferences and meetings
 - vii. holding of elected positions in relevant organizations

Selection Criteria Weightings		
	<u>Master's</u>	<u>Ph.D.</u>
Academic Excellence (GPA)	60%	40%
Achievements	10%	30%
Leadership	10%	10%
References	10%	10%
Department Head's Comments and Ranking	10%	10%

Notification of decision

The Faculty of Graduate Studies notifies applicants of the results in writing. **The Faculty of Graduate Studies will not provide results by telephone, by e-mail or in person.** Students may also obtain the results from their respective departments.

Successful applicants will receive a notice of award and must refer to the relevant UMGF *Award Holder's Guide*, which contains instructions on how to obtain payment as well as the regulations pertaining to their award.

INSTRUCTIONS ON COMPLETING THE UMGF APPLICATION FORM

GENERAL PRESENTATION

When you prepare your application and supporting materials, follow these guidelines:

- Print must be in black ink (**typed or printed**), 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.
- If you use a type size measured in characters per inch (cpi), it must be no more than 10 cpi.
- Condensed type is not acceptable.
- The on-line application form is automatically formatted to meet these standards and the type size cannot be changed.

Notes:

Save your changes to the on-line application using "Save as". You must print out a hard copy of the electronic application form after it is completed, sign it, and submit it along with required attachments/documentation to your department by the deadline.

Attachments (free form)

- Use white paper
 - **Either** use letter size paper (8 ½ x 11 inches [21.5 x 28 cm]) and set margins at ¾ of an inch (1.9 cm) (minimum) all around.
 - **or** use A4 paper (21 x 29.7 cm) and set left and right margins to 1.7 cm, and top and bottom margins to 2.7 cm (minimum).
- Enter your name at the top of every page.
- Print on one side of the paper only.
- Please follow the regulations pertaining to the number of pages allowed. Pages in excess of the number permitted will be removed.

What does my signature on the application mean?

- You accept the terms and conditions of the award as set out in the UMGF regulations (attached to the application form) and the Award Holder's Guide.
- You will acknowledge, wherever possible, UMGF's funding assistance
- You certify that the information provided in your application is complete, accurate and consistent with institutional policies to the best of your 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 – FOR APPLICANT

TITLE

Mr/Ms/Mrs/Miss/Dr – title is used when corresponding with the applicant

LAST NAME & FIRST NAME

Name should match all documents enclosed with the application and will appear when corresponding with the applicant. If the name on the application differs from transcripts and/or other documents enclosed with the application, the applicant is required to submit documentation (ie marriage certificate) to clarify the applicant's identity.

ADDRESSES

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 Manitoba and will be your reference number in all correspondence with the Faculty of Graduate Studies. 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 only current and past programs. See application form for transcript submission instructions. Do not include programs that you have not yet started.

ENGLISH LANGUAGE COMPETENCE

Complete this section if none of your completed degrees listed in the previous section are from a Canadian university or from a university in a country on the English Language Exemption list. Before completing the section, consult the Faculty of Graduate Studies information on English language requirements: http://umanitoba.ca/faculties/graduate_studies/admissions/139.htm

Remember to attach the required documentation to your application.

OTHER RELEVANT WORK EXPERIENCE

In the area labelled "Position held under nature of work," specify whether the employment was full- or part-time. Also, indicate if you gained the experience in the course of a program of study.

AWARDS & SCHOLARSHIPS RECEIVED

Starting with your most recent awards, give the name of the award, the value, the type (institutional, provincial, national, or international), the location of tenure, and the 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.

PUBLICATIONS (one free form page may be appended)

List your contributions to research and development and works considered creative endeavours. Begin with your 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; and
- f. Patents and copyrights (e.g., software, but excluding publications).
- g. Un-refereed posters or papers presented in conferences or meetings

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.

THESES COMPLETED OR IN PROGRESS

Provide information for all degrees involving completion of a thesis. For completed degrees, indicate the date by which you completed all degree requirements (date of completion of all courses, thesis defence, corrections, and deposition of thesis, not the convocation date).

LEADERSHIP ACTIVITIES

List activities that best demonstrate leadership and community involvement. Begin with the most recent and indicate the organization, time involved and give a brief description of your role. You can include all activities since starting university, but since you are limited to one page, you may need to be selective.

Part II

REFEREES

Two letters of support must be included with the UMGF application form

What you should do

Provide a photocopy of your completed application to each of your two referees. Provide each referee with the instructions and the original of Part II or refer them to the on-line form.

Allow sufficient time to enable your referee to complete, print and return the form. The referee must return the form and the letter of reference to you in a signed and sealed envelope or send it directly to the department through which you are applying.

Part III

DEPARTMENTAL COMMENTS

The department head, the head's representative or a committee of the department through which you are applying must complete this part of the form.

How to complete Part II of the UMGF application – FOR REFEREES

Who should complete this form?

Complete this form if you have agreed to evaluate an applicant for a UMGF award.

- Use this form in conjunction with the applicant's completed copy of the UMGF application form
- Once you have completed the rating form and have attached a letter of support, the Faculty of Graduate Studies Awards Committee will use it to review and assess the application for an award.
- Complete and submit the signed form and the letter of support prior to the deadline. The Awards Committee will not consider the application without it.
- **Either** return the form and the letter of reference to the applicant in a signed and sealed envelope **or** send it directly to the department to which the applicant is applying.

GENERAL PRESENTATION

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

- The form and letter of support must be typed or printed
- 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 12 pts.
- If you use a type size measured in characters per inch (cpi), it must be **no more** than 10 cpi
- Condensed type is **not** acceptable.
- A one-page letter of support 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.

Note

If you provide exceptionally high or low ratings that are inconsistent with the application as a whole, they may diminish the report's credibility. Please note that this report will be accessible to the applicant with your particulars blocked out.

How to complete Part III of the UMGF application – FOR DEPARTMENT HEAD OR DESIGNATE

Who should complete this form?

Complete this form if you are evaluating an applicant for a UMGF award and you are the head of the department or a representative.

What do you need to complete this form?

Before you start completing this form to evaluate the applicant, make sure you have:

- The applicant's completed copy of the UMGF application form
- Completed originals of Part II – ratings form grid to be completed by two referees and a letter of support from each of the two referees.
- The applicant's official academic transcripts (certified true copies and/or student histories are acceptable) **web print out and Student Aurora print outs are not acceptable**

Complete this evaluation for all UMGF applicants through your department regardless of their status. This information contributes to a fair assessment and comparison of all applicants whether they are currently attending the University of Manitoba or not. If you are unable to provide a useful evaluation due to the lack of contact with the applicant, please indicate this on the form.

GENERAL PRESENTATION

When you prepare your departmental evaluation, follow these guidelines:

- The form must be typed or printed
- 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.
- If you use a type size measured in characters per inch (cpi), it must **no more** than 10 cpi.
- Condensed type is **not** acceptable.

Please pay careful attention to the program that the applicant is entering during tenure of the award. This will affect the criteria used in assessing the applicant and the value of the award.

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 (based on performance in the current program and in the last 60 credit hours before entry into the current program)
- Research ability or potential
- Communication skills
- Interpersonal and leadership skills

Explain any discrepancies between the comments and ratings in Part II, completed by the referees, and the departmental comments in Part III. If there were any unusual circumstances that may have affected the applicant's performance, please explain.

Please do not recommend applicants

- whose GPA in the last 60 credit hours of degree program(s) from a recognized university is below 3.75
- who will exceed 24 months of a Master's program as of September in the competition year (for a UMGF Master's)
- who will exceed 48 months of a Ph.D. program as of September in the competition year (for a UMGF Ph.D.)

Last Name of Applicant		First Name			
ACADEMIC BACKGROUND (current and past degree programs including in programs in progress)					
Degree	Name of discipline	Department, Institution and country	Month and year started	Month and year awarded/expected	Status (PT/FT)
Bachelor's					
Master's					
Doctorate					
Other					
ENGLISH LANGUAGE COMPETENCE Complete this section if you are not currently a University of Manitoba student and none of your completed degree programs is from a Canadian university or a country on the English Language Exemption List. (see http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm)					
Either I am enclosing a certified copy of my high school diploma from a Canadian high school or from a high school in a country on the English Language Exemption List					<input type="checkbox"/>
or I am attaching a certificate showing that within the last two years I have exceeded the minimum requirements on one of the English Language Proficiency Tests listed at http://umanitoba.ca/faculties/graduate_studies/admissions/139.htm					<input type="checkbox"/>
OTHER RELEVANT WORK EXPERIENCE					
Position held and nature of work (begin with current)	Organization and department	Supervisor	Period (mm/yyyy – mm/yyyy)		

Last Name of Applicant	First Name
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AWARDS & SCHOLARSHIPS RECEIVED
(indicate award type: international, national, provincial, or institutional)

Award Name and Value	Type	University	Period (mm/yyyy – mm/yyyy)

Last Name of Applicant

First Name

Please Indicate Proposed Advisor:

Please provide a brief statement of your proposed academic research and objectives (both short term and long term), and expected area of study. **This statement must be authored and written by the applicant. Your statement must be understandable to someone outside of your field.** Use plain language and do not reproduce abstract of thesis. Use space provided below, no additional pages allowed.

Last Name of Applicant

First Name

PUBLICATIONS (List papers published in refereed journals, book and proceedings, papers and posters presented at conferences and other published evidence of productivity beginning with the most recent. **One additional page** may be appended if needed).

Last Name of Applicant		First Name
THESES COMPLETED OR IN PROGRESS		
1. Degree	Supervisor	Date degree requirements completed
Title of thesis		
2. Degree	Supervisor	Date degree requirements completed
Title of thesis		
LEADERSHIP ACTIVITIES Provide information on activities that demonstrate leadership or community involvement. Include both academic and non-academic leadership activities undertaken since the date of first entrance to a university		
Organization	Dates and frequency of involvement	Description

Last Name of Applicant		First Name	
REFEREES Provide information on two referees who will complete Part II of the application and will submit a letter of support.			
Last Name		First Name	
Position		Department/Division	
Institution			
Telephone No.	Facsimile No.	E-mail address	
Last Name		First Name	
Position		Department/Division	
Institution			
Telephone No.	Facsimile No.	E-mail address	
UNIVERSITY TRANSCRIPTS List all university transcripts appended to this application. You must include all undergraduate and graduate transcripts. Only official transcripts, "student histories" from the Registrar's Office and certified true copies are acceptable. Web printouts and Student Aurora printouts are not acceptable. These documents must be in originally sealed envelopes at the time of receipt at the departmental level.			

PART II – TO BE COMPLETED BY REFEREE

This report is **CONFIDENTIAL** and must be completed by the student’s proposed advisor or a faculty member from any academic institution with special knowledge of the student.

Last Name of Applicant	First Name
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THIS REPORT CONSISTS OF THREE PARTS AND ALL PARTS MUST BE COMPLETED:
 The information provided on this form is most important to the Awards Committee in evaluating the suitability of the candidate for receiving the UMGF. You are therefore asked to give detailed information (both pros and cons) about the candidate.

- (2.1) How long have you known this student and in what capacity? (professor, supervisor, committee member etc.)
 (2.2) Check the boxes that most nearly represent your opinion of the candidate in comparison with a representative group of individuals you have known who have had approximately the same training and experience.
 (2.3) The letter of support should be typed or printed in black, as the material must be duplicated for the peer review process.

2.1 I have known this applicant for _____ (#) years in the capacity as his/her _____ (professor, advisor, committee etc.) On the basis of my experience with _____ (#) students at a similar level over _____ years, I would give this student the following rating:

2.2 RATING FORM (Note: Ratings should be consistent with information contained within the body of the application form – including the marks on the transcripts)

	EXCEPTIONAL		EXCELLENT		VERY GOOD	GOOD	ACCEPTABLE	UNABLE TO JUDGE
	Upper 2%	Upper 10%	Upper 15%	Upper 20%	Upper 33%	Upper 50%	Lower 50%	
Academic preparation								
Demonstrated scholarly ability								
Demonstrated research ability								
Communication skills (written)								
Communication skills (oral)								
Industriousness/ motivation								
Creativity								
Originality								
Judgement								

2.3 PLEASE ELABORATE ON THE ABOVE RATINGS BY ATTACHING AN ADDITIONAL LETTER OF SUPPORT (REQUIRED)

Name of Respondent (Print)	Signature
Position	Institution

PART III – CONFIDENTIAL

NOTE: Application forms submitted without transcripts attached and without departmental cover sheets will be returned to the department and marked incomplete. THE AWARDS COMMITTEE GIVES CONSIDERABLE WEIGHTING TO THIS SECTION. PLEASE ENSURE THAT THIS SECTION IS COMPLETED WITH CARE AND THAT ANY DISCREPANCIES BETWEEN THE ACADEMIC RECORD AND THE REST OF THE APPLICATION ARE ADDRESSED HERE.

TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT OR REPRESENTATIVE

Last Name of Applicant	First Name
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Among the _____ students from this department who are recommended, this student ranks _____

This student will be in the _____ year of the _____ (Master's/Ph.D.) program as of September 1, 2015 and is expected to complete all degree requirements by _____.

For students applying for the first year of Ph.D. study please indicate one of the following:

The student will complete the Master's program prior to entering the Ph.D. ; or

The student will transfer to the Ph.D. program without completion of a Master's.

Provide a rationale for the ranking assigned to the applicant. Provide evidence of the quality and merit of the student and how the student rates in comparison to his/her peers. The Awards Committee is particularly interested in information that is not otherwise available to them, for example: assessment of the quality of the applicant's publications or presented papers, encounters by department personnel with the applicant that has allowed assessment of their ability, previous experience with students from the applicant's source institution, or observations on the judgement or reliability of the referees.

The candidate is RECOMMENDED NOT RECOMMENDED

Please do not recommend candidates whose GPA for the last 60 credit hours of study is below 3.75
NOT RECOMMENDED applicants will not be considered by the Awards Committee

Name of Respondent (Print)	Department
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Signature	Date
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