

UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP (UMGF) AWARD HOLDER'S GUIDE*

Introduction

Please read this guide carefully on receipt of your Notice of Award. It contains important information regarding the payment and administration of your award.

- The Faculty of Graduate Studies offers more than \$2 million dollars in University Graduate Fellowships each year to full time graduate students (Master's and Ph.D.) to recognize academic excellence. It is given to students who have demonstrated superior intellectual ability and academic accomplishment.
- Students must be recommended by their department to the Faculty of Graduate Studies. **Only students with a minimum cumulative GPA of 3.75 (above B+) over the last 60 credit hours of study or equivalent may be recommended.** Competition for the UMGF is strong each year, and there are always many more applicants than there are available awards.
- Students wishing to have more information should contact their departments regarding departmental review processes and deadlines.
- This guide supersedes previous statements on Fellowships/Scholarships regulations. The Faculty of Graduate Studies may, without notice, change award regulations or the terms and conditions of the award. Any major changes will be announced immediately to award holders and/or in the Graduate Studies web site.

***Also applies to the Manitoba Graduate Scholarship (MGS)**

General Regulations

To hold an award, you must:

- Have been admitted **without provision or have cleared your provisional admission** as a Master's or Ph.D. student into a graduate program at the University of Manitoba
- Be registered full-time in a graduate program of study in the unit that recommended you for a UMGF.
- Accept the terms and conditions of the award, as set out in this guide, in the Notice of Award and in the program description as outlined on the UMGF application form
- Be members in good standing within the university community as stated in the "Student Discipline By-Law"
- Acknowledge, wherever possible, the UMGF's assistance for research
- Not hold or accept full-time employment that exceeds more 720 hours over a 12 month period; the 720 hour limit includes employment both inside and outside the university.
- Maintain a minimum cumulative GPA of 3.50 and not receive any grade below C+ (including AX courses) in the current year
- Not be enrolled as full-time students in two programs simultaneously
- Apply for and accept (if offered) National Scholarships for which you are eligible, at every possible competition. Some of these National Awards are NSERC (Natural Sciences and Engineering Research Council), SSHRC (Social Sciences and Humanities Research Council), CIHR (formerly MRC – Medical Research Council and NHRDP – National Health Research Development Program) or any similar national agency. MHRC (Manitoba Health Research Council) is another agency to which eligible students must apply. If UMGF recipients who are eligible for a National Award do not apply, the University of Manitoba Graduate Fellowship shall not be renewed.

In addition,

- The **date of degree completion** is the date on which all requirements for your degree have been met, including successful defense and submission of a copy of your thesis to MSpace as well as a paper copy and the required forms to the Faculty of Graduate Studies
- Awards may be cancelled without notice if the conditions under which they are granted are violated.
- If the Tricouncil considers a student ineligible to hold one of their awards the student will also be ineligible to hold a UMGF

Acceptance and Refusal of Award (New Award Holders Only)

- You must notify the Faculty of Graduate Studies Awards Officer **by the deadline indicated on your Accept/Decline Form** of your decision to accept or decline the award
- **Your UMGF offer will be revoked if it is not accepted by the deadline**
- Notification by telephone is not accepted

Start Date

- Normally the start date for the fellowship is the anniversary of the start date of your program.
- An early start date (May) may be approved upon receipt of a letter from the recipient's advisor supporting the student's request for an early (May) payment. Please note that if the first installment is paid in May and the first admission date to your current program was in the month of July or September, the fellowship will terminate at the end of April in a subsequent year.
- Only students who began their program in the month of July may request a July start.
- **Fellowships may be deferred by one term only & no later than January of that academic year.** Recipients must decline the UMGF and request that their department consider them in the next academic year if they are unable to accept the fellowship upon a deferral to January (i.e., if the award

can not be taken up in January, after having been deferred from September, then it must be declined).

- **Students admitted under the “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 4-month (one term period)
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Value and Duration of Award

- The value and duration of your award are detailed in your Notice of Award
 - The value and duration of your award will be adjusted to take into account a change in your registration status, e.g. early completion of your degree, termination of your graduate studies program, or other reasons.
 - *Master’s students* – award holders should note that their fellowship support will not extend beyond the first two years (24 months) of their Master’s program.
 - *Ph.D. students* – award holders should note their fellowship support will not extend beyond the first four years (48 months) of their Ph.D. program.
 - **Total maximum UMGF support for any individual graduate student is four years (48 months)**
 - To determine the length of time spent in a graduate program, two years of part-time study will be deemed equivalent to one year full-time study at both the Master’s and the Ph.D. level; i.e. – if a Ph.D. applicant was registered part-time for four years from the date of the Ph.D. admission, he/she would be eligible for UMGF funding for two years as a full-time Ph.D. student.
 - In the case of a transfer from Master’s to Ph.D. 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 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 for a new UMGF by their unit if they will be registered full-time in the Ph.D. program for the next academic year.
 - UMGF Master’s recipients who transfer from a Master’s to a Ph.D. program in the middle of an academic year will continue to receive funding at the Master’s level until the end of that academic year.
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Interruption of Award

- You may interrupt your award based on approval of parental leave or exceptional leave as outlined in the University Faculty of Graduate Studies Calendar for a maximum of 1 year.
 - You must obtain approval from the Faculty of Graduate Studies prior to any interruption of your award
 - For approved interruptions, your payments will be suspended for the duration of the interruption and will resume payment when all the conditions of your award are met (generally, on your return to full-time studies). The interruption will not reduce the total amount of support available to you
 - For the purpose of determining eligibility for future scholarships, approved interruptions will not count when the number of months spent in graduate studies is being calculated.
 - You may not interrupt your award in order to take up another award, pursue full-time employment or to pursue studies other than those for which you received UMGF support.
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Vacation Leave

- UMGF holders are permitted a maximum of two weeks for vacation leave without penalty to their fellowship.
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Reinstatement of Award

- To reinstate an interrupted award, you must notify the Awards Officer in writing at least eight weeks before resuming your studies, confirming the exact date you intend to reinstate your award.
 - Awards will be governed 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. If considering admission to a different department, a student may request that the new department consider them for a UMGF. The new department is not required to offer the student a UMGF.
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Other Sources of Income (Employment and Other Awards)

- UMGF holders are expected to devote the majority of their time to the expeditious completion of their degree program. As a guideline in this context, the Faculty of Graduate Studies limits the number of hours of employment per 12-month period to 720 hours (within the university and outside the university).
 - Internship hours are not counted as part of the 720 hours maximum, provided that they are a requirement of your program of studies.
 - You may not concurrently hold an award that exceeds or is equal to the value of your UMGF.
 - Students offered an external award that is equal to or exceeds the value of the UMGF may not hold the UMGF
 - Students may not work as a full-time employee at any time during tenure of the scholarship
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RENEWALS

- UMGFs are renewable on the basis of a satisfactory progress report, which will be issued by the Awards Officer to eligible recipients in December. This form is to be completed and signed by the applicant, by the student's advisor or supervisor, and the Department Head.
 - Grades of C+ and higher (including AX courses) in the current year, and a cumulative grade point average of 3.50 or better are required.
 - Subject to continued eligibility, the department's recommendation, and budget limitations, fellowships may be renewed.
 - Fellowships may be renewable in part or full, for one year at the Master's level and for three years (one year at a time) at the Ph.D. level. Students who receive the maximum funding support of four years, or who are beyond the second year of and continuing in a Master's program or beyond the fourth year of a Ph.D. program are not eligible to hold or renew a UMGF
 - Renewal forms must be received by the deadline. Failure to submit renewal forms so that they are received by the deadline will result in a non-renewal of their fellowship.
 - May payment is contingent upon continued eligibility and approval of a satisfactory renewal form, which UMGF recipients will receive in December.
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- All renewals in May are subject to continued full-time enrollment in a graduate program and confirmation of a satisfactory progress on the renewal form.
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Termination of Award

- If you are planning to terminate your fellowship early, contact the Awards Officer as soon as possible.
- Your registration status may change in certain circumstances, e.g., when you complete your degree, start another program of studies, terminate your studies, change to part-time status, or accept full-time employment. If you are uncertain whether your status has changed, please contact the Awards Officer.
- If your registration status changes, the final value of your fellowship will be prorated based on the end date as determined by the Faculty of Graduate Studies.
- If you accept full-time employment, regardless of whether you have completed your degree, your award will be terminated as of the effective date of your contract of employment. The value of the fellowship will be prorated.
- Awards may be cancelled without notice if the conditions under which they are granted are violated
- **Any fellowship payment received covering any period of ineligibility must be repaid in full.**

UMGFs will terminate when

- you meet the requirements for your respective degrees (submission of the final two copies of your thesis to the Faculty of Graduate Studies)
 - you fail to meet the requirements for satisfactory progress or other Faculty of Graduate Studies requirements for continuation – as previously outlined
 - you are offered an external scholarship that is equal to or exceeds the UMGF in monetary value you are offered any scholarships that exceed the UMGF in monetary value
 - you exceed 720 hours of employment per 12-month period
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Going off campus

- Fellowship holders who are required to do an “off campus” thesis and/or course work which will take them beyond the provincial boundaries of Manitoba, **must submit a request through their advisor and approved by the Department Head, for continuation of their fellowship payments before going “off campus”**. The request should contain a statement about the justification for the student to go off campus as well as an indication that adequate supervision will be provided for the student. This request should be sent to the Awards Officer, Faculty of Graduate Studies, 500 University Centre. **PAYMENTS WILL NOT BE PROVIDED IF THIS REGULATION IS BREACHED.**
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Payment Schedule

The fellowship is paid in biweekly installments with a one-week delay. Payment is made by direct deposit to your bank account.

Payment may take up to four to six weeks after the receipt of all information and documentation before it is direct deposited.

Taxation and Other Issues

- **Taxation:** The Comptroller's office will issue the T4A form. Please review the Revenue Canada website for current information on taxation of scholarships and fellowships.
<http://www.cra-arc.gc.ca/menu-e.html>
- **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.