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Office of the Dean  
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## MEMORANDUM

**Date:** 23 March 2011

**To:** Heads of units with Graduate Programs, Grad Chairs, Award Contacts  
**xc:** Deans of units with Graduate Programs

**From:** John (Jay) Doering, Dean, Faculty of Graduate Studies

**Re:** UMGF & MGS Award Duration

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On Wednesday, February 23, 2011 the Faculty of Graduate Studies Awards Committee met to discuss how the duration of the UMGF and MGS are calculated. Currently the duration of the UMGF and MGS are calculated by counting the number of months completed in a program as of September of the year of the award and subtracting this from the maximum possible duration. This can result in partial year award durations for those students with a program start date that is not September.

After some deliberation, the committee unanimously recommended that full year increments would be fairer for all students. As a result, beginning with the 2011-2012 competition, the UMGF and MGS will only be awarded in full year increments. Durations will be calculated as follows:

Student Status at time of UMGF Application	Award Duration
Master's student prior to start of program	2 years
Master's student in first year	1 year
Master's student in second year or more	Not eligible
PhD student prior to start of program	4 years
PhD student in first year	3 years
PhD student in second year	2 years
PhD student in third year	1 year
PhD student in fourth year or more	Not eligible

If you have questions or concerns about these guidelines, feel free to contact the awards officer Marcia Yoshida at [marcia\\_yoshida@umanitoba.ca](mailto:marcia_yoshida@umanitoba.ca) or 474-9836.