

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 Supplemental Awards (TMSA), Research Manitoba Studentships, and Tri-Agency Master's and Doctoral Awards (SSHRC, NSERC, and CIHR)

EFFECTIVE January 2022 and applicable to new UMGF awards starting 2022-2023

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

- The Faculty of Graduate Studies (FGS) offers more than \$5.5 million dollars in 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 always many more applicants than there are available awards.
 - This guide supersedes previous statements on Fellowship/Scholarship 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 as soon as possible to award holders and/or on the Graduate Studies website.
-

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 recommends you for a UMGF, if you hold a UMGF award.
- Accept the terms and conditions of the award, as set out in this guide and in the Notice of Award.
- Be members in good standing and adhere to the Rules/Principles within the university community as outlined in the "Student Discipline By-Law."
- Acknowledge, wherever possible, the UMGF, Faculty of Graduate Studies, Research Manitoba, 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 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), and CIHR (Canadian Institutes for Health Research).

In addition,

- The **date of degree completion** is the date on which your name is included in final graduation list and submitted by the Faculty of Graduate Studies to the Registrar's Office.
 - Awards may be cancelled without notice if the conditions under which they are granted are violated.
-

Acceptance and Refusal of Award (New Award Holders Only)

- Normally, the start date for the fellowship is the anniversary of the start date of your program.
 - 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 year the award is being offered. This means that May is the earliest possible start date of an award.
 - Please note that a request for 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 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 cannot be taken up in January after having been deferred from September, 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 period (one term).
-

Value and Duration of Award

- Effective 2018-2019, the Unit/Department or Faculty will determine the duration (in annual increments) of the student's UMGF at time of recommendation.
- Effective 2018-2019, the Unit/Department or Faculty will determine the start of the award (May, September or January) at time of recommendation for the UMGF.
- 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, approved leave of absence, termination of your graduate studies program, or other applicable reasons.
- *Master's UMGF holders* – should note that their fellowship will not extend beyond the first **28 months** of their Master's program.
- *Ph.D. UMGF holders* – award holders should note their fellowship will not extend beyond the first **52 months** of their Ph.D. program.
- 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 Ph.D. level; ie. If a Ph.D. applicant was registered part-time for four years from the date of the Ph.D. admission, he/she will be eligible for funding for two years as a full-time Ph.D. student.
- 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	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 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, after which the award will terminate if no new recommendation is provided.

Interruption of Award

- You may interrupt your award based on approved exceptional leave as outlined in the University Faculty of Graduate Studies Academic Guide. Normally, the interruption may not exceed one year.
 - You may continue your UMGF or TMSA award based on approved parental leave and your award will be extended for the time of your approved parental leave. Normally, this continuation/extension may not exceed one year.
 - You must obtain approval from the Faculty of Graduate Studies prior to any interruption of your award, or continuation of your award in the case of parental leave.
 - 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 or continuations 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, Tri-Agency, Research Manitoba, or TMSA support.
-

Vacation Leave

- Award holders are permitted a maximum of 21 days (three weeks) for vacation leave without penalty 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. The UMGF holder must contact the FGS Awards Office with details of the vacation leave.
-

Reinstatement of Award

- To reinstate an interrupted award, you must notify the FGS Awards Office 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.
-

Change of Department or Faculty

- UMGF holders cannot take their fellowships 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 offer the student a UMGF.
-

Other Sources of Income (Employment and Other Awards)

- Award holders are full-time students and are expected to devote themselves full time to the expeditious completion of their degree program.
- Award holders may not concurrently hold an 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.
- Students may not work as a full-time employee at any time during tenure of the scholarship. Full-time employment in this case is considered to be permanent, continuous (i.e., not term, temporary, or occasional) employment of 30-40 hours a week.
- **Failure to report additional funding/income that impacts award eligibility, and/or necessitates 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 awards, the continuation of the award will be based on submission of a satisfactory Progress Report Form.
 - Progress Report Forms must be completed and submitted to the Faculty of Graduate Studies Programs Assistant by the annual deadline of June 1 each year. Failure to submit this form on time will result in the discontinuation of the UMGF.
 - 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.
 - **UMGF holders are required to apply to an external agency (such as NSERC, SSHRC or CIHR) at every possible opportunity in order to continue payments.**
-

Termination of Award

- If you are planning to terminate your fellowship early, please contact the FGS Awards Office as soon as possible to avoid overpayment.
- 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 FGS Awards Office.
- 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.**

Award will terminate when:

- You meet the requirements for your respective degrees (the deadline date in which the Faculty of Graduate Studies must submit the final graduation list to the Registrar's Office).
 - You fail to meet the requirements for a satisfactory progress or other Faculty of Graduate Studies requirements for continuation as previously outlined.
 - For UMGF holders - You are offered an external scholarship that is equal to or exceeds the UMGF in monetary value.
 - For UMGF holders - You are offered any scholarships that exceed the UMGF in monetary value.
-

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 to the student. This request should be sent (in writing) to the FGS Awards Office.
- **PAYMENTS WILL NOT BE PROVIDED IF THE REGULATION IS BREACHED.**

Payment Schedule

The fellowship is paid in bi-weekly instalments on a one-week delay. Payment is made by the Payroll office via direct deposit to your Canadian bank account 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 to Payroll. 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 (accessible through JUMP) and alert the FGS Awards Office if they notice any issues with their bi-weekly payments.

Taxation and Other Issues

- **Taxation:** The Comptroller's office will issue the T4A form, which is typically available for download in JUMP and/or UMCareers. Please review the Revenue Canada website for current information on taxation of scholarships and fellowships.
https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/p105/p105-students-income-tax.html#P120_8332
- **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.