



University of Manitoba
Graduate Fellowship

Unit Guidelines

2012 - 2013

UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP FACULTY AND UNIT GUIDELINES

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FORWARD

In the 2007 the devolution of UMGFs to the Unit level was initiated. A unit is typically a Department but in the case of non-departmentalized faculties (*e.g.*, Kinesiology and Recreation Management, Law, Music, Pharmacy, and Social Work) can refer to a faculty, or even a program (*e.g.*, Applied Health, Disability Studies, Peace and Conflict Studies). While devolution to the Unit may be appropriate as the Faculty of Graduate Studies deals directly with units as opposed to budget faculties, in many cases devolution to the Unit level may not be practical as this will require too fine a discretization of UMGF funds to be useful, *i.e.*, less than a full award. In such cases, units may wish to develop an MOU at their budget faculty level. The requirements for this process are described below.

Devolving UMGF funds allowed for units to recommend UMGF recipients at the time of recommending admission. This will allow an award notice to be sent out along with the letter of admission. The goal is to help to prevent the loss of potential “star” students who might receive offers of funding from other institutions. By eliminating the once per year UMGF competition and devolving to the unit level, units will have greater control over who gets funding and when the offers of funding are made. Units would also have greater control over what factors are used to select UMGF recipients, as long as the minimum GPA criterion is met.

Units should follow the summary provided on page 2.

SUMMARY OF FGS RESPONSIBILITIES

1. Provide instructions and guidance to Units in allocating their UMGF funds.
2. Provide budget and estimate of number of awards per Unit/faculty:
 - a. preliminary budget (released in mid January); and
 - b. a final budget (released in the spring) after Tri-council awards are announced.
3. Final approval of all recommended applicants.
4. Arrange an overall ranking of UMGF recipients to be used to award supplemental awards and upgrades to Manitoba Graduate Scholarships.
5. Send out award letters and regulations to UMGF recipients and to recipients of supplemental awards and/or upgrades to MGS.
6. Administer award payments to awardees and maintain budget.
7. Administer renewals as per UMGF/MGS regulations.
8. Manage unspent or carried over funds as required.

SUMMARY OF UNIT RESPONSIBILITIES

1. Determine any internal deadlines and advertise to students as required.
2. Ensure all recommendations meet eligibility criteria and are complete as per recommendation form. Recommendations based on the preliminary UMGF quotas should be made prior to March 31. Additional recommendations as permitted by the final quotas should be made promptly after release of the final quotas. Only recommendations made prior to June 30 will be considered for supplemental awards and MGS upgrades. Recommendations will not be considered after September 30.
3. Allocate all funds in year given. Carry over of funds will not be permitted.
4. Contact students who were not awarded a UMGF to let them know their status.

Units should refer to eligibility and recommendation guidelines on pages 3 and 4.

Note on Unit Responsibilities:

- a. Budget Faculty wide competition:
Units in a faculty may choose to participate in a (budget) faculty wide UMGF competition. Unit Heads in their budget faculty will be required to sign an agreement indicating that they are opting to participate (freely and without duress) in a faculty wide competition and will be combining their allocation with all participating units. This agreement would be forwarded to the Faculty of Graduate Studies prior to any awards being given out. This agreement would need to be renewed each year that the faculty continues to use a faculty wide competition.

Please contact the Awards Officer at 474-9836 if your Unit has any concerns regarding these regulations.

ELIGIBILITY CRITERIA

Value (for a 12 month period):

Ph.D: \$16,000
Master's: \$12,000

Eligibility

Academic standing: Students with a minimum GPA of 3.75 (above B+) in the last 60 credit hours or equivalent at a recognized university based on a Bachelor, Masters, Graduate Diploma or a Doctoral degree. Please use admissions criteria 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 award may be considered ineligible for a UMGF.

Fields of study: Students in all fields of study of graduate studies are eligible to apply, provided the field of study meets the eligibility criteria for Tricouncil graduate awards.

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 refer to the Award Holder's guide for more detailed eligibility criteria. The Award Holder's Guide can be found at:

http://umanitoba.ca/faculties/graduate_studies/funding/112.htm

RECOMMENDING A UMGF RECIPIENT

UMGF Recommendations can be made upon release of the preliminary budget in January.

There are two streams by which a UMGF recipient can be recommended:

1. At the time of recommending a student for admission.
2. Before admission is recommended or after student has been admitted.

1. **If recommending a student for a UMGF at the time of admission**, proceed as follows:

- a. At the time of preliminary assessment of admission application ensure that applicant has an admit GPA of at least 3.75 in the last 60 credit hours or equivalent as per admission processes. Please refer to the following link for instructions http://umanitoba.ca/faculties/graduate_studies/admin/164.htm
- b. If minimum GPA criteria is met, submit the “Recommend for UMGF” form along with the documents required for recommending for admission. Please print the “Recommend for UMGF” form on blue paper to allow us to easily identify that a student has been recommended for a UMGF along with their admission.

If applicant meets minimum GPA criteria and all admission criteria an award notice will be sent out along with their letter for admission.

If applicant does not meet UMGF eligibility criteria the Unit and student will be notified accordingly by the Awards Officer.

2. **If recommending a student for a UMGF prior to an admission recommendation or after the student has been admitted:**

- a. The Unit must conduct a preliminary assessment to ensure applicant has a GPA of at least 3.75 in the last 60 credit hours or equivalent. Please use the same GPA calculation as per admission instructions.
- b. Submit the “Recommendation for UMGF form along with photocopies of all transcripts and a recent U of M student history from the Registrar’s office. Please print the form on blue paper to allow us to easily identify that a student has been recommended for a UMGF
- c. Please note that recommending a student for a UMGF prior to admission does not guarantee admission.

UMGF BUDGET

Each year a preliminary budget will be released to all Units in mid January. The budget is based on the average of the last two years of enrollment numbers of full time Master's students in their first two years of study and full time Ph.D. students in their first 4 years of study. Enrollment numbers will be provided by the Office of Institutional Analysis. These numbers do vary from year to year and Unit UMGF budgets will vary accordingly. A final budget will be released in the spring, after the Tri-council announces their awards. Please note that the date by which the Tri-council announces their award does vary and as a result the release of the final budget will vary accordingly.

Only those units whose graduate programs meet the eligibility criteria for Tricouncil graduate student awards will be given a quota.

Units who do not use their funds in the academic year allocated will lose these funds. Funds not spent in the academic year allocated will be clawed back and reallocated.

Units with a small allocation may not be able to offer an award every year.

The Faculty of Graduate Studies reserves the right to cap any Units' allocation.

Renewals will be subtracted from each Units' UMGF allocation.

If your Unit cannot use the full allocation please contact the Awards Officer as early in the academic year as possible. Funds must be allocated in the academic year given as carry over of funds is frowned upon and may result in a reduced budget for graduate funding.

SUPPLEMENTAL AWARDS AND MGS UPGRADES

The UMGF is used to determine the recipients of the listed supplemental awards, which are meant to be held with the UMGF. The same process is used to upgrade new Master's UMGF recipients to the Manitoba Graduate Scholarship for Master's students. The Faculty of Graduate Studies will be using an admission grade point average list of new UMGF recipients to allocate these supplemental awards and upgrades. New UMGF recipients who take up the award after beginning their program will still be considered for the supplemental awards and upgrades, but their award grade point average will be used instead of their admission grade point average. These supplemental awards offers and MGS upgrades will occur in July of each year. Only students who have received an offer as of July will be included in the supplemental offers and upgrades.

List of Supplemental Awards

J.S. Lightcap: for the highest ranked Ph.D. student in any discipline.

Clarence Bogardus Sharpe: for graduate students in any discipline ranked highest in this year's UMGF competition.

Alfred Rea Tucker: for a graduate student in any discipline ranked immediately after students receiving the Clarence Bogardus Sharpe.

Gordon P. Osler Scholarship: for full time Ph.D. students in Management, Engineering or Science ranked highest in this year's UMGF competition. NB: Gordon P. Osler Prize valued at \$100 is awarded to the highest ranked Gordon P. Osler award.

Manitoba Graduate Scholarship for PhD Students: for full time Ph.D. students in any research based program ranked highest in this year's UMGF competition.