



Department of Environment and Geography

University of Manitoba
Graduate Fellowship Application
2019-2020

Application Deadline: May 10th, 2019

Riddell Faculty Graduate Program Coordinator
440 Wallace Building
University of Manitoba
Winnipeg, Manitoba, R3T 2N2

UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP (UMGF) AND MANITOBA GRADUATE SCHOLARSHIP (MGS) AWARD HOLDERS GUIDE
EFFECTIVE May 1, 2019 and applicable to new UMGF awards starting 2019-2020

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 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/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.
 - Students wishing to have more information should contact their departments/units regarding departmental review process 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 website.
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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 recommend you for a UMGF
- 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/MGS 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 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), 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
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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 previous years may request an early start date (May).
 - Please note that a request for an early start date will not extend the duration of the award.
 - **Fellowships 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 January deferral (ie. If the award cannot 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

- 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
- 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 will not extend beyond the first **28 months** of their Master's program
- *Ph.D. students* – award holders should note their fellowship will not extend beyond the first **52 months** of their Ph.D. program.
- **Total maximum UMGF/MGS support for any individual graduate student is five years (60 months) This applies to new UMGF/MGS award recipients beginning the 2019-2020 competition**
- 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

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 Academic Guide. Normally, the interruption may not exceed one 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/MGS support.
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Vacation Leave

- Award holders are permitted a maximum of two weeks for vacation leave without penalty to their fellowship. If an award holder's vacation leave is longer than two weeks, the award will be suspended for the additional vacation time. The UMGF holder must contact the Awards Office with details of the vacation leave
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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 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.
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Other Sources of Income (Employment and Other Awards)

- Award holders are expected to devote the majority of their time to the expeditious completion of their degree program.
 - You may not concurrently hold an award that exceeds the value of the UMGF/MGS
 - Students offered an external award that is equal to or exceeds the value of the UMGF/MGS may not hold the award
 - Students may not work as a full-time employee at any time during tenure of the scholarship
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RENEWALS

- 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 1st. Failure to submit this form on time will result in the discontinuation of the UMGF/MGS
 - 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/MGS holders are required to apply to an external agency (such as NSERC, SSHRC or CIHR) at every possible opportunity in order to continue payments***
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Termination of Award

- If you are planning to terminate your fellowship early, please 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**

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
 - You are offered an external scholarship that is equal to or exceeds the award in monetary value
 - You are offered any scholarships that exceeds the UMGF in monetary value
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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 to the student. This request should be sent to the Awards Officer, Faculty of Graduate Studies, 500 University Centre.

- **PAYMENTS WILL NOT BE PROVIDED IF THE REGULATION IS BREACHED**

Payment Schedule

The fellowship is paid in bi-weekly instalments with a one-week delay. Payment is made by direct deposit to your Canadian bank account

Payment may take up to four to six weeks after 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.

Revised: December 2016, February 2017, December 2017, May 2018, November 2018

INSTRUCTIONS ON COMPLETING THE UMGF APPLICATION FORM

PART I – FOR APPLICANT

ACADEMIC, RESEARCH, WORKS CONSIDERED CREATIVE ENDEAVORS AND OTHER RELEVANT WORK EXPERIENCE

In the area labeled “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.

AWARDS APPLIED FOR

Indicate awards applied for other than the UMGF. Note that eligible students are expected to apply for national awards (eg. NSERC, SSHRC or CIHR) and the MHRC to be considered for the UMGF.

PROPOSED LOCATION OF TENURE

Specify the proposed department and advisor (if known) for the upcoming academic year.

NOTE: Students may apply through one department only.

PUBLICATIONS (one free form page may be appended)

List your contributions to research and development and works considered creative endeavors. 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).

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.

THESIS COMPLETED OR IN PROGRESS

For completed degrees, indicate the date by which you completed all degree requirements (not the convocation date). This includes your thesis defence, corrections, and deposition of thesis.

Proposed Research (one free form page may be appended)

Provide a detailed description of your proposed research activities and/or creative endeavors for the period during tenure of the award. State the objectives and outline the experimental or theoretical approach to be taken, and the methods and procedures to be used. State the significance of the proposed research activities to the field.

If you have not yet formulated a plan of research, you must describe the specific research problems that interest you and explain why.

UNIVERSITY TRANSCRIPTS

Official transcripts must be received from each post-secondary institution you have attended other than the University of Manitoba (if applicable). You may ask the department to retrieve the official transcripts that were submitted to the Faculty of Graduate Studies with your application for admission to the program if they contain the most up-to-date information from that institution.

Part II

REFEREES

Only one letter of support may be included with the UMGF application form, additional letters will not be sent to the Awards Committee. However, students who do not have an University of Manitoba academic record may append one extra letter of support from a person most knowledgeable about their academic work. It is recommended that you select an individual that is not/will not be your thesis supervisor for your graduate program at the University of Manitoba, but is knowledgeable of your academic work, to provide this reference, if possible.

Submit to:

Celia Mellinger
Riddell Faculty Graduate Program Coordinator
Riddell.Graduate@umanitoba.ca
440 Wallace Building
