Department of History

University of Manitoba Graduate Fellowship
Application Information

Application Deadline: January 15
Graduate Secretary
Department of History
403 Fletcher Argue Building
University of Manitoba
Winnipeg, Manitoba, R3T 2N2
The Faculty of Graduate Studies usually offers about $2 million in new and continuing University of Manitoba Graduate Fellowships (UMGF) each year to meritorious students for full-time study and/or research (which includes works that are considered creative endeavors) leading to a graduate degree. Awards are made on the basis of academic excellence, and are open to students who will be registered as full-time graduate students (Masters or Ph.D.) at the University of Manitoba regardless of nationality or discipline during tenure of the award.

Only students with a minimum GPA of 3.75 (above B+) in the last two completed years of study at a recognized university based on a Bachelor, Masters, Graduate Diploma or Doctoral degree will be recommended. Competition for the UMGF is strong each year and there are always many more students recommended than there are available awards.

International GPAs are calculated using the equivalency criteria from the Faculty of Graduate Studies website http://umanitoba.ca/faculties/graduate_studies/admissions/equivalencies.html

Offer of a UMGF does not guarantee admission into a graduate program at the University of Manitoba.

I. Value

<table>
<thead>
<tr>
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<th>Value for a 12-month period</th>
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<tbody>
<tr>
<td>Ph.D.</td>
<td>$18,000.00</td>
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<tr>
<td>Masters</td>
<td>$14,000.00</td>
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II. Eligibility

Applicants must meet ALL eligibility requirements.

**Academic standing** - Students with a minimum GPA of 3.75 (above B+) in the last two full years of study (minimum of 48 credit hours in a Bachelor degree) at a recognized university based on a Bachelor, Masters, Graduate Diploma or a Doctoral degree.

**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. Students that do not apply for a national award may be considered ineligible for the UMGF

**Fields of study** – Students in all fields of graduate studies are eligible to apply.

**Years of Graduate studies**

The following students are eligible to apply for a UMGF in the Joint Masters Program in History
- Students in their final year of a bachelor degree program who will be entering a full-time Masters program as of September.
- Students in a Pre-Masters program who will be entering a full-time Masters program as of September.
- Students currently registered in the first year of a Master’s program

The following students are eligible to apply for a UMGF in the Ph.D. program
- Students entering a full-time Ph.D. program as of September.
- Students currently in the first, second or third year of a Ph.D. program
- Students transferring to a full-time Ph.D. program from a Master’s program (note: students who transfer to a Ph.D. program from a Master’s program without getting a degree - time spent in a Master's program will count as part of the Ph.D. program in determining eligibility)

Students are eligible to receive the UMGF for the first two years of their Master’s program and the first four years of their Ph.D. program. **Total maximum UMGF support for any individual graduate student is four years.**

In computing years of graduate studies, two years of a part-time study are equivalent to one-year full-time study.
III. External Funding

UMGF awards are funded from University sources. With more students applying for and gaining external funding, more funds are available to students who are not eligible for external funding. Departments are requested to ensure that all eligible students apply for external funding.

Students are strongly encouraged to take advantage of every funding opportunity to allow those students ineligible for external scholarships access to UMGF awards. Therefore, it is expected for students who are Canadian citizens or permanent residents to apply for external scholarships, if they are eligible, from the major research councils (NSERC, SSHRC and CIHR). Eligible students who do not apply for external scholarships may be considered ineligible for UMGF funding.

Students offered national, provincial or international funding for full-time study and/or research at the University of Manitoba will be required to accept the external funding and decline the UMGF.

UMGF Renewals - Joint Masters students entering year II and PhD students entering years II through IV of their degree program who have been awarded a UMGF are required to apply for external funding if they are eligible, to qualify for subsequent year(s) of funding. Students who are eligible to apply for external funding but do not do so will be considered ineligible for renewal of their award.

IV. Funding Limits

The UMGF is not tenable with any other scholarship that has a greater monetary value than the UMGF award.

V. Transfers

Students awarded a UMGF may transfer their award from one University of Manitoba (U of M) department to another, with the approval of the Dean of the Faculty of Graduate Studies. The student must request the transfer in writing to the Dean of Graduate Studies, which will be recommended and signed by the student’s advisor/supervisor, the Head of the former department and the Head of the proposed new department.

If a student transfers courses from one Masters program to another, their eligibility in the second program is limited to 24 months less the number of months spent in the first year of their Masters program. If no courses (ie. Credit hours) are transferred to a second Masters program, then the student is eligible for the full 24 months of UMGF support at the Masters level.

UMGF Master’s recipients who transfer from a Master’s to a Ph.D. in the middle of an academic year will continue to receive funding at the Master’s level until the end of that academic year. To receive funding at the Ph.D. level, the student must re-apply in the next competition as a Ph.D. student.

VI. Start Date and End Date

Start Date. Normally the start date for the UMGF is September – the beginning of the academic year. An early (May) start date may be approved upon receipt of a signed letter on letterhead from the student’s advisor supporting the request for payments to begin in May. Please note that if the first installment is paid in May and the first admission date to the current program was in the month of September, the fellowship will terminate at the end of April in a subsequent year.

Fellowships may not be deferred. Recipients must decline the UMGF and reapply in the next competition if they defer their admission or are otherwise unable to accept the fellowship starting in September.

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.

End Date. All awards are terminated as follows:

Completion of Degree – Students will have their UMGF award pro-rated to the end of the month in which they complete their degree requirements. The date of degree completion is the date on which all requirements for a degree have been met, including successful defense and submission of the final two copies of thesis to the Faculty of Graduate Studies. Students will be required to return any amounts issued to them for the time period after this date.
Withdrawal from Program – Students will have their UMGF award pro-rated to the date by which their withdrawal from their degree program is effective. Students will be required to return any amounts issued to them for the time period after their effective withdrawal date.

Any fellowship payment received covering any period of ineligibility must be repaid in full.

VII. Award Payment

Students must be admitted and registered as a full-time graduate student without provision in the academic year that they are receiving a UMGF.

UMGF payments are disbursed in biweekly instalments and will be directly deposited to their account. May payment is contingent upon continued eligibility and approval of a satisfactory renewal form which UMGF recipients will receive in December. Award payments are not credited towards tuition. Students are responsible for paying their own tuition.

VIII. Selection and Announcement

Selection Criteria
Applicants for the UMGF are evaluated and selected according to the criteria in the following categories:

- Academic excellence
  - academic record

- Awards
  - scholarships and awards held

- Research ability or potential
  - quality of contributions to research and development (including works considered creative endeavors)
  - relevance of work experience and academic training to field of proposed research
  - significance, feasibility, and merit of proposed research
  - ability to think critically
  - ability to apply skills and knowledge
  - judgement
  - originality
  - initiative and autonomy
  - enthusiasm for research
  - determination and ability to complete projects within an appropriate period of time

- Communication Skills
  - The ability or potential to communicate concepts clearly and logically in written and oral formats. For example this could include:
    i. quality of the application’s presentation, statement of purpose, writing samples
    ii. participating in preparing publications
    iii. awards for oral presentations or papers

- Interpersonal and leadership abilities
  - Professional and relevant extracurricular interactions and collaborations. For example, this could include:
    i. mentoring
    ii. teaching
    iii. supervisory experience
    iv. project management
    v. chairing committees
    vi. organizing conferences and meetings
    vii. elected positions held

Notification of decision

Successful applicants will receive a notice of award and must refer to the relevant UMGF Award Holder’s Guide, which contains instructions on how to obtain payment as well as the regulations pertaining to their award.
INSTRUCTIONS FOR COMPLETING THE UMGF APPLICATION FORM

General Presentation

When you prepare your application and supporting materials, follow these guidelines:

• Print must be in black ink (typed), and be of letter quality (minimum standard).
• Text must be single-spaced, with no more than six lines per inch.
• If you use a type size measured in points (pts), it must be no smaller than 12 pts.
• If you use a type size measured in characters per inch (cpi), it must be no more than 10 cpi.
• Condensed type is not acceptable.
• The on-line application form is automatically formatted to meet these standards and the type size can not be changed.

Attachments (free form)

• Use white paper 8 ½ x 11 inches (21.5 cm x 28 cm).
• Set margins at ¾ of an inch (1.9 cm) (minimum) all around.
• Text may be single or double spaced.
• Enter your name at the top of every page.
• Print on one side of the paper only.
• Please follow the regulations pertaining to the number of pages allowed. Pages in excess of the number permitted will be removed.

What does my signature on the application mean?

• You accept the terms and conditions of the award as set out in the UMGF regulations (attached to the application form) and the Award Holder’s Guide.
• You will acknowledge, wherever possible, UMGF’s funding assistance.
• You certify that the information provided in your application is complete, accurate and consistent with institutional policies to the best of your knowledge. The provision of false or inaccurate information may result in sanctions, including termination of funding and disentitlement from eligibility for future funding.

PART I – FOR APPLICANT

TITLE
Mr/Ms/Mrs/Miss/Dr – title is used when corresponding with the applicant

LAST NAME & FIRST NAME
Name should match all documents enclosed with the application and will appear when corresponding with the applicant. If the name on the application differs from transcripts and/or other documents enclosed with the application, the applicant is required to submit documentation (ie marriage certificate) to clarify the applicant’s identity.

ADDRESSES
Current address information will be used when corresponding with the applicant unless otherwise noted.

STUDENT NUMBER
This number is provided to you by the University of Manitoba and will be your reference number in all correspondence with the Faculty of Graduate Studies. If you do not have a student number or if you do not know what your student number is, leave this section blank.

CITIZENSHIP
Eligibility for certain awards and fellowships and financial aid is determined by your citizenship. Please check the appropriate box.

CURRICULUM VITAE
Please include information for all relevant subsections in your C.V.

EDUCATIONAL BACKGROUND
Starting with the most recent program of study, list the institution granting the degree, the field of study, the starting and (anticipated) finishing date. Do not include programs that you have not yet started.
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.

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.

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. For publications submitted or in press, indicate the date of acceptance/submission and the number of pages submitted.

Use the following headings and order in your listing:

a. Books
b. Articles published or accepted in refereed journals;
c. Chapters in refereed books or essay collections;
d. Articles submitted to refereed journals;
e. Other refereed contributions (e.g., encyclopaedia entries; review essays; communications, papers in refereed conference proceedings, posters etc.);
f. Other publications (e.g., book reviews, other non-refereed publications)

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

REFEREE INFORMATION
Provide contact information for two individuals whom you have asked to submit letters of reference on your behalf. Ask them to complete the Referee's Assessment Form (which may be downloaded from our web site) and attach a letter of support on official letterhead.

TRANSCRIPTS
For the purpose of this application only, original or certified copies of official transcripts from all institutions you have attended are acceptable. Current University of Manitoba students also require a Student History from the Registrar's Office.

ACADEMIC BACKGROUND
Include only current and past programs. Do not include programs that you have not yet started.

STATEMENT OF RESEARCH (one free form page may be appended)
Provide a detailed description of your proposed research activities 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.
Part II – REFEREE’S ASSESSMENT FORM & LETTER

REFEREES

Two letters of support should be included with the UMGF application form. Additional letters will not be sent to the Awards Committee. Referees should complete the Referee’s Assessment Form and should also append a supporting letter. Letters may arrive with the application materials via the applicant or they may be sent directly to the Department of History.

What you should do
Provide a photocopy of your completed application to your referees. Provide your referees with the instructions and the original of Part II or refer them to the on-line form.

Allow sufficient time to enable your referees to complete, print and return the form. The referee must return the form and the letter of reference to you in a signed and sealed envelope or send it directly to the department you are applying through.

Submit letters to: Graduate Program Secretary, Department of History, 403 Fletcher Argue Building, University of Manitoba, Winnipeg, Manitoba, R3T 2N2

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How to complete Part II of the UMGF application – INFORMATION FOR REFEREES

Who should complete this form?
Complete this form if you have agreed to evaluate an applicant for a UMGF award.
Also:
• Use this form in conjunction with the applicant’s completed copy of the UMGF application form
• Once you have completed the rating form and have attached a letter of support, the Faculty of Graduate Studies Awards Committee will use it to review and assess the application for an award.
• Complete and submit the signed form and the letter of support prior to the deadline. The Awards Committee will not consider the application without it.

GENERAL PRESENTATION

When you prepare your report on the applicant, follow these guidelines:
• The form and letter of support must be typed
• Print must be in black ink, and be of letter quality (minimum standard)
• If you use a type size measured in points (pts), it must be no smaller than 12 pts.
• If you use a type size measured in characters per inch (cpi), it must be no more than 10 cpi
• Condensed type is not acceptable.
• A one-page letter of support printed on official letterhead must be appended (this letter should be consistent with the ratings provided in the grid). Original, signed hard copies must follow any faxed or emailed copies.

How to complete this form
Rate the applicant on each of the evaluation criteria in the grid and justify your evaluation in the supporting letter. Rather than providing general comments, assess the applicant’s strengths and limitations for each criterion. Include specific examples of the applicant’s accomplishments and contributions to support your assessment.

Note
If you provide exceptionally high or low ratings that are inconsistent with the application as a whole, they may diminish the report’s credibility. Please note that this report will be accessible to the applicant with your particulars blocked out.