



University of Manitoba  
Graduate Fellowship

Faculty and Department Guidelines

2008 - 2009

# UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP FACULTY AND DEPARTMENT GUIDELINES

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## FORWARD

Beginning with the 2007/2008 academic year, the UMGF was devolved to the Faculty level. This allows each Faculty more autonomy in recognizing excellence amongst their students. Each Faculty will be responsible for running an internal competition to recommend award recipients to the Faculty of Graduate Studies as permitted by their budget. The following is a guide for Faculties and Departments in running the UMGF competition.

**Departments should follow the summary provided on page 2.**

**Faculties should follow the summary provided on page 3.**

**The Faculty of Graduate Studies will be responsible for the following:**

1. Advertise the UMGF competition to students;
2. Provide instructions and guidance to Faculties for the UMGF competition;
3. Provide budget and estimate of number of awards per Faculty;
4. Final approval of all recommended applicants;
5. Arrange an overall ranking of UMGF recipients to be used to award supplemental awards;
6. Send out award letters and regulations to UMGF recipients;
7. Administer award payments to awardees and maintaining budget;
8. Administer renewals as per UMGF regulations;
9. Manage a 5% holdback of the total UMGF fund to accommodate last minute award recommendations.

Please contact the Awards Officer at 474-9836 if your Faculty wishes to use a different framework for selecting the recommended UMGF applicants.

## SUMMARY OF DEPARTMENT RESPONSIBILITIES

1. Set internal deadline and advertise to students.
2. Ensure all applications meet eligibility criteria and are complete as per checklist (see pages 4 and 5).
3. Assess and rank applicants as per the summary of guidelines and evaluation grid (see pages 6 – 12).
4. Submit recommended applications in rank order to Faculty by deadline (check with Faculty for individual deadlines).
5. Contact students who were not forwarded to the Faculty to let them know their application status.

Departments may find it useful to produce a summary of grades and score sheet to assist their committee members. Please see sample on page 16 and 17.

## SUMMARY OF FACULTY RESPONSIBILITIES

1. Assemble a Faculty based UMGF selection committee that consists of at least 5 members plus a chair. The chair will be a non-voting member.
2. Set internal deadline and forward information to all departments.
3. Ensure all applications meet eligibility criteria and are complete as per application check list (see pages 4 and 5).
4. Assess and rank applicants as per summary of guidelines and evaluation grid (see pages 6-12).
5. Submit recommended award recipients and alternates in rank order as per budget allocation (provided by Faculty of Graduate Studies on February 1, 2007). See page 12 for submission table. **Faculty of Graduate Studies deadline is February 22, 2008. The Faculty of Graduate Studies will confirm eligibility of all recommended applicants.**
6. Contact students who were not recommended to the Faculty of Graduate Studies to let them know their application status.

Faculties may find it useful to produce a summary of grades and score sheet or request that their departments produce a summary of grades and score sheet to assist committee members with ranking. Please see sample on page 16 and 17.

**APPLICATION CHECKLIST**  
**Before Submitting Applications to the**  
**FACULTY OF GRADUATE STUDIES**  
**by February 22, 2008**

- \_\_\_ 1. **All** applications are **typed**.
- \_\_\_ 2. Departmental recommendation sheets - signed and attached, are completed.
- \_\_\_ 3. Applications are listed and sorted in rank order.
- \_\_\_ 4. All **official** transcripts (or departmentally certified copies of official transcripts) of the students' academic record from **ALL** previous universities attended (other than the University of Manitoba) are attached. Student Aurora and web printouts are not acceptable.
- \_\_\_ 5. University of Manitoba academic records are attached. (student histories or official transcripts)
- \_\_\_ 6. Copies of registration forms of part-time Master's students indicating that all previous study in the Master's program in your department has been part-time.
- \_\_\_ 7. Parts II and III of application form are completed in such a way as to give your students the same opportunity of being awarded as those of other departments.
- \_\_\_ 8. **No other appended information** (e.g. curriculum vitae, additional letters of reference- except in circumstances where the student does not have a University of Manitoba Academic Record) are attached to the applications. They will **not** be copied for the Awards Committee.
- \_\_\_ 9. Ensure that applications and transcripts/student history are unstapled.

## ELIGIBILITY CRITERIA

### VALUE:

Value for a 12 month period:

PhD \$16,000

Masters \$12,000

### ELIGIBILITY

**Academic standing:** Students with a minimum GPA of 3.75 (above B+) in the last two full years of study 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 there are eligible for funding from these research councils. Students who do not apply for a national award may be considered ineligible for a UMGF.

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

**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.

The application form is available online at

[http://umanitoba.ca/faculties/graduate\\_studies/funding/112.htm](http://umanitoba.ca/faculties/graduate_studies/funding/112.htm)

**SUMMARY OF GUIDELINES (INTERNAL WORKING RULES) USED BY THE  
FACULTY OF GRADUATE STUDIES AWARDS COMMITTEE  
IN THE SELECTION OF CANDIDATES FOR THE  
UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP AWARDS**

\*\*\*\*\*

**Preamble**

These guidelines are to assist UMGF selection committees in the preparation of ranking lists containing the names of suggested candidates.

It should be appreciated that the Faculty of Graduate Studies Awards Committee reserves the right to alter or modify the existing guidelines as dictated by circumstances.

**WORKING RULES USED BY THE GRADUATE AWARDS COMMITTEE**

**I. RANKING GUIDELINES**

**1. ALL SECTIONS OF THE APPLICATION FORM MUST BE TYPED.**

**2. Sessional Grade Point Average**

Recent successful applicants have had a first class average (minimally 3.90) in the last two completed years of study. **Therefore applications that do not meet this minimum GPA standard are not likely to be successful and should not be recommended.** Exceptions to this do occur, if the candidate is exceptionally strong in other areas such as research, publications, etc. Applicants whose GPA fall below 3.75 in the last two completed years, will not be forwarded to the Faculty of Graduate Studies Awards Committee.

The international equivalency scales used to convert international transcripts to the University of Manitoba grade scale can be found online at [http://umanitoba.ca/faculties/graduate\\_studies/facultyinfo/assess/index.php](http://umanitoba.ca/faculties/graduate_studies/facultyinfo/assess/index.php)

**\*\* Any given department may not receive more than 10% of total new awards for the year. (i.e. typically no more than 10 - 13) Faculties may wish to limit the total number of applications each department can recommend for the Faculty competition.**

I have enclosed for your information the evaluation grid used by the Faculty of Graduate Studies Awards Committee along with an explanation for its use. As you will note, both Ph.D. and Masters students apply and are assessed in one competition but are scored slightly differently.

**FACULTY OF GRADUATE STUDIES AWARDS COMMITTEE**

**EVALUATION OF UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIPS  
(UMGFs)**

**THE GRIDS (see attached)**

**GENERAL:**

1. The grid criteria are based on the information provided in the application forms.
2. The number of criteria requiring scoring by committee members is 5 in both the master's and PhD grids.
3. The maximum score on both master's and Ph.D. grids is 200.
4. GPA, based on the academic history, is the most heavily weighted criterion in both grids. This is because the UMGF is, in fact, a scholarship which is heavily weighted on the basis of merit.

**DEFINITIONS AND EXPLANATIONS**

**Master's**

**GPA: 120/200**

The primary reason for this heavy weighting (60% of the total score) is because the other criteria do not provide as much basis for comparison for applications. For example, master's applicants rarely have many publications or presentations of research findings and advisors may be unable to comment extensively on research ability, communication skills etc.

**Procedures for scoring:**

- a) For an applicant with only undergraduate or undergraduate and pre-master's grades, scoring is based on the final two full years as follows:

| <b>GPA</b>  | <b>POINTS</b> |
|-------------|---------------|
| 4.25 – 4.50 | 110-125       |
| 4.00 – 4.24 | 95-110        |
| 3.90 – 3.99 | 80-95         |
| 3.80 – 3.89 | 55-80         |
| 3.70 – 3.79 | 45-55         |
| 3.60 – 3.69 | 35-45         |
| 3.50 – 3.59 | 25-35         |
| 3.40 – 3.49 | 15-25         |
| BELOW 3.40  | 0             |

b) For an applicant with both undergraduate and graduate grades:

(i) 12CH or more at the master's level

| <b>Master's</b> |               | <b>Undergraduate</b> |               |
|-----------------|---------------|----------------------|---------------|
| <b>GPA</b>      | <b>POINTS</b> | <b>GPA</b>           | <b>POINTS</b> |
| 4.25 – 4.50     | 65 – 75       | 4.25 – 4.50          | 40 – 45       |
| 4.00 – 4.24     | 55 – 65       | 4.00 – 4.24          | 35 – 40       |
| 3.90 – 3.99     | 45 – 55       | 3.90 – 3.99          | 30 – 35       |
| 3.80 – 3.89     | 35 – 45       | 3.80 – 3.89          | 25 – 30       |
| 3.70 – 3.79     | 25 – 35       | 3.70 – 3.79          | 20 – 25       |
| 3.60 – 3.69     | 15 -- 25      | 3.60 – 3.69          | 5 – 20        |
| 3.50 – 3.59     | 5 – 15        | 3.50 – 3.59          | 0 – 5         |
| Below 3.5       | 0             | Below 3.5            | 0             |

(ii) Less than 12CH at the master's level:

| <b>Master's</b> |               | <b>Undergraduate</b> |               |
|-----------------|---------------|----------------------|---------------|
| <b>GPA</b>      | <b>POINTS</b> | <b>GPA</b>           | <b>POINTS</b> |
| 4.25 – 4.50     | 40 – 45       | 4.25 – 4.50          | 65 – 75       |
| 4.00 – 4.24     | 35 – 40       | 4.00 – 4.24          | 55 – 65       |
| 3.90 – 3.99     | 30 – 35       | 3.90 – 3.99          | 45 – 55       |
| 3.80 – 3.89     | 25 – 30       | 3.80 – 3.89          | 35 – 45       |
| 3.70 – 3.79     | 20 – 25       | 3.70 – 3.79          | 25 – 35       |
| 3.60 – 3.69     | 15 – 20       | 3.60 – 3.69          | 15 – 35       |
| 3.50 – 3.59     | 10 – 15       | 3.50 – 3.59          | 5 – 15        |
| Below 3.5       | 0             | Below 3.5            | 0             |

## **Achievements and Activities (Part I): 40/200**

This section includes experience, awards, and publications.

### Awards

In general, more points should be awarded according to:

- the level of the award (university versus high school)
- the prestige of the award (national versus local)
- the number of awards

### Experience, publications, and research communications

Experience must be relevant. For example, summer work experience as a camp counselor could be relevant to an applicant entering a programme in child development and experience working as a medical lab technician could be relevant to an applicant entering a programme in microbiology.

Research experience includes publications and research communications. Also, research communications should be interpreted broadly and should include presentations at both scientific/academic conferences and “public” conferences.

## **References and Department Ranking (Part II and III) – 40/200**

The score is based on the assessment of the referee as well as the department ranking and recommendation. A referee is usually the advisor or some other faculty member who knows the applicant well, and is based on the referee’s overall ranking and comments regarding academic preparation, research ability, communication skills, motivation, and creativity.

## **Ph.D:**

### **GPA: 100/200**

Grade Point Average (GPA) can be awarded a maximum of 100 points, or 50% or the total score. It is weighted slightly lower at the Ph.D. level than at the master’s level because other criteria, such as research experience, publications, and awards can be more discriminatory at this level.

### Procedures for scoring:

- a) For an applicant with only undergraduate and master’s grades:

| <b>Master's</b> |               | <b>Undergraduate</b> |               |
|-----------------|---------------|----------------------|---------------|
| <b>GPA</b>      | <b>POINTS</b> | <b>GPA</b>           | <b>POINTS</b> |
| 4.25 – 4.50     | 70 – 80       | 4.00 – 4.50          | 10 – 20       |
| 4.00 – 4.24     | 60 – 70       | 3.70 – 3.99          | 0 – 10        |
| 3.90 – 3.99     | 50 – 60       | Below 3.70           | 0             |
| 3.80 – 3.89     | 40 – 50       |                      |               |
| 3.70 – 3.79     | 30 – 40       |                      |               |
| 3.60 – 3.69     | 20 – 30       |                      |               |
| 3.50 – 3.59     | 10 – 20       |                      |               |
| Below 3.5       | 0             |                      |               |

- b) For an applicant with Master's grades only: (min. 12 credit hours of courses plus completed thesis)

| <b>Master's</b> |          |
|-----------------|----------|
| 4.25 – 4.50     | 80 – 100 |
| 4.00 – 4.24     | 70 – 80  |
| 3.90 – 3.99     | 60 – 70  |
| 3.80 – 3.89     | 50 – 60  |
| 3.70 – 3.79     | 40 – 50  |
| 3.60 – 3.69     | 30 – 40  |
| 3.50 – 3.59     | 20 – 30  |
| Below 3.50      | 0        |

- c) For an applicant with Ph.D. grades:

| <b>Ph.D.</b> |               | <b>Master's</b> |               |
|--------------|---------------|-----------------|---------------|
| <b>GPA</b>   | <b>POINTS</b> | <b>GPA</b>      | <b>POINTS</b> |
| 4.25 – 4.50  | 70 – 80       | 4.00 – 4.50     | 10 – 20       |
| 4.00 – 4.24  | 60 – 70       | 3.70 – 3.99     | 0 – 10        |
| 3.90 – 3.99  | 50 – 60       | Below 3.70      | 0             |
| 3.80 – 3.89  | 40 – 50       |                 |               |
| 3.70 – 3.79  | 30 – 40       |                 |               |
| 3.60 – 3.69  | 20 – 30       |                 |               |
| 3.50 – 3.59  | 10 – 20       |                 |               |
| Below 3.50   | 0             |                 |               |

(d) For an applicant with Undergraduate marks only

| <b>Ph.D.</b> |               | <b>Undergraduate</b> |         |
|--------------|---------------|----------------------|---------|
| <b>GPA</b>   | <b>POINTS</b> |                      |         |
| 4.25 – 4.50  | 70 – 80       | 4.00 – 4.50          | 10 – 20 |
| 4.00 – 4.24  | 60 – 70       | 3.70 – 3.99          | 0 – 10  |
| 3.90 – 3.99  | 50 – 60       | Below 3.70           | 0       |
| 3.80 – 3.89  | 40 – 50       |                      |         |
| 3.70 – 3.79  | 30 – 40       |                      |         |
| 3.60 – 3.69  | 20 – 30       |                      |         |
| 3.50 – 3.59  | 10 – 20       |                      |         |
| Below 3.5    | 0             |                      |         |

Note: Where an applicant has less than 6CH at the Ph.D. level, the scoring in (c) and (d) above will be reversed, that is, the points for Ph.D. will be as per the master's/undergraduate and vice versa.

### **Achievements and Activities (Part I): 60/200**

This section includes experience, awards and publications.

#### Awards

In general, more points should be awarded according to:

- the level of the award (university versus high school)
- the prestige of the award (national versus local)
- the number of awards

#### Experience, publications, and research communications

This criterion refers to relevant experience and should be directly related to the student's programme of study.

In publications and research communications, consideration should be given to publications in which the student is not the first author and should also include abstracts.

### **References and Department Ranking (Part II and III) – 40/200**

The score is based on the assessment of the referee as well as the department ranking and recommendation. A referee is usually the advisor or some other faculty member who knows the applicant well, and is based on the referee's overall ranking and comments regarding academic preparation, research ability, communication skills, motivation, and creativity.

### **PROCEDURES**

1. Prior to the distribution of applications to the evaluators, an ad hoc sub-committee will evaluate all applications and enter a range of scores to be awarded scholarship as well as the suggested scholarship score.
2. At the time Awards Committee members are scoring applications, they may request that the ad hoc scholarship sub-committee review the score and/or range for any applicant.
3. At the time of the meeting to select the successful UMGF awardees, the applications in which the evaluators' scores have a standard deviation greater than 2.0 will be discussed individually; and,
  - Evaluators whose scores deviate most from the average score should consult their grid and provide the rationale for their scores; and,
  - All evaluators will be given the opportunity to revise their scores upwards or downwards.

**Note: In the event an evaluator with a “deviant score” is unwilling to adjust the score, that score will be eliminated and the average based on the remaining scores for that applicant.**





| # | Last Name, First Name | Dept: Department   | Year X of Program | Student # | Student Number | Citz. |
|---|-----------------------|--|-------------------|-----------|----------------|-------|
|   |                       | <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>UG Program 1</b></p> <p>Year GPA Hrs</p> <p>OGPA</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>UG Program 2</b></p> <p>Year GPA Hrs</p> <p>OGPA</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>UG Program 3</b></p> <p>Year GPA Hrs</p> <p>OGPA</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>UG Program 4</b></p> <p>Year GPA Hrs</p> <p>OGPA</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>UGGPA</b></p> <p>GPA Hours</p> <p>Comments</p> </div> </div> |                   |           |                |       |
|   |                       | <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>GP Program 1</b></p> <p>Year GPA Hrs</p> <p>OGPA</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>GP Program 2</b></p> <p>Year GPA Hrs</p> <p>OGPA</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>GP Program 3</b></p> <p>Year GPA Hrs</p> <p>OGPA</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>GP Program 4</b></p> <p>Year GPA Hrs</p> <p>OGPA</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>Location of Tenure</b></p> <p>Department</p> </div> </div>   |                   |           |                |       |

