



Faculty of Education

UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP (UMGF)

for Master's CTL & Doctoral students

Application 2021 - 2022

Application Deadline for Education Graduate Students:

Monday, May 10, 2021 at 4:00 PM

Regulations and Application Guidelines

General Regulations - for Graduate Students in the Faculty of Education -

The University of Manitoba Graduate Fellowship (UMGF) is offered by the Faculty of Graduate Studies, however, Faculty of Education students apply for a UMGF through the Faculty of Education. Based on the application and supportive documentation, the Faculty of Education recommends applicants for the UMGF to the Faculty of Graduate Studies.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so.

I. Value

M.Ed. up to \$14,000/year

Ph.D. up to \$18,000/year

(For the duration of a UMGF, please see below under Duration of Award).

II. Eligibility

Citizenship

- All Faculty of Education students regardless of citizenship are eligible to apply.

To hold an award, you must:

- Have been admitted **without provision or have cleared your provisional admission** as a graduate student into a Master's program at the University of Manitoba.
- Be registered full-time in a graduate program of study in the faculty/unit that recommends you for a UMGF. However, you can be registered part-time in the graduate program at the time of application, as long as you switch to full-time at the time of receiving the award. (Please note that if you switch from part-time status to full-time status, current regulations do **not** allow you to switch back to part-time status at a later time.)
- Be a member 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 assistance for research.
- Not hold or accept full-time employment inside or outside the university.
- Not hold or accept an award that exceeds the value of the UMGF/MGF.
- Have a **minimum GPA of 3.75** within *each* of the last two full years of recognized university study.
- Maintain a minimum *degree* GPA of 3.50 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).

III. Duration of Award

- The Faculty of Education will determine the duration (in annual increments) of the student's UMGF at time of recommendation.
- The Faculty of Education 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 scholarship will not extend beyond the first **28 months** of their Master's program.
- **Total maximum UMGF/MGS support for any individual graduate student is five years (60 months).**
- 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.
- Below is a table outlining duration of the award based on the number of months completed in a graduate program.

Master's students

Number of months completed as a Master's student	Number of months eligible to receive the UMGF
0-4 months	24 months of funding
5 – 16 months	12 months of funding
Completed more than 16 months	Not eligible

Doctoral students

Number of months completed as a Ph.D. student	Number of months eligible to receive the UMGF
0-4 months	48 months of funding
5-16 months	36 months of funding
17-28 months	24 months of funding
29-40 months	12 months of funding
Completed more than 40 months	Not eligible

IV. Start Date of Award

- Normally, the start date for the fellowship/scholarship 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).
- An early start date (May) may be approved upon receipt of a letter from the award recipient's advisor supporting the student's request for an early (May) payment and confirming that the student is working on their program full time over the summer.
- Please note that a request for an early start date will not extend the duration of the award.
- **Fellowships/scholarships may be deferred for one term only and no later than January of that academic year.** Recipients must decline the UMGF and request that their faculty/unit consider them in the next academic year if they are unable to accept the fellowship/scholarship upon a January deferral (i.e., 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 4 months (one term period).

V. Renewals (for students who already hold a UMGF/MGS)

- Renewal forms will no longer be required to continue UMGF payments.
- 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.
- Grades of C+ and higher (including AX course) in the current year, and a degree grade point average of 3.50 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**

Application Guidelines - for Graduate Students in the Faculty of Education-

1. As the applicant, complete the form PART I UMGF APPLICATION.
2. Submit PART I **as an email attachment from your University of Manitoba email account*** to the Office of the Associate Dean, Graduate Programs & Research at: adgr.education@umanitoba.ca .

*If you do not have a University of Manitoba email account yet, you may use a personal email account.

3. Contact your advisor or proposed advisor for your program in Education to ask if they would be willing to support your application by completing and submitting **PART II** of the UMGF APPLICATION.

PART II (Form to be completed by Advisor) has to be sent by your advisor from their University of Manitoba email address directly to:

adgr.education@umanitoba.ca.

It is the applicant's responsibility to make sure that PART II of the application arrives by the application deadline.

4. The deadline for submitting all required documents (PART I, attachments to PART I, PART II) is **Monday, May 10, 2021, 4 p.m.**
5. For inquiries about the application process, please contact:

Faculty of Education

Office of the Associate Dean, Graduate Programs & Research

University of Manitoba

adgr.education@umanitoba.ca



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PART I: Form to be completed by Applicant

PART I UMGF APPLICATION
FACULTY OF EDUCATION
DEADLINE: Monday, May 10, 2021, 4PM

First Name	Last Name of Applicant	Student Number
ADDRESSES		
Current address (street name & number/City/Province/Postal Code)	Permanent mailing address (if different than current address) (street name & number/City/Province/Postal Code)	
If current address is temporary, indicate leaving date	Telephone number at permanent mailing address	
Student U of M E-mail address	Telephone number	
Advisor		
CITIZENSHIP		
Canadian Citizen Permanent Resident of Canada Visa Student		
BY SUBMITTING THIS FORM:		
<p>I hereby agree that any award made to me as a result of this application will be subject to the general conditions governing the UMGF. These conditions are outlined in the regulations attached to this application form, as well as the regulations outlined in the <i>Award Holder's Guide</i>.</p> <p>I hereby certify that I have read and understood the instructions and information sheet attached to this application form and that all statements made in connection with this application are true and complete.</p> <p>I authorize the university to verify any information, transcripts, or reference letters provided as part of this application.</p> <p>I understand that my application will be rejected if I have not disclosed my complete academic record or have submitted false information in support of my application to the Faculty of Graduate Studies. In such an event I understand that future applications from me will not be considered.</p>		
This personal information is being collected under the authority of <i>The University of Manitoba Act</i> and will be used for the purpose of assessing your application for the UMGF competition. It may be shared with other educational institutions. Information regarding graduation and awards may be made public. Upon your graduation, name, address and degree information you have provided will be given to and maintained by the Alumni Records department in order to assist in the University's advancement and development efforts. This information is protected by the Protection of Privacy provisions of Manitoba's <i>Freedom of Information and Protection of Privacy Act</i> . If you have any questions about the collection, contact the FIPPA Coordinator's Office (204) 474-8339, c/o Archives and Special Collections, 331 Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2		

First Name	Last Name of Applicant
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ACADEMIC BACKGROUND (current and past degree programs, including programs in-progress)

Degree	Name of discipline	Department, Institution and country	Month and year started	Month and year awarded/expected	Status (PT/FT)
Bachelor's					
Master's					
Doctorate					

ACADEMIC, RESEARCH, CREATIVE WORK AND OTHER RELEVANT WORK EXPERIENCE

Position held and nature of work (begin with current)	Organization and department	Advisor	Period (mm/yyyy – mm/yyyy)

First Name	Last Name of Applicant	
AWARDS & SCHOLARSHIPS RECEIVED (indicate whether they are national, provincial, or institutional)		
Award & Value	University/Sponsor	Period (mm/yyyy – mm/yyyy)

First Name	Last Name of Applicant
PUBLICATIONS, OTHER SCHOLARLY OR CREATIVE WORK (beginning with the most recent. <u>One additional page</u> may be appended if needed.	

First Name		Last Name of Applicant	
THESIS COMPLETED OR IN PROGRESS			
1. Degree	Advisor	Date degree requirements completed	
Title of thesis			
2. Degree	Advisor	Date degree requirements completed	
Title of thesis			
<p>Please provide a brief statement of your proposed academic research and objectives (both short term and long term), and expected area of study. This statement must be authored and written by the applicant. Your statement must be understandable to someone outside of your field. Use plain language and do not reproduce abstract of thesis. (<u>Only one additional page</u> including references may be appended using 12 pt. Font)</p>			

First Name	Last Name of Applicant
Additional Page (if needed)	



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PART II: Form to be completed by Advisor

Guidelines

1. The reference should be completed by the applicant's proposed or assigned advisor for the graduate program the applicant is admitted into or enrolled in the Faculty of Education.
2. The referee needs to complete all three parts of the required reference:
 - Section 1.1: basis for ratings
 - Section 1.2: ratings on selected qualities
 - Section 1.3: letter in support of ratings (up to one page)

In writing the letter in support of ratings, the referee is invited to include specific examples of the applicant's accomplishments and contributions to support their ratings.

3. The completed reference (the completed form below and the support letter) should be emailed **directly** to adgr.education@umanitoba.ca from the referee's University of Manitoba email address.
4. The deadline for submitting the completed reference is **Monday, May 10, 2021, 4 p.m.** It is the applicant's responsibility to follow-up with their referee on the timely submission of the reference.

UMGF PART II – TO BE COMPLETED BY ADVISOR

This report is CONFIDENTIAL and must be completed and submitted by the student's advisor or proposed advisor.

First Name	Last Name of Applicant						
THIS REPORT CONSISTS OF THREE PARTS AND ALL PARTS MUST BE COMPLETED: (1.1) How long have you known this student and in what capacity? (professor, advisor, committee member etc.) (1.2) Check the boxes that most nearly represent your opinion of the candidate in comparison with a representative group of individuals you have known who have had approximately the same education and experience. (1.3) The letter in support of your rating in (1.2).							
(1.1) I have known this applicant for ____ (#) years in the capacity as his/her _____ (professor, advisor, committee, etc.). On the basis of my experience with ____ (#) students at a similar level over ____ years, I would give this student the following rating:							
(1.2) RATING FORM Note: Ratings should be consistent with information contained within the body of the application form—including the marks on the transcripts							
	EXCEPTIONAL	EXCELLENT	VERY GOOD	GOOD	ACCEPTABLE	UNABLE TO JUDGE	
	Upper 2%	Upper 10%	Upper 15%	Upper 20%	Upper 33%	Upper 50%	Lower 50%
Academic Preparation							
Demonstrated scholarly ability							
Demonstrated Research ability							
Student's Research Proposal							
Communication Skills (written)							
Communication Skills (oral)							
Industriousness/ Motivation							
Creativity							
Originality							
Judgement							
(1.3) PLEASE ELABORATE ON THE ABOVE RATINGS BY ATTACHING AN ADDITIONAL LETTER OF SUPPORT (REQUIRED)							
Name of Advisor	Signature						
Position	Department						

First Name	Last Name of Applicant
Letter of support for UMGF Application (You may use your own document if preferred)	
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Advisor Name: