

May 20, 2020

Dear fellow graduate students,

Applications for the **2020-2021 University of Manitoba Graduate Students' Association Awards (UMGSA)** are now open. In the following pages, you will find instructions for completing the application process and the Terms of Reference for the Awards. Application forms for the Graduate Student Awards can be downloaded directly from our website at [www.umgsa.org/student-award/](http://www.umgsa.org/student-award/).

Please review all materials carefully before beginning the process. If you have any questions, please feel free to contact me at any step of the process at [vpa@umgsa.org](mailto:vpa@umgsa.org). The deadline for the receipt of application materials is **Saturday, June 20, 2020 at 4pm**. Students interested in nominating themselves for a student award, and/or their professor for the teaching award, are welcome to submit the relevant application form(s) directly by email to [vpa@umgsa.org](mailto:vpa@umgsa.org). I hope to hear from you soon.

Sincerely,



**Rubel Chandra Talukder**  
Vice-President Academic  
University of Manitoba Graduate Students' Association

## **Instructions for Submitting the Graduate Student Award Application Form**

1. Read the application instructions on page two of this document.
2. Read the terms of reference on page four and five of this document.
3. Go to [www.umgsa.org/student-award/](http://www.umgsa.org/student-award/) to download the application form.
4. Complete the application form electronically.
5. Save your curriculum vitae (outlining academic, employment, and community experience) as a PDF file.
6. Email the completed application form and your CV, **both saved as one PDF file**, to [vpa@umgsa.org](mailto:vpa@umgsa.org) with the subject line: "**UMGSA Student Award Application**".
7. Ask your referees to send each letter of recommendation as a PDF file directly to [vpa@umgsa.org](mailto:vpa@umgsa.org). Please ensure that your referees name the pdf file with student name and number and submit their recommendations before the deadline. You need **two** letters of recommendation, as follows:
  - I. An academic letter of reference (preferably from your supervisor)
  - II. A letter of reference from a community member who can speak to your volunteering, leadership, and other non-academic commitments.

*Please note that the current UMGSA Financial Policy outlines different distributions (Terms of Reference) of the UMGSA Awards than the Terms of Reference that are approved by the Senate of the University of Manitoba on April 3, 2013. The Current Executive team is diligently working to modify the current UMGSA Financial Policy to match the official Terms of Reference approved by Senate. Awards Committee will follow the Senate approved Terms of Reference for this academic year.*

## **Status of your Application**

Your application form will be processed no later than one week after the submission of complete application (i.e. after receiving two reference letters), but not judged until past the deadline. Only completed applications will be considered for the Awards. It is your responsibility to ensure that the Vice-President Academic receives a complete application by **Saturday, June 20, 2020 at 4pm.**

The University of Manitoba Graduate Students' Association Awards Committee understands and respects the need for confidentiality in evaluation processes. Once an application has been successfully received by the Vice-President Academic, all materials contained therein will be property of the Graduate Students' Association Awards Committee until the close of the competition, after which they will be destroyed. After the award selection process, awards Committee Chair will send the selected candidates list to Faculty of Graduate Studies (FGS) for further verification. Once this verification by FGS is over, the successful candidates will be notified by the Chair of the Graduate Students' Association Awards Committee by email, and the student body through the UMGSA Newsletter. If you have any questions, please feel free to contact the Vice-President Academic by email at **vpa@umgsa.org** or during office hours at 204-474-9181.

## **Senate Approved Terms of Reference of the UMGSA Student Awards**

These Terms of Reference are based upon those approved by the University of Manitoba Senate Committee on Awards (February 27, 2013) and approved by the Senate of the University of Manitoba on April 3, 2013. As per the Terms of Reference for the Graduate Students' Association Awards:

The Graduate Students' Association confers peer-to-peer recognition of fellow graduate students who are currently not recognized by the University of Manitoba Graduate Fellowship or other national awards. The Awards are designed to recognize the important contributions of graduate students make to society through scholarship and community involvement. The awards have been made possible by the generous contribution of Dr. James Burns, a levy applied to all graduate students approved through a UMGSA referendum, and a contribution made by the Manitoba Scholarship and Bursary Initiative. Students will submit their applications by email directly to the Vice-President Academic of the UMGSA at [vpa@umgsa.org](mailto:vpa@umgsa.org).

### **Award for Full-Time Master's Students**

**Two awards** valued at **\$12,000** each, will be offered to students who are enrolled full-time in the Faculty of Graduate Studies in a Master's program (not pre-master's), who do not already hold any major fellowships (including, but not limited to, SSHRC, NSERC, CIHR, MHRC, University of Manitoba Graduate Fellowships) and have contributed to society through scholarship and community involvement. **Your GPA should be based on credit hours completed at the University of Manitoba.**

### **Awards for Full-Time Doctoral Students**

**One award** valued at **\$16,000**, will be offered to a full-time student in a Doctoral program who does not hold any major fellowships (including, but not limited to, SSHRC, NSERC, CIHR, MHRC, University of Manitoba Graduate Fellowships) and has contributed to society through scholarship and community involvement. Master's students entering a Doctoral program will be eligible pending acceptance to the Doctoral program. **Your GPA should be based on credit hours completed at the University of Manitoba.**

## **Awards for Part-Time Students**

**Two awards** valued at **\$5,000** each, will be offered to students enrolled part-time in the Faculty of Graduate Studies in any Master's or Doctoral program who do not hold any major fellowships (including, but not limited to, SSHRC, NSERC, CIHR, MHRC, University of Manitoba Graduate Fellowships) and have contributed to society through scholarship and community involvement. **Your GPA should be based on credit hours completed at the University of Manitoba.**

**Recipients must be registered in the academic session for which the awards are tenable in order to accept the award.** The awards will not be renewable for a second year, but a recipient at the Master's level may apply and be considered again at the Ph.D. level of study. The starting date of the award is usually September. The award may be deferred for one term only (four months). **Due to COVID-19 health crisis, this year's Awards Luncheon is postponed until further notification. All Awards recipients will get email notification should there be an Awards Luncheon in Fall-2020.**

Members of the UMGSA/HSGSA Executive and the UMGSA Awards Committee will not be eligible for the Graduate Students' Association Awards due to their role on the selection committee.