

SSHRC Doctoral Fellowships and Joseph-Armand Bombardier Canada Graduate Scholarships (CGS) Doctoral Scholarships Internal Guidelines

Purpose

This document outlines the procedures for selection of nominees to the Social Sciences and Humanities Research Council for the Joseph-Armand Bombardier Canada Graduate Scholarships Doctoral Scholarships (CGS-D), in compliance with the Tri-Agency guidelines. These procedures are maintained by the School of Graduate and Postdoctoral Studies and are approved by the Graduate Studies Committee.

Overview

The SSHRC Doctoral Fellowships and Joseph-Armand Bombardier CGS Doctoral Scholarships aim to develop research skills and assist in the training of highly qualified personnel by supporting students who demonstrate a high standard of scholarly achievement in undergraduate and graduate studies in the social sciences and humanities.

Value, Duration and Quota

SSHRC offers two types of funding for doctoral students.

- Joseph-Armand Bombardier CGS Doctoral Scholarships are valued at \$35,000 per annum for 36 months.
- SSHRC Doctoral Fellowships are valued at \$20,000 per annum for 12, 24, 36 or 48 months.

SSHRC determines the value and duration of an award based on the number of months of full-time study (or equivalent) the applicant will have completed at the proposed start date of the award.

The university has a quota of **THREE** nominations for submission to SSHRC for the centrally adjudicated scholarship competition. Successful nominees are not required to hold their scholarship at the university.

Eligibility and GPA Requirements

In order to be considered for both SSHRC Doctoral Fellowship and Joseph-Armand Bombardier CGS Doctoral Scholarships funding opportunities a student must be:

- be a citizen or permanent resident of Canada;
- be applying for support to pursue your first PhD (or equivalent);
- be pursuing doctoral studies in the social sciences or humanities;
- not have already received a scholarship or fellowship from SSHRC, NSERC or CIHR to undertake or complete a doctoral degree or combined MA/PhD; and
- not be applying in the 2017-18 academic year to NSERC or CIHR.
- have earned an A- average in each of the last two years of study (please see GPA requirements)

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Combined MA/PhD, fast-track and direct-entry PhD programs

- Students who are or will be registered in a combined MA/PhD, fast-track program (accelerated from a Master's program into a doctoral program without obtaining the Master's degree) or direct-entry doctoral program may be eligible to apply to the Canada Graduate Scholarships-Master's Scholarship program (CGS M), provided that they have completed between zero and 12 months of graduate-level studies by December 31 of the year of application.
- Students who are currently registered in a combined MA/PhD, fast-track or direct-entry doctoral program and have or will have completed more than 12 months of graduate-level studies as of December 31 of the year of application may only apply to the Doctoral Awards funding opportunity.

Number of months completed by December 31 of the year of application	Joseph-Armand Bombardier CGS Doctoral Scholarship	SSHRC Doctoral Fellowship
Applicants who will have completed between 0 and 4 months	36 months of funding	48 months of funding
Applicants who will have completed between 5 and 16 months	36 months of funding	36 months of funding
Applicants who will have completed between 17 and 28 months	Not eligible	24 months of funding
Applicants who will have completed between 29 and 40 months	Not eligible	12 months of funding
Applicants who will have completed 41 months or more	Not eligible	Not eligible

Subject Matter Eligibility

UOIT's final submission to each of the agencies of the Tri-Council, mainly SSHRC must meet their subject matter eligibility. The *General Guidelines for the Eligibility of Subject Matter at SSHRC* can be found on [SSHRC's website](#).

If an application is submitted to the wrong agency, the Tri-Council will deem the application ineligible for consideration. They will not forward the application to the appropriate agency.

GPA Requirements

Graduate Admissions and Registration Officer(s) will perform GPA calculations according to existing guidelines, included below for information. According to the Tri-agency guidelines:

First class average is defined as a grade of A- in each of the last two completed years of study (full-time equivalent; two years of part-time study equals one year of full-time study). The last two years of completed study should be the 24 months prior to the last day that the student was registered in his/her program (or September 1st of the year of application for students still registered). The average should be calculated for each of these years separately as students are required to have a first class average in each of the two years; however, if there is only one mark during the full two years, then that is the mark used to determine eligibility.

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As the university will want to put its best nominees forward, only in rare circumstances, would it choose to nominate a student who does not meet the eligibility criteria for the grade point average. However, a **strong justification** for nominating the student without the necessary GPA must be provided by the department in the Departmental Appraisal Form, and a note must be made on the departmental ranking sheet noting that this student's application is being supported by the department.

Evaluation Criteria

As outlined in the guidelines provided by SSHRC, applications are to be evaluated solely on the basis of their academic merit. To assess the overall merit of an application, committee members should carefully consider each of the following:

- past academic results, demonstrated by transcripts, awards and distinctions;
- the program of study and its potential contribution to the advancement of knowledge;
- relevant professional and academic experience, including research training, as demonstrated by conference presentations and scholarly publications;
- two written evaluations from referees; and
- the departmental appraisal (for those registered at Canadian universities).

Particular weights are not assigned to the above criteria but committee members are expected to take each into consideration when assigning a global score to an application. In applying the evaluation criteria, it is important to take into account the individual applicant's stage in his or her academic program.

SSHRC asks its adjudication committees to take into consideration special circumstances that may have affected candidates' research, professional career, record of academic or research achievement, or completion of degrees. Relevant circumstances might include administrative responsibilities, maternity/paternity leave, childrearing, illness, cultural or community responsibilities, socio-economic context, or health-related family responsibilities. Applicants may attach a one-page appendix to their application.

Plagiarism

Applications that are determined not to be an applicant's original work will be removed from the competition.

Other relevant policies

Please see below for other relevant policies and procedures

- For Research Ethics and Other Tri-Agency Policies, [visit](#)
- For more information on Conflicts of Interest, please click [here](#)
- For details on eligibility of subject matter, please visit the [SSHRC website](#)

Scoring Scheme

The following procedure for competitive selection should ensure that the most qualified students are selected. Professors with conflicts will excuse themselves from individual files as needed.

SSHRC Doctoral Scholarships - Internal Guidelines

Faculty selection committee (FSC)

Where there is more than one applicant from a Faculty, each Faculty will coordinate a (FSC) and, using the criteria provided in **appendix B**, provide SGPS with a ranked list. The FSC should include comments on the merits of their top-ranked applicant files and provide the USC with any discipline-specific notes for consideration. For example, in XX disciplines publications are less common, or conference presentations are more prevalent, etc..

The committee that reviews the applications and determines the overall ranks must consist of a minimum of three faculty members.

The university selection committee (USC) will make the final determination on the nominees

Departmental Appraisal

[Department Appraisal](#) must be completed for those candidates who have received the endorsement of FSC and USC.

University selection

The university selection committee will consist of a representative from each faculty selection committee. A non-voting chair for this committee will be appointed by the Dean of Graduate and Postdoctoral Studies. The chair's role will be purely procedural. The chair can be from a general discipline area outside of the applicant pool.

SGPS will consolidate the FSC rankings into one spreadsheet, by grouping all applicants ranked 1 into group A, all applicants ranked 2 into group B, and so on until all applicants have been grouped.

Each member of the USC will review and rank all application files, FSC rankings and comments in detail, using the criteria and weightings in **Appendix A**. The rankings should be submitted to SGPS in advance of the scheduled USC meeting. USC members may be asked to rank applicants within each group (Group A, Group B, etc.) and/or rank all application files from 1 – xx.

At the meeting, the USC will discuss the committee member rankings and provide a final ranking of all applicants, following the standard scholarship ranking process outlined below:

- Step 1: Group A students are compared, and a student is selected amongst this cohort to move forward in the ranking. This leaves a vacancy in Group A.
- Step 2: Group B cohort students are compared, and a student is selected to move forward to Group A.
- Step 3: Group C cohort students are compared, and a student is selected to move forward to Group B.
- Step 4: Group D cohort students are compared, and a student is selected to move forward to Group C.

Now that all groups have been considered and repopulated from top to bottom, the Step 1 selection process continues. Where possible, the university selection committee will attempt to distribute the awards evenly across disciplines. Using this process, a waitlist will be established should an applicant decline the award or be unable to hold it for other reasons.

Consideration for gender equity and diversity:

The Tri-agencies are actively engaged in increasing gender equity in their review processes to address some of the gender inequities. NSERC *Framework on Gender Equity and Diversity* builds on the premise that excellence in research is achieved through inclusiveness and gender diversity. While committee members play a critical role in the selection process and should endorse only the highest-calibre candidates, equity and diversity must be considered at all levels of the selection/recruitment, endorsement and review processes

Confidentiality and Conflict of Interest

All aspects of the university scholarship competitions are confidential, including applicant names, application content, GPA calculations, committee discussion and committee decisions, and must not be shared with the application or other university community members not directly involved in the review process.

During the FSC and USC processes, professors with conflicts will clearly identify the conflict and will excuse themselves from discussion and rankings on individual files as needed.

Nomination Process:

Candidates must receive the endorsement of the SGPS through faculty selection and university-wide selection process.

Competition Results

Results to be released by SSHRC in April 2018.

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Establish initial ranks

GROUP A
A1. FS/HS
A2. FEAS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FS/HS
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FBIT
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3. FESNS
D4. FBIT
D5. FSSH

Step 1 – select

GROUP A
A1. FS/HS
A2. FEAS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FS/HS
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FBIT
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3. FESNS
D4. FBIT
D5. FSSH

Populate select pool

SELECTED
S1. FEAS
S2.
S3.
S4.
S5.
S6.
S7.
S8

Group A underpopulated

GROUP A
A1. FS/HS
A2.
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FS/HS
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FBIT
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3. FESNS
D4. FBIT
D5. FSSH

Step 2 – select B to A

GROUP A
A1. FS/HS
A2. FS/HS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1.
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FBIT
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3. FESNS
D4. FBIT
D5. FSSH

STEP 3 – select C to B

GROUP A
A1. FS/HS
A2. FS/HS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FBIT
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4.
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3. FESNS
D4. FBIT
D5. FSSH

STEP 4 – select D to C

GROUP A
A1. FS/HS
A2. FS/HS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FS/HS
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FESNS
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3.
D4. FBIT
D5. FSSH

Back to STEP 1

GROUP A
A1. FS/HS
A2. FS/HS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FS/HS
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FESNS
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3.
D4. FBIT
D5. FSSH

NSERC Canada Graduate Scholarships (CGS-D) NSERC, Postgraduate Scholarship (PGS-D) Internal Guidelines

Purpose

This document outlines the procedures for selection of recipients for NSERC Canada Graduate Scholarships and Postgraduate Scholarship to be held at the University of Ontario Institute of Technology, in compliance with the Tri-Agency guidelines. These procedures are maintained by the School of Graduate and Postdoctoral Studies and are approved by the Graduate Studies Committee.

Overview

NSERC Canada Graduate Scholarships (CGS) and NSERC Postgraduate Scholarships (PGS) provide financial support to high-calibre scholars who are engaged in doctoral programs in natural sciences and engineering.

Value, Duration and Quota

CGS D: **\$35,000** a year (for two or three years)

PGS D: **\$21,000** a year (for two or three years)

Nomination quota of: three

Eligibility and GPA Requirements

Eligibility

To be considered eligible for support, as of the application deadline date, candidates must:

- be a Canadian citizen or a permanent resident of Canada;
- intend to pursue, in the following year, full-time graduate studies and research at the doctoral level in an eligible program (see **Eligibility Criteria**) in one of the areas of the natural sciences and engineering supported by NSERC; and
- have obtained a grade of A-minus (3.70/4.30) average or greater in **EACH** of the last two completed years of study.
- have completed, as of December 31 of the year of application, between zero and 24 months (between four and 36 months if admitted to the doctoral program directly from bachelor's program) of studies (full-time equivalent) in the doctoral program for which funding is requested; and
- not hold, or have held, a scholarship or fellowship from SSHRC, NSERC or CIHR to undertake or complete a doctoral program

GPA Requirements

Graduate Admissions and Registration Officer(s) will perform GPA calculations according to existing guidelines, included below for information. According to the Tri-agency guidelines:

First class average is defined as a grade of A- in **EACH** of the last two completed years of study (full-time equivalent; two years of part-time study equals one year of full-time study). The last two years of completed study should be the 24 months prior to the last day that the student was registered in his/her program (or September 1st of the year of application for students still registered). The average should be calculated for each of

these years separately as students are required to have a first class average in each of the two years; however, if there is only one mark during the full two years, then that is the mark used to determine eligibility.

Special circumstances

Members must consider any special circumstances that have had an effect on the performance or productivity of the applicant. This includes delays in disseminating research results, health problems, family responsibilities, parental leave, disabilities, or other applicable circumstances. Members are to recognize delays and assess the quality of the applicant's performance and/or productivity during their active period (i.e., excluding the period of special circumstances).

Plagiarism

Applications that are determined not to be an applicant's original work will be removed from the competition.

Selection Process

The following procedure for competitive selection should ensure that the most qualified students are selected. Professors with conflicts will excuse themselves from individual files as needed.

Faculty selection committee (FSC)

Where there is more than one applicant from a Faculty, each Faculty will coordinate a (FSC) and, using the criteria provided in **appendix B**, provide SGPS with a ranked list. The FSC should include comments on the merits of their top-ranked applicant files and provide the USC with any discipline-specific notes for consideration. For example, publications in Computer Science are less common than conference presentations.

The committee that reviews the applications and determines the overall ranks must consist of a minimum of three faculty members.

Computer Science will have its own review and ranking committee.

The university selection committee (USC) will make the final determination on the nominees.

University selection

The university selection committee will consist of a representative from each faculty selection committee. A non-voting chair for this committee will be appointed by the Dean of Graduate and Postdoctoral Studies. The chair's role will be purely procedural. The chair can be from a general discipline area outside of the applicant pool.

SGPS will consolidate the FSC rankings into one spreadsheet, by grouping all applicants ranked 1 into group A, all applicants ranked 2 into group B, and so on until all applicants have been grouped.

Each member of the USC will review and rank all application files, FSC rankings and comments in detail, using the criteria and weightings in **Appendix A**. The rankings should be submitted to SGPS in advance of the scheduled USC meeting. USC members may be asked to rank applicants within each group (Group A, Group B, etc.) and/or rank all application files from 1 – xx.

At the meeting, the USC will discuss the committee member rankings and provide a final ranking of all applicants, following the standard scholarship ranking process outlined below:

- Step 1: Group A students are compared, and a student is selected amongst this cohort to move forward in the ranking. This leaves a vacancy in Group A.
- Step 2: Group B cohort students are compared, and a student is selected to move forward to Group A.
- Step 3: Group C cohort students are compared, and a student is selected to move forward to Group B.
- Step 4: Group D cohort students are compared, and a student is selected to move forward to Group C.

Now that all groups have been considered and repopulated from top to bottom, the Step 1 selection process continues. Where possible, the university selection committee will attempt to distribute the awards evenly across disciplines. Using this process, a waitlist will be established should an applicant decline the award or be unable to hold it for other reasons.

Consideration for gender equity and diversity:

The Tri-agencies are actively engaged in increasing gender equity in their review processes to address some of the gender inequities. NSERC *Framework on Gender Equity and Diversity* builds on the premise that excellence in research is achieved through inclusiveness and gender diversity. While committee members play a critical role in the selection process and should endorse only the highest-calibre candidates, equity and diversity must be considered at all levels of the selection/recruitment, endorsement and review processes

Confidentiality and Conflict of Interest

All aspects of the university scholarship competitions are confidential, including applicant names, application content, GPA calculations, committee discussion and committee decisions, and must not be shared with the application or other university community members not directly involved in the review process.

During the FSC and USC processes, professors with conflicts will clearly identify the conflict and will excuse themselves from discussion and rankings on individual files as needed.

Click [here](#) NSERC **Selection Committee Guide** for PGS-D and CGS-D.

Nomination Process:

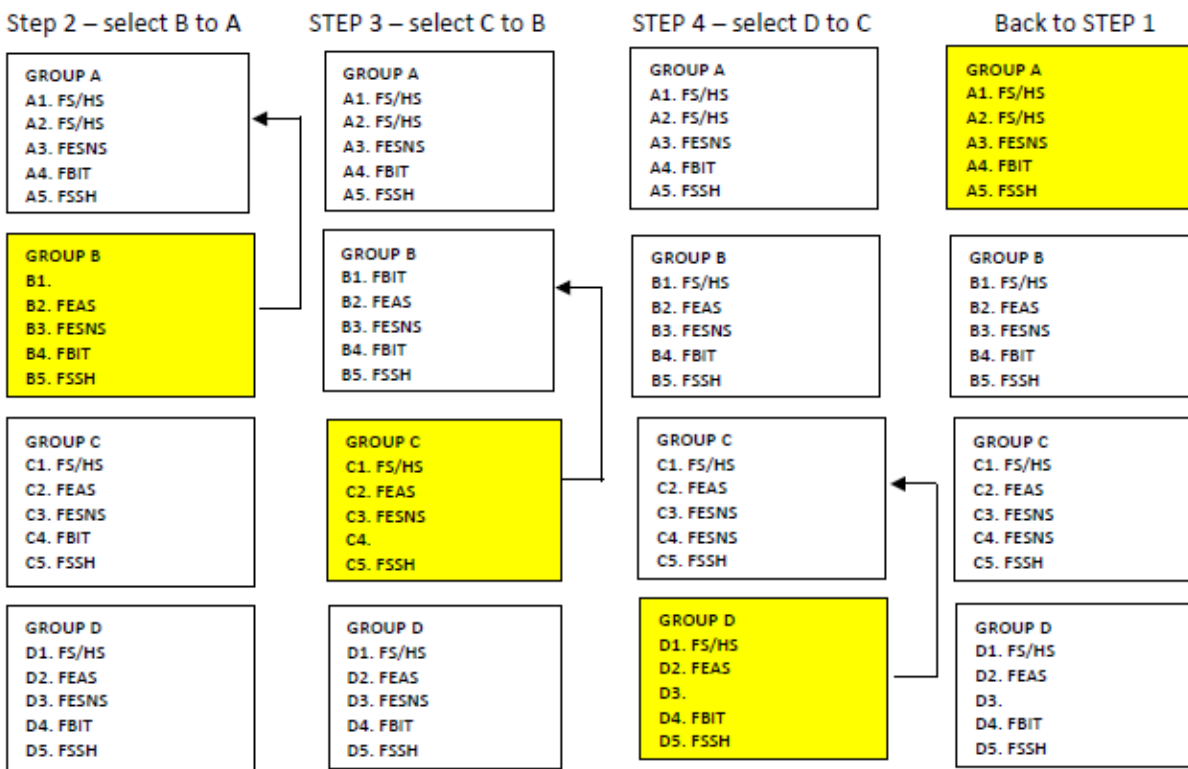
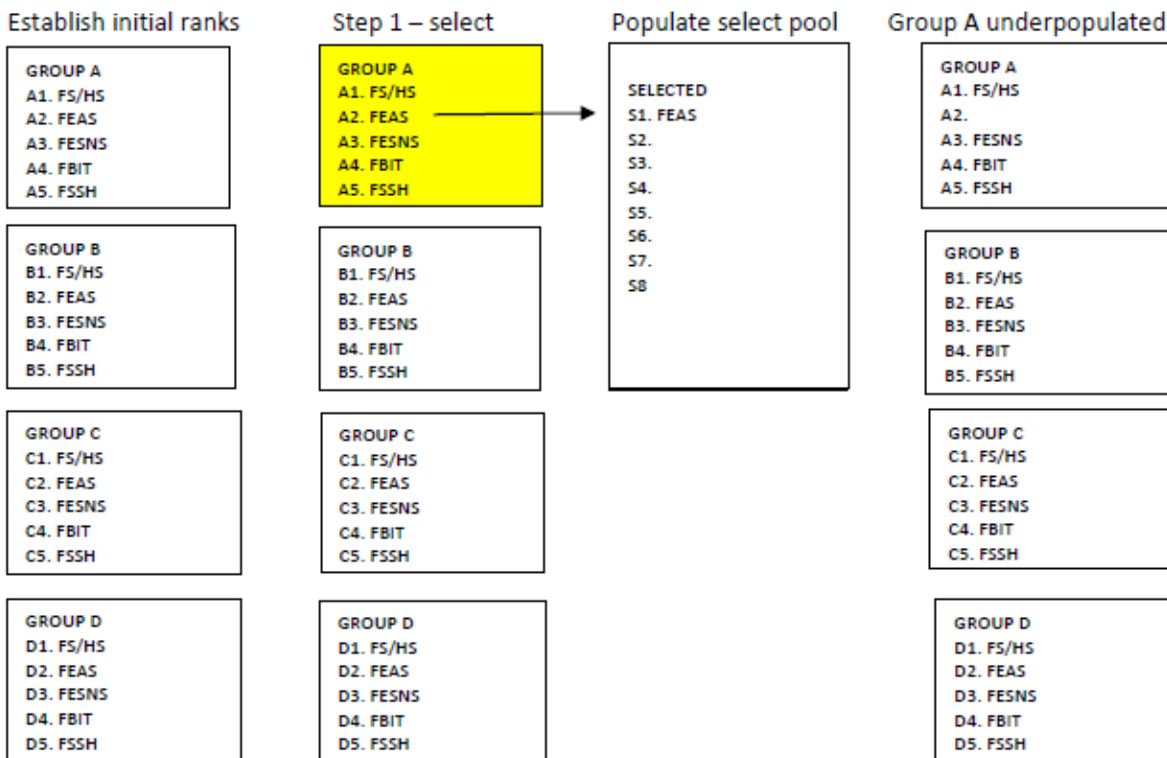
Candidates must receive the endorsement of the SGPS through faculty selection and university-wide selection process.

Appendix A

Appendix A: Selection criteria and indicators for scholarship and fellowship applications

(PDF attachment)

Appendix B



Canada Graduate Scholarship – (Master’s) CIHR, NSERC and SSHRC Internal Guidelines

Purpose

This document outlines the procedures for selection of recipients for NSERC Canada Graduate Scholarships and Postgraduate Scholarship to be held at the University of Ontario Institute of Technology, in compliance with the Tri-Agency guidelines. These procedures are maintained by the School of Graduate and Postdoctoral Studies and are approved by the Graduate Studies Committee.

Overview

Effective 2014-15 the Tri-Agency has designed and implemented a new model of delivery for a harmonized Canada Graduate Scholarships (CGS) Master’s Award across the three federal granting agencies: CIHR, NSERC, and SSHRC.

This means: a single tri-council application portal; harmonized application forms; common policies and program regulations; and elimination of national adjudication. Universities will conduct the selection process and offer awards. The CGS-M will not be portable. Students can identify up to five institutions where they would like their application to be considered.

Value, Duration and Quota

The values of the awards are \$17,500 for 12 months, non-renewable. UOIT has a quota of 8 scholarships for the 2017-18 academic year as follows:

CIHR	1
NSERC	4
SSHRC	3

The calculation is based on the current average distribution of the number of CGS-M awards held at each institution (location of tenure of awards) from recent competition years.

Eligibility and GPA Requirements

Eligibility

In order to be considered for a CGS-M a student must be:

- A Canadian citizen or a permanent resident of Canada;
- Enrolled in, or intend to apply for full-time admission to an eligible graduate program at the master’s or doctoral level at a Canadian university with a CGS M allocation;

- have completed, as of December 31 of the year of application, between **zero and 12 months** of full-time studies (or full-time equivalent) in:
 - the master's program for which funding is requested; **or**
 - the doctoral program for which funding is requested if admitted into a doctoral program directly from the bachelor's program (never registered in a master's program, or registered in a combined Master's-PhD program); **or**
 - a master's program, but are requesting funding for a doctoral program (an example is a student who is fast-track from a master's to a doctoral program within 12 months of starting their Master's and is seeking funding for the first 12 months of their doctoral program); and
- have not previously held a CGS M; and
- have achieved a first-class average, in each of the last two completed years of study (full-time equivalent).

GPA Requirements

Graduate Admissions and Registration Officer(s) will perform GPA calculations according to existing guidelines, included below for information. According to the Tri-agency guidelines:

First class average is defined as a grade of A- in each of the last two completed years of study (full-time equivalent; two years of part-time study equals one year of full-time study). The last two years of completed study should be the 24 months prior to the last day that the student was registered in his/her program (or September 1st of the year of application for students still registered). The average should be calculated for each of these years separately as students are required to have a first class average in each of the two years; however, if there is only one mark during the full two years, then that is the mark used to determine eligibility.

Special circumstances

Members must consider any special circumstances that have had an effect on the performance or productivity of the applicant. This includes delays in disseminating research results, health problems, family responsibilities, parental leave, disabilities, or other applicable circumstances. Members are to recognize delays and assess the quality of the applicant's performance and/or productivity during their active period (i.e., excluding the period of special circumstances).

Plagiarism

Applications that are determined not to be an applicant's original work will be removed from the competition.

Selection Process

The following procedure for competitive selection should ensure that the most qualified students are selected. Professors with conflicts will excuse themselves from individual files as needed.

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For Subject Matter Eligibility, [visit](#)

For more information on Conflicts of Interest, please click [here](#)

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The committee that reviews the applications and determines the overall ranks must consist of a minimum of three faculty members.

Computer Science will have its own review and ranking committee.

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- Step 2: Group B cohort students are compared, and a student is selected to move forward to Group A.
- Step 3: Group C cohort students are compared, and a student is selected to move forward to Group B.
- Step 4: Group D cohort students are compared, and a student is selected to move forward to Group C.

Now that all groups have been considered and repopulated from top to bottom, the Step 1 selection process continues. Where possible, the university selection committee will attempt to distribute the awards evenly across disciplines. Using this process, a waitlist will be established should an applicant decline the award or be unable to hold it for other reasons.

Consideration for gender equity and diversity:

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Confidentiality and Conflict of Interest

All aspects of the university scholarship competitions are confidential, including applicant names, application content, GPA calculations, committee discussion and committee decisions, and must not be shared with the application or other university community members not directly involved in the review process.

During the FSC and USC processes, professors with conflicts will clearly identify the conflict and will excuse themselves from discussion and rankings on individual files as needed

Competition Results

The proposed timing of the CGS-M competition will allow results to be released on April 1 as part of a more attractive funding package that includes the CGS. This will ensure that we are able to attract and retain high-quality students and allow researchers to plan accordingly.

Appendix A

Tri-Agency Selection Criteria

The merit review of CGS M applications and must be based on the evaluation criteria listed in the Selection Criteria table below. Particular weights are assigned to the criteria and committee members are expected to take each into consideration when assigning an application a global score.

Selection committee members should carefully consider each element of the application, including academic transcripts, research history, proposed research, personal characteristics and interpersonal skills and references.

In applying the evaluation criteria, it is important to take into account the individual applicant's stage in his or her academic program. Committee members should also take into consideration special circumstances that may have interrupted or delayed the completion of an applicant's current or previous degree, as described in the application.

Criteria	Description	Weight
Academic Excellence	<p>As demonstrated by past academic results, transcripts, awards and distinctions.</p> <p>Indicators of Academic Excellence:</p> <ul style="list-style-type: none"> • Academic record (first class average) • Scholarships and awards held • Duration of previous studies • Type of program and courses pursued • Course load • Relative standing (if available) 	50%
Research Potential	<p>As demonstrated by the applicant's research history, his/her interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes.</p> <p>Indicators of Research Potential:</p> <ul style="list-style-type: none"> • Quality and originality of contributions to research and development • Relevance of work experience and academic training to field of proposed research • Significance, feasibility, and merit of proposed research • Judgment and ability to think critically • Ability to apply skills and knowledge • Initiative, autonomy and independence 	30%

	<ul style="list-style-type: none"> • Research experience and achievements relative to expectations of someone with the candidate's academic experience 	
<p>Personal Characteristics and Interpersonal Skills</p>	<p>As demonstrated by the applicant's past professional and relevant extracurricular interactions and collaborations.</p> <p>Indicators of Personal Characteristics and Interpersonal Skills:</p> <ul style="list-style-type: none"> • Work experience • Leadership experience • Project management including organizing conferences and meetings • The ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats • Involvement in academic life • Volunteerism/community outreach 	<p>20%</p>

Appendix B

Establish initial ranks

GROUP A
A1. FS/HS
A2. FEAS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FS/HS
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FBIT
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3. FESNS
D4. FBIT
D5. FSSH

Step 1 – select

GROUP A
A1. FS/HS
A2. FEAS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FS/HS
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FBIT
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3. FESNS
D4. FBIT
D5. FSSH

Populate select pool

SELECTED
S1. FEAS
S2.
S3.
S4.
S5.
S6.
S7.
S8

Group A underpopulated

GROUP A
A1. FS/HS
A2.
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FS/HS
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FBIT
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3. FESNS
D4. FBIT
D5. FSSH

Step 2 – select B to A

GROUP A
A1. FS/HS
A2. FS/HS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1.
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FBIT
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3. FESNS
D4. FBIT
D5. FSSH

STEP 3 – select C to B

GROUP A
A1. FS/HS
A2. FS/HS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FBIT
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4.
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3. FESNS
D4. FBIT
D5. FSSH

STEP 4 – select D to C

GROUP A
A1. FS/HS
A2. FS/HS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FS/HS
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FESNS
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3.
D4. FBIT
D5. FSSH

Back to STEP 1

GROUP A
A1. FS/HS
A2. FS/HS
A3. FESNS
A4. FBIT
A5. FSSH

GROUP B
B1. FS/HS
B2. FEAS
B3. FESNS
B4. FBIT
B5. FSSH

GROUP C
C1. FS/HS
C2. FEAS
C3. FESNS
C4. FESNS
C5. FSSH

GROUP D
D1. FS/HS
D2. FEAS
D3.
D4. FBIT
D5. FSSH

Ontario Trillium Scholarship (OTS) Internal Guidelines

Purpose

The Ontario Trillium Scholarships (OTS) program is a significant initiative to attract more of the best qualified international students to Ontario for PhD studies. This document outlines the internal processes for this scholarship competition.

Value, Duration and Quota:

Year	Award Amount	Duration of Award	New Awards	Total Awards
2014 – 2015	\$ 40,000	Renewable for a total of 4 years	2	8
2015 - 2016	\$ 40,000	Renewable for a total of 4 years	2	8
2016 - 2017	\$ 40,000	Renewable for a total of 4 years	2	8
2017 - 2018	\$ 40,000	Renewable for a total of 4 years	2	8
2018 - 2019	\$ 40,000	Renewable for a total of 4 years	2	8

Sources of award funding

The total value of each award is \$40,000. The Ministry of Advance Education and Skills Development provides two-thirds the value of the scholarship for a total contribution of \$26,666. The university is required to determine matching funds in the amount of \$13,334. Matching funds of \$5,000 are available from donor sources. The remaining matching funds are to be provided by the Faculty through GRA or a TAsip at the Faculty's discretion.

Eligibility and GPA Requirements

Ontario universities are responsible for recruiting and selecting international OTS recipients, based on merit, and in accordance with the Conditions of Funding released by the Ministry.

- Must have an A- (3.70/4.30) or greater in the last 2 years of full-time study prior to receiving the award
- Must be an international student enrolled in an eligible program at the doctoral level when starting the award
 - Be geographically available and visit campus regularly
 - Must be a full-time PhD student
 - Cannot be employed outside the university except by permission of supervisor
 - If a student becomes a Permanent Resident during their program they remain eligible for continuing the award
- Must not currently be studying at an Ontario postsecondary institution at the undergraduate or graduate level
- Cannot be enrolling in a qualifying or make-up year
- Cannot hold an OTS concurrently with a scholarship or fellowship from SSHRC, NSERC, CIHR, OGS, OGSST
- Must maintain satisfactory research progress for the duration of this award
- Once selected, recipients must enrol at the UOIT within the fiscal year that the scholarship was awarded.

The award is renewable for up to a total of 4 years subject to academic performance and availability of funding. Renewal beyond the first year requires a minimum GPA of A- in all completed courses.

Application Process

Interested international applicants must submit a complete application with supporting documentation no later than **March 1**, each year:

- Application form
- Bachelor's degree transcript(s)
- C.V.

Letter of support from the proposed supervisor (outlining why the applicant would be a good candidate for the supervisor, program and university.)

Plagiarism

Applications that are determined not to be an applicant's original work will be removed from the competition.

Selection process

Faculty selection committee (FSC)

Where there is more than one applicant from a Faculty, each Faculty will coordinate a (FSC) and, using the criteria provided in **Appendix**, provide SGPS with a ranked list. The FSC should include comments on the merits of their top-ranked applicant files and provide the USC with any discipline-specific notes for consideration. For example, publications in SSHRC discipline or Computer Science are less common than conference presentations.

The committee that reviews the applications and determines the overall ranks must consist of a minimum of three faculty members.

Computer Science will have its own review and ranking committee.

The university selection committee (USC) will make the final determination on the recipients.

University selection (central adjudication)

The university selection committee will consist of a representative from each faculty selection committee. A non-voting chair for this committee will be appointed by the Dean of Graduate and Postdoctoral Studies. The chair's role will be purely procedural. The chair can be from a general discipline area outside of the applicant pool.

SGPS will consolidate the FSC rankings into one spreadsheet, by grouping all applicants ranked 1 into group A, all applicants ranked 2 into group B, and so on until all applicants have been grouped.

Each member of the USC will review and rank all application files, FSC rankings and comments in detail, using the criteria and weightings in **Appendix**. The rankings should be submitted to SGPS in advance of the scheduled USC meeting. USC members may be asked to rank applicants within each group (Group A, Group B, etc.) and/or rank all application files from 1 – xx.

At the meeting, the USC will discuss the committee member rankings and provide a final ranking of

all applicants, following the standard scholarship ranking process outlined below:

- Step 1: Group A students are compared, and a student is selected amongst this cohort to move forward in the ranking. This leaves a vacancy in Group A.
- Step 2: Group B cohort students are compared, and a student is selected to move forward to Group A.
- Step 3: Group C cohort students are compared, and a student is selected to move forward to Group B.
- Step 4: Group D cohort students are compared, and a student is selected to move forward to Group C.

Now that all groups have been considered and repopulated from top to bottom, the Step 1 selection process continues. Where possible, the university selection committee will attempt to distribute the awards evenly across disciplines. Using this process, a waitlist will be established should an applicant decline the award or be unable to hold it for other reasons.

Waitlist

The top 5 applicants will be ranked to ensure that if an applicant declines an OTS there is an available candidate.

Confidentiality and Conflict of Interest

All aspects of the university scholarship competitions are confidential, including applicant names, application content, GPA calculations, committee discussion and committee decisions, and must not be shared with the application or other university community members not directly involved in the review process.

During the FSC and USC processes, professors with conflicts will clearly identify the conflict and will excuse themselves from discussion and rankings on individual files as needed

Competition Results

The selected applicant(s) will be advised of their award and will be required to sign an acceptance form. The intention is that this offer of scholarship be included in the financial support package being offered to the applicant at the time of admission.

SGPS will look after the financial administration of the award. Beginning in September, the award will be paid to the student account in three equal payments at the start of each term, as long as the student continues to meet the criteria and is in good standing.

SGPS must be advised of any change in status of any OTS recipient.

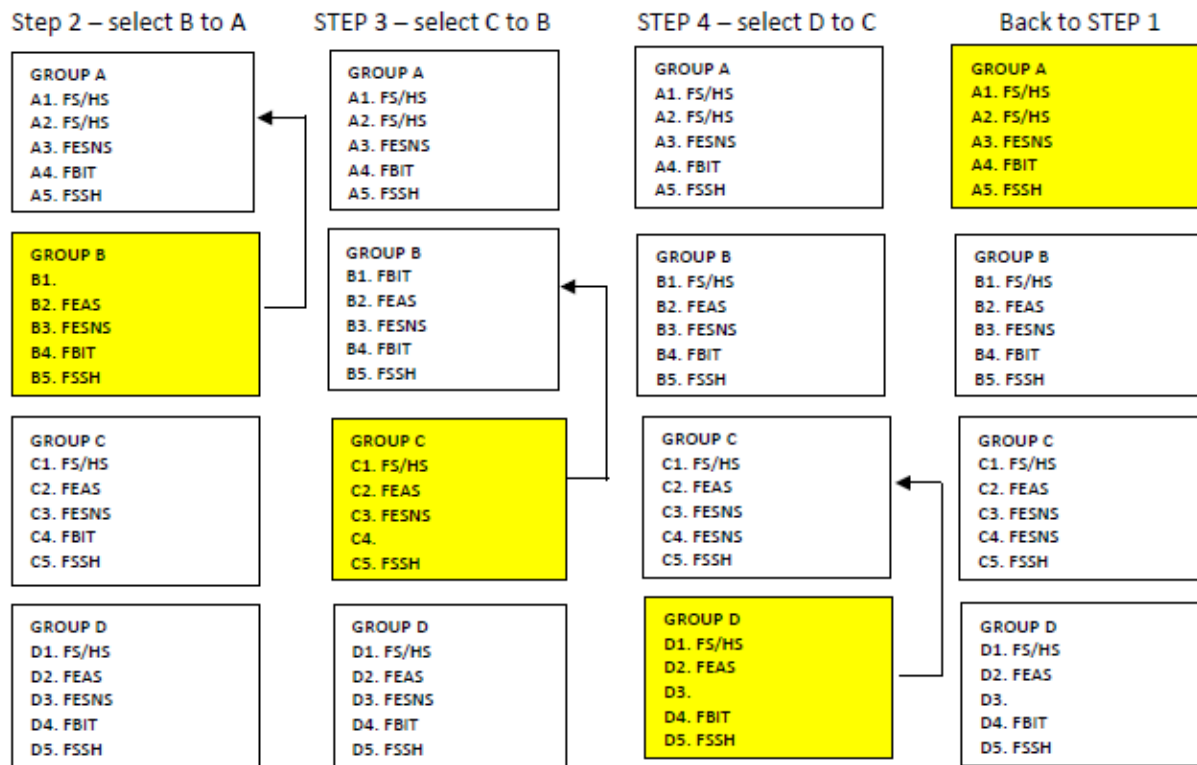
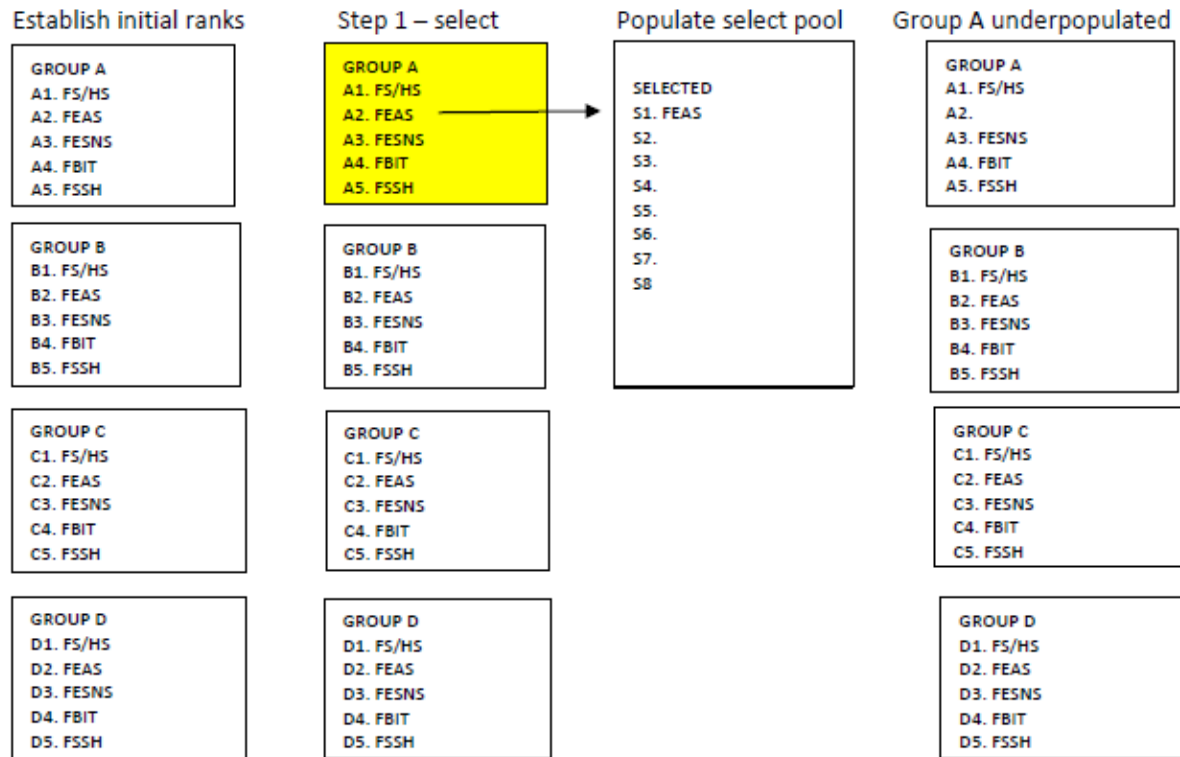
Appendix

Selection Criteria (as adapted from NSERC)

Unless otherwise specified, all UOIT Graduate Scholarship Selection Committees will use the following criteria and weighting when assessing and ranking the merit of a scholarship application.

Category	Indicators	Weight	
		Master's	Doctoral
Academic Excellence	<ul style="list-style-type: none"> ○ Academic record ○ Supervisor/Departmental/university comments ○ Scholarships awards (competitiveness, amount, duration and prestige) ○ Duration of previous studies 	50%	30%
Research ability or potential	<ul style="list-style-type: none"> ○ Scholarships/awards (competitiveness, amount, duration and prestige) ○ Duration of previous studies ○ Academic training and relevant work experience (co-op included) ○ Quality contribution to research and development (publications, patents, reports, posters) ○ Research proposal (feasibility, merit and significance) ○ Critical thinking, application of knowledge, judgment, originality, initiative, autonomy, enthusiasm for research ○ Ability to complete projects within an appropriate time period 	30%	50%
Communication, Interpersonal and Leadership Abilities	<ul style="list-style-type: none"> ○ Awards for papers, reports, posters or oral presentations ○ Quality of presentation of application ○ Participation in publication writing (e.g., Contributions and Statements) ○ Professional and extra-curricular interactions and collaborations with supervisors, colleagues, and peers (e.g. teaching, mentoring, supervising, project managing, chairing committees, organising conferences/meetings, elected positions and industrial work experience) 	20%	20%

Appendix



Ontario Graduate Scholarship (OGS) and Queen Elizabeth II – Graduate Scholarship in Science and Technology (QEII-GSST)

Internal Guidelines

Purpose

This document outlines the procedures for selection of recipients of the Ontario Graduate Scholarship (OGS) and Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GSST) to be held at the University of Ontario Institute of Technology. This document ensures compliance with the Ministry of Advanced Education and Skills Development scholarship guidelines. These procedures are maintained by the School of Graduate and Postdoctoral Studies and are approved by the Graduate Studies Committee.

Value, Duration and Quota

The value of the awards are \$5,000 per term for a minimum of two terms and a maximum of three terms. The total award is normally valued at \$15,000. Students must re-apply each year.

UOIT has a quota of 22 Ontario Graduate Scholarships and 6 Queen Elizabeth II-GSST for the 2017-18 academic year. Of these, only one can be awarded to an international student and up to two can be awarded to Indigenous applicants. According to the OGS/QEII guidelines, this quota will be re-calculated annually according to a formula based on enrolments.

Eligibility and GPA Requirements

As in previous year, SGPS will assess applications for completeness and eligibility in accordance with the OGS/QEII Program Guidelines from the Ministry of Advanced Education and Skills Development.

Eligibility

In order to be considered for an OGS, students must be:

- A Canadian citizen, Permanent Resident, or Protected Person [under subsection 95(2) of the Immigration and Refugee Protections Act (Canada)] at the time of the OGS application deadline date.
- Enrolled at a publicly-assisted university in Ontario in a full-time program of study that leads to a graduate degree and is approved for operating grant purposes by the ministry; and
- Enrolled in 60% or more of a full course load as defined by the university, or 40% or more for students with permanent disabilities
- Within their standard program length (normally two years of full-time study (or equivalent) for a master's student and four years full-time study (or equivalent) for a doctoral student
- In addition, to be considered for a QEII-GSST award, a student must be enrolled in a research master's or doctoral program in a science and technology discipline (See Appendix One for a list of eligible science and technology disciplines)

International Students

International students who are studying in Ontario with a student study permit under, under the Immigration and Refugee Protection Act (Canada) are eligible for the allotted OGS international student awards. However, they are ineligible for QEII-GSST awards.

Ontario Graduate Scholarship (OGS) / Queen Elizabeth II-GSST Internal Guidelines

Indigenous Students

Each University may allocate up to 2 OGS awards to indigenous graduate students. The university will make its best effort to allocate these awards to qualified indigenous students. However, if the institution is unable to provide the award(s) to indigenous students, it may allocate the award(s) to qualified domestic students.

For the purposes of the scholarship, an indigenous person is a person who self-identifies as a First Nations (Status/Non-Status), Métis, or Inuit.

GPA Requirements

The Graduate Admissions and Registration Officer(s) will perform GPA calculations according to existing OGS guidelines, included below for information.

The applicant must, at minimum, meet the following OGS academic requirements:

- Students entering the first or second year of graduate studies at the time of the application deadline: *must have achieved a first-class average, as determined by the host institution, in each of the last two completed years of study (full-time equivalent).*
- Students entering the third year or beyond of graduate studies at the time of the application deadline: must have an overall average of at least A- (or equivalent) on all graduate courses completed.
- If master's or doctoral degree marks used for calculating an applicant's grade point average (GPA) are not available (for example, courses were graded on a pass-fail basis), then the university's Graduate Studies Office will use the most recently available undergraduate or graduate marks to calculate a student's GPA.

Please note, that where a student has been enrolled in the Bachelor of Education concurrent or consecutive programs, these courses will not be included in the GPA calculations as these are not evaluated for admission to a graduate program and are not equivalent to honours bachelor's degree studies.

Application Process

Applications will be made available no later than October each year.

Current UOIT graduate students or interested students *with an application for admissions to UOIT* will submit their complete OGS application to SGPS no later than **December 1** each year.

Plagiarism

Applications that are determined not to be an applicant's original work will be removed from the competition.

Selection process

The students ranked 1 from each program with a quota will automatically be awarded an OGS (program quota). After the program quotas are filled, the University Selection Committee will perform the central adjudication

Faculty selection committee (FSC)

Where there is more than one applicant from a Faculty, each Faculty will coordinate a (FSC) and, using the criteria provided in **appendix B**, provide SGPS with a ranked list. The FSC should include comments on the merits of their top-ranked applicant files and provide the USC with any discipline-

Ontario Graduate Scholarship (OGS) / Queen Elizabeth II-GSST Internal Guidelines

specific notes for consideration. For example, publications in SSHRC discipline or Computer Science are less common than conference presentations.

The committee that reviews the applications and determines the overall ranks must consist of a minimum of three faculty members.

Computer Science will have its own review and ranking committee.

The university selection committee (USC) will make the final determination on the nominees.

University selection (central adjudication)

The university selection committee will consist of a representative from each faculty selection committee. A non-voting chair for this committee will be appointed by the Dean of Graduate and Postdoctoral Studies. The chair's role will be purely procedural. The chair can be from a general discipline area outside of the applicant pool.

SGPS will consolidate the FSC rankings into one spreadsheet, by grouping all applicants ranked 1 into group A, all applicants ranked 2 into group B, and so on until all applicants have been grouped.

Each member of the USC will review and rank all application files, FSC rankings and comments in detail, using the criteria and weightings in **Appendix A**. The rankings should be submitted to SGPS in advance of the scheduled USC meeting. USC members may be asked to rank applicants within each group (Group A, Group B, etc.) and/or rank all application files from 1 – xx.

At the meeting, the USC will discuss the committee member rankings and provide a final ranking of all applicants, following the standard scholarship ranking process outlined below:

- Step 1: Group A students are compared, and a student is selected amongst this cohort to move forward in the ranking. This leaves a vacancy in Group A.
- Step 2: Group B cohort students are compared, and a student is selected to move forward to Group A.
- Step 3: Group C cohort students are compared, and a student is selected to move forward to Group B.
- Step 4: Group D cohort students are compared, and a student is selected to move forward to Group C.

Now that all groups have been considered and repopulated from top to bottom, the Step 1 selection process continues. Where possible, the university selection committee will attempt to distribute the awards evenly across disciplines. Using this process, a waitlist will be established should an applicant decline the award or be unable to hold it for other reasons.

Waitlist

The top 20 applicants will be ranked to ensure that if an applicant declines an OGS there is an available candidate. In addition, eligible students without an OGS on the ranked list would be offered a QEII-GSST or may be considered for other scholarship opportunities. Individuals on the waitlist will automatically be considered for an Ontario Graduate Fellowship, as per the OGFF Internal Guidelines.

Ontario Graduate Scholarship (OGS) / Queen Elizabeth II-GSST Internal Guidelines

Consideration for gender equity and diversity:

The OGS selection process will keep in mind the NSERC *Framework on Gender Equity and Diversity* that builds on the premise that excellence in research is achieved through inclusiveness and gender diversity. While committee members play a critical role in the selection process and should endorse only the highest-calibre candidates, equity and diversity must be considered at all levels of the selection/recruitment, endorsement and review processes.

Confidentiality and Conflict of Interest

All aspects of the university scholarship competitions are confidential, including applicant names, application content, GPA calculations, committee discussion and committee decisions, and must not be shared with the application or other university community members not directly involved in the review process.

During the FSC and USC processes, professors with conflicts will clearly identify the conflict and will excuse themselves from discussion and rankings on individual files as needed

Competition Results

The proposed timing of the OGS competition will allow results to be released in April as part of a more attractive funding package that includes the OGS. This will ensure that we are able to attract and retain high-quality students and allow researchers to plan accordingly.

The results of the competition will be communicated to Deans and program directors, as well as student supervisors.

Appendix A: OGS Selection Criteria

OGS Selection Criteria

The university selection committee will assess the merits of the applicants according to the following excerpt from the 2012-13 OGS Adjudication Procedures Manual:

	Suggested Evaluation Criteria	Weight
Academic Letters of Reference	<ul style="list-style-type: none"> • Ability to complete projects within an appropriate time period • Contribution to research and development • Critical thinking, application of knowledge, judgment, originality, initiative, autonomy, enthusiasm for research • Academic training and relevant work experience (co-op included) • Professional and extracurricular interactions and collaborations with supervisors, colleagues, and peers (e.g. teaching, mentoring, supervising, project managing, chairing committees, organising conferences/meetings, 	Up to 30% (15% for each letter)
Statement of Interest (Masters)/Plan of Study (PhD)	<ul style="list-style-type: none"> • Plan of Study (feasibility, merit and significance, communication skills) • Statement of Interest (motivation, creativity, significance, communication skills) 	Up to 30%
Academic Record	<ul style="list-style-type: none"> • Transcripts • Other Academic Accomplishments • Prior Scholarships and awards • Publications and presentations. • Research and/or creative productivity 	Up to 40%

The following are notes from an OGS panel member for the consideration of OGS applications:

- 1) Publications in journals and conferences; focusing on the published papers; prestige of the publication; and the referee's elaboration on the publications.
- 2) Awards especially externals.
- 3) Referee's rankings and discrepancies; referees should write effective comments.
- 4) GPAs influenced the ranking equally the same as the departmental ranking. Low GPA requires significant research publication to compensate for it.

Appendix B: Eligible Disciplines for QEI-GSST

Eligible disciplines for QEII-GSST (Excerpt from MAEDS guidelines)

The QEII-GSST program supports graduate students enrolled in research master's and doctoral programs in science and technology disciplines. Collaboration, inter-disciplinary study, and innovation are encouraged. The following are the eligible disciplines:

1. Applied Sciences:

- Aerospace (may include Aeronautical Engineering)
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering and Architecture (may include Landscape Architecture)
- Computer Engineering
- Electrical Engineering
- Engineering Science (may include Engineering, Engineering Physics, and Nuclear Engineering)
- Mechanical Engineering
- Mining, Metallurgy, and Materials Science (may include Metallurgical Engineering)
- Systems and Industrial Engineering (may include Systems/Design Engineering and Operational Research)

2. Biological and Life Sciences:

- Biochemistry and Biophysics (may include Medical Biophysics)
- Environmental Sciences (may include Agriculture, Ecology, Forestry, and Toxicology)
- General Biological Sciences (may include Biology, Botany, Entomology, Microbiology, Mycology, Plant and Animal Biology, and Zoology)
- Genetics, Cell, and Molecular Biology
- General Health Science (may include research-oriented programs in Epidemiology, Human Kinetics, Hygiene, Nutrition, and Rehabilitation disciplines such as Occupational Therapy, Physical Therapy, Audiology, and Speech Pathology)
- Human Biology (may include Anatomy, Biomedical Sciences, Food Science, Immunology, Neuroscience, Pathology, Pharmacology, and Physiology)
- Medical and Veterinary Sciences (may include research-oriented programs in Dentistry, Medical Sciences, Nursing, Optometry, and Pharmacy)

3. Physical Sciences:

- Chemistry
- Computer Science (may include Information/Systems Science)
- Earth Sciences (may include Geology and Geophysics)
- Mathematics and Statistics
- Physics (may include Astronomy, Meteorology, and Space Science)

Appendix C: Program Quotas

Program Quotas

Program quotas are provided below. Each research program has received a quota of one (1).

If a program is unable to allocate its quota due to an insufficient number of qualified applications in a given competition year, this scholarship falls back into the pool for central adjudication.

If the program's original program recipient declines the scholarship or admission or is unable to hold the award, the program may award the scholarship to the next eligible individual in their program.

Faculty/Program	Program Quota
Business & Information Technology	0
Computer Science	1
Computer Science (MSc & PhD)	
Education	0
Energy Systems & Nuclear Science	1
Nuclear Engineering (MAsc & PhD)	1.00
Engineering & Applied Science	3
Automotive Engineering (MAsc)	1.00
Electrical & Computer Engineering (MAsc & PhD)	1.00
Mechanical Engineering (MAsc & PhD)	1.00
Health Sciences	1
Health Sciences	1.00
Science	3
Applied Bioscience (MSc & PhD)	1.00
Materials Science (MSc & PhD)	1.00
Modelling & Computational Science (MSc & PhD)	1.00
Social Science and Humanities	2.00
Criminology (MA)	1.00
Forensic Psychology* (MSc & PhD)	1.00
Grand Total Program Awards	11

OGS available for central adjudication 10

QEII-GSST Available for central adjudication 6

OGFF Available for central adjudication 2

VISA awards 1

* Up to 2 awards can be allocated to qualified Indigenous applicants

Appendix D: Selection Process Diagram

