University of Guelph SSHRC Master’s Allocations for 2012-13: **22**

**Important Links**


**Important Dates**

**November 1, 2012:** Students currently registered at U of Guelph and those who have completed their degrees here from January 1, 2012 to the present must submit their hard copy applications and all supporting documentation to their department awards contacts.

Any students not currently registered in a degree program at a university who completed a degree at any time between January 1, 2008, and December 31, 2011 must submit their applications in accordance with SSHRC’s guidelines, directly to the SSHRC office by their published deadline.

**November 15, 2011:** Complete application packages, including signed **Departmental Appraisal** form due to the Office of Graduate Studies. Applications must have all staples and envelopes removed and in order as per the Application Checklist.

**Important Notes on the Departmental Appraisal:**

1. Carefully read the guidelines provided by SSHRC for completing the Departmental Appraisal (see above link).
2. It is important to make clear, supportive remarks for each student. The absence of remarks will be noted by the University selection committee and in some cases may be interpreted as a lack of confidence in the candidate’s abilities.
3. When indicating the applicant’s averages for second last and last year, they must be recorded as percentages (out of 100). The same grading scale must be used to calculate first-class average for all applications submitted. Letter grade averages and/or grade point averages will not be accepted on the Department Appraisal form.
4. If an application is to be forwarded to the University selection committee where the student does not have a first-class average, clear justification of this decision which outlines the merit of the application must be provided.
5. When reviewing applicants transcripts to calculate the GPA, please flag (with a red “Post-It” flag) any University of Guelph transcripts with part-time semesters or leave of absence.
Important SSHRC Reminders:

1. If a student is or will be registered as a direct entry from Bachelor’s to Doctoral candidate, they may only apply to the SSHRC Doctoral awards program.

2. Applications submitted to SSHRC that would be more appropriately evaluated by NSERC or CIHR will not be accepted. Applicants working in research areas where boundaries overlap are advised to state clearly in all applications for funding why they believe their proposals are appropriate for support by the agency to which they are submitting their application.

3. Should you receive SSHRC application documentation or requests for assistance with the SSHRC application process in French, please contact the Graduate Awards Officers, Office of Graduate Studies.

Lois Bamsey & Kristin McDonald
Graduate Awards Officers
Office of Graduate Studies
gschol@uoguelph.ca
Ext: 53414 & 53481
GUIDELINES FOR THE UNIVERSITY SELECTION COMMITTEE(S)

The following criteria must be used by the University Selection Committee(s) for the purpose of evaluating candidates in the selection process.

Applicant Eligibility

Eligibility to Apply for an Award

To qualify to apply to this funding opportunity, you must:

- be a citizen or permanent resident of Canada;
- be applying for support to pursue your first graduate degree (i.e., master's or equivalent) and not have completed more than 12 months of full-time graduate study at the proposed start date of the award (all previous studies at the graduate level, regardless of discipline, will be included in determining eligibility);
- have achieved a first-class average, as determined by your university, in each of the last two years of full-time study or equivalent;
- not have already received an award for master's-level study from SSHRC, NSERC or CIHR; and
- not be applying for graduate funding in the 2012-13 academic year to NSERC or CIHR.

Notes:
At the time of application, you need not be assured admission to a particular university or to a degree program. If you completed your bachelor's degree before January 1, 2008 (the date that you completed all degree requirements, not the date of your graduation) and have not been registered at a university since that date, you are not eligible to apply to this funding opportunity.

Combined MA/PhD or fast-track programs

- If you are or will be registered in a combined MA/PhD or a fast-track program (accelerating from a master’s program into a doctoral program without obtaining the master’s degree), you may apply to the Joseph-Armand Bombardier CGS Master's Scholarships funding opportunity, provided you have completed less than 12 months of graduate-level study at the time of the proposed start date of the award.
- If you are currently registered in a combined MA/PhD or a fast-track program and have or will have completed 12 months or more of graduate-level study at the proposed start date of the award, you may only apply to the Doctoral Awards funding opportunity.

Combined undergraduate/graduate degree programs

- If you are or will be registered in a combined undergraduate/graduate degree program, you may apply to the Joseph-Armand Bombardier CGS Master’s Scholarships funding opportunity only for the period(s) during which you are enrolled full-time at the master’s level.

Direct-entry doctoral programs

- If you are or will be registered in a direct-entry doctoral program following your undergraduate studies, you may only apply to the Doctoral Awards funding opportunity.

Eligibility to Hold an Award

On the proposed start date of the award, you must:

- be registered as a full-time student in the social sciences or humanities, at an eligible Canadian university; and
be admitted unconditionally (generally, this means having fulfilled all the requirements for a bachelor's degree) in one of the eligible programs (as defined above) that include advanced research training (as defined in Eligibility of Degree Programs below).

Notes:
Joseph-Armand Bombardier CGS Master's Scholarships are available to students who are registered part time because of a disability. For this purpose, "disability" is defined as "a functional limitation resulting from a physical, sensory or mental impairment, which, for an indefinite period, affects the ability of the student to perform the activities necessary to participate fully in his or her learning."

Award holders may not hold full-time employment during the tenure of their award.

Federal government employees are eligible to hold an award only if on an unpaid leave of absence (no salary or special allowances permitted).

A qualifying or "make-up" year of study is not eligible for support.

Eligibility of Degree Programs

The scholarship is tenable only in degree programs that include significant research training. Research training normally involves at least one of the following three components:
- demonstrating the ability to conduct original research by the completion of a thesis, major scholarly paper, project, publication, performance, recital or exhibit; and/or
- completing course work in research methods and/or statistics appropriate for the discipline or field of study; and/or
- acquiring knowledge and experience sufficient to conduct, assess and interpret research and scholarship in the field.

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<tr>
<th>Evaluation Criteria</th>
<th>Academic Excellence (60%)</th>
<th>Research Potential (30%)</th>
<th>Communication Skills (10%)</th>
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<tr>
<td>Academic Excellence</td>
<td>Academic excellence—as demonstrated by academic transcripts, awards and distinctions.</td>
<td>Quality of analytical skills, ability to think critically, ability to apply skills and knowledge, judgment, originality, initiative and autonomy, determination and ability to complete projects within an appropriate period of time—as demonstrated in the description of program of study and by work experience, research contributions, letters of appraisal, and, if applicable, the departmental appraisal.</td>
<td>As demonstrated in the description of the program of study and, if relevant, by work experience, community involvement and other extracurricular activities, as well as by letters of appraisal, the quality of presentation of the application, and, if applicable, the departmental appraisal.</td>
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