# Ontario Graduate Scholarship (OGS)

# 2019-2020 Administrative Guidelines

## Overview

The [Ontario Graduate Scholarship (OGS)](https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/gov-fundedawards/ogs) program encourages excellence in graduate studies at publicly-assisted universities in Ontario. The OGS is jointly funded by the Ontario government and participating institutions. The government contributes two-thirds of the value of the award and the university provides the remaining one-third. The scholarship is valued at $5,000 per semester for three semesters.

These guidelines are intended to assist the Graduate Program Assistants and Graduate Program Coordinators with managing the Ontario Graduate Scholarship applications.

For the 2019-20 OGS competition the University of Guelph can award the following:

* TBD OGS will be awarded to Canadian citizens, Permanent Residents, or Protected Persons (2 OGS awards will be set aside for Aboriginal (First Nations, Inuit, Métis) applicants who self-identify on the OGS application)
* TBD OGS will be awarded to international students who are studying in Ontario under a temporary resident visa

## Important Dates

### January 31, 2019

* Student deadline to submit the OGS application electronically to the Graduate Program Assistant in the department where they are currently registered or the department to which they will be applying.
* Note: students who are not currently registered at Guelph must also have submitted a **complete** application for admission by this date.

### January 31 – until the deadline set by your College

* Graduate Program Assistants will check OGS applications for completeness and ensure each applicant meets all eligibility requirements; this information will be recorded on the *OGS Worksheet*. Each department will review the applications for domestic (Canadian and Permanent Residents) applicants and rank them for the College Awards Committee.
	+ Graduate Program Assistants are to notify applicants who are deemed ineligible.

#### International Applications

* + After department verification of eligibility, please forward your completed International worksheet and international applications to OGPS via OneDrive or email to grschol@uoguelph.ca no later than the deadline set by your College for review of all other applications. The selection of international applicants will be carried out at the University-wide level. **Do not rank the applications departmentally or forward the international applications to your College.**

#### Applications from Aboriginal Applications

* + For any applicants that have self-identified as Aboriginal, please forward the applications to OGPS via OneDrive or email to grschol@uoguelph.ca no later than the deadline set by your College for review of all other applications. **These applications should still be ranked departmentally and forwarded to the College as well.**

### College Deadline

* Each College will set its own internal deadline for receiving the ranked OGS worksheet and applications from the departments within the College.
* Each College Awards Committee will review the applications and compile a ranked A, B, C list.
* Colleges should notify their departments of the results of the College adjudication so that departments may notify successful applicants of the award if they so choose.

### March 25, 2019

* Ranked A, B, C list and applications are due from College to the Graduate Awards Officers in OGPS via OneDrive or email to grschol@uoguelph.ca.

### Early April, 2019

* OGPS will provide official notification of results to all applicants by email.

## OGS Worksheet

The OGS Worksheet can be found on the on OGPS website ([Scholarships & Awards Administrative Guidelines](https://www.uoguelph.ca/graduatestudies/faculty-staff/scholarships-and-awards-administrative-guidelines)). The worksheet is divided into three tabs - master’s, doctoral, and international applicants. Complete the worksheet using the information included on the *OGS Application Checklist* which accompanies the OGS application. The Department Awards Committee should then review and rank all eligible applications. Once ranked, the OGS worksheet must be emailed by the department to the College by their deadline. The College Awards Committee will review the applications and rank the applicants by College into an A, B, and C list.

* If you have any **international applicants**, please forward a copy of your international OGS Worksheet to the Graduate Awards Officers in OGPS, along with copies of the international applications, no later than the same deadline set by your College.
* If you have any applicants who **self-identified as Aboriginal**, please forward the applications to the Graduate Awards Officers in OGPS, no later than the same deadline set by your College, **as well as ranking them departmentally and forwarding them to the College competition** along with all other Canadian applicants.

## Verifying Eligibility

Departments are responsible for ensuring that the applicants meet all of the following eligibility criteria:

* Be registered, or intend to register, full-time in an eligible (research-intensive) graduate program.
* Master’s students: completed, as of December 31, 2018, between zero and 12 months of full-time studies at the master’s level.
* Doctoral students: completed, as of December 31, 2018, between zero and 36 months of full-time studies at the doctoral level.
	+ In the transfers from a Master’s program to a doctoral program, months will be calculated starting with the first semester in which the student was enrolled in a doctoral program.
* Have achieved a first-class average (minimum A-) in EACH of the last two completed years of study (full-time equivalent); see Calculating the Minimum Academic Requirement below.
* Have not exceeded the lifetime maximum of government-funded support or maximum OGS support available for their current level of study. Master's students may receive the scholarship for a maximum of two years; doctoral students for a maximum of four years. Both are subject to a lifetime maximum of six years per student. In addition, OGS guidelines restrict students to a lifetime maximum of six years of government-funded awards and prohibit students from holding an OGS and another government-funded award concurrently (see [Maximum Support](https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/gov-fundedawards/ogs)). This criteria may be evaluated based on the previous awards listed on the OGS application.

### Calculating the Minimum Academic Requirement

An applicant must at a minimum, have achieved a first-class average (minimum A-) in each of the last two completed years of study (full-time equivalent; two semesters of part-time study equals one semester 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 their program (for in-course students, 24 months prior to **December 31 of the year of application**). 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.

If no grades are available in the last two years of study for calculating an applicant’s GPA (e.g. courses were graded on a pass-fail basis), then use the most recently available **semester** with marks. The average of any grade(s) achieved in that semester will be used to determine eligibility.

Grades must be converted to a percentage on the worksheet. For assistance with converting Canadian transcript grades to percentages, you can refer to the [University Grading Table](uoguelph.ca/graduatestudies/system/files/2019-20%20University%20Grading%20Systems%20Table_0.pdf).

## Transcripts

* You can access transcripts in WebNow, the same as you would access transcripts when assessing eligibility for admission. Given that the students should have applied to your program, we hope that in many cases you will be able to assess their eligibility for OGS at the same time you assess them for admission, thereby not increasing your workload significantly.
* For students who are currently registered at Guelph, you can access any grades from Guelph through the STAC screen in Colleague. If you do not have access to STAC, you can request it using [this CCS Form](https://www.uoguelph.ca/ccs/forms/change-colleague-account-request).

## Departmental Ranking of the OGS Application

Please refer to the document [OGS Selection Criteria and Weightings](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/public/OGS%20Selection%20Criteria%20and%20Weightings.pdf).

## Merging the Application and Academic Assessment Forms in Adobe Acrobat

Depending on how applicants and referees have saved the PDF files, you may encounter errors if you are attempting to merge the files together. In particular, you may be warned that the signatures will be lost or that all form fields with the same name have been merged into one field. There are a couple ways you may avoid this:

* When you are saving the PDF documents from your email, instead of choosing “Save As” select “Print.” When the printer dialog box pops up, where you have the option to choose a Printer, select “Adobe PDF” from the drop-down list. Then click the “Print” button. A “Save PDF File As” dialog will then pop up, and you can select the location where you wish to save the file as you would normally. This will cause the PDF to save as an image of the original form, but the form will no longer be editable. However, the signatures will then not be lost when you merge the files, nor will form fields be overwritten.
* You may choose to combine the files into a Portfolio. The exact steps may differ according to your version of Acrobat, but you are looking for Options after selecting Combine files. You should see an option for File Type “Single PDF” or “Portfolio.” If you select Portfolio, Acrobat will create a document that houses the original files in their original state.

## Questions and Support

If you have any questions about the process for the Ontario Graduate Scholarships, please contact the Graduate Awards Officers by email, grschol@uoguelph.ca.