

Office of the Dean
Yeates School of Graduate Studies

Ontario Graduate Scholarships Program

Student Guide

2019 – 2020

ryerson.ca/graduate



INTRODUCTION TO THE GUIDE

DESCRIPTION

The Ontario Graduate Scholarship (OGS) program encourages excellence in graduate studies at publicly-assisted universities in Ontario. Since 1975, the OGS program has been providing merit-based scholarships to Ontario's best graduate students in all disciplines of academic study

VALUE AND DURATION OF SCHOLARSHIP

Each OGS award is \$5,000 per term to a maximum of \$15,000 per academic year.

Consistent with the 2:1 ratio of government funding to institutional funding, the Ontario government portion of the scholarship to an individual student is a maximum of \$10,000 annually. The remaining funds are to be provided by the university.

UNIVERSITY AND FACULTY QUOTAS

OGS awards are allocated to eligible universities according to each university's share of eligible full-time domestic graduate enrolments.

Note The number of OGS's has not been released to Ryerson as of yet. Once we are provided with those numbers from the Ontario government we will update this document.

In 2018-2019 Ryerson had 140 OGSs to distribute, 4 of which will be international, leaving 136 domestic OGSs. YSGS distributed 50% of the domestic OGSs to Faculties for awarding and retain 50% of the OGSs for a university-wide competition. As per last cycle, the base number of OGSs allocated to each Faculty will be calculated on total eligible enrolled FTEs (domestic and funded by the Ministry) projected for the 2019-2020 academic year.

ACCESS INITIATIVE – INDIGENOUS STUDENTS

Ryerson will allocate to 2 OGS awards to Indigenous graduate students that will be determined in the University-wide competition. Each university has the opportunity develop eligibility criteria to recognize excellence and promote equitable access and participation in the scholarship program by Indigenous applicants.

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.

All applicants will be ranked in the Faculty-wide competition on the Evaluation Template. **There will be a university-wide competition for students who indicate they are Indigenous, based**

on the rank received by the Faculties. Please ensure that the students' status is indicated on the Evaluation Template.

ELIGIBILITY REQUIREMENTS

Standard eligibility criteria:

- Students must plan to be enrolled full-time in an eligible graduate program at Ryerson University
 - An eligible program is defined as a full-time program of study of two or three sessions at Ryerson University leading to a graduate degree. A full-time student is one who is in at least 60% of a full course load (40% for students with a permanent disability) or as defined by their institution.
 - 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
- Students must be a Canadian Citizen, permanent resident, or an international student with a valid study permit (please note there are a very limited number of awards available for international students).
- *An applicant must, at minimum, meet the following 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 (A-), as determined by the host institution, in **each of the last two completed years of study (full-time equivalent) – similar to the tri-council GPA calculation requirements**
 - Students entering the third year or beyond of graduate studies at the time of the application deadline – i.e. in Fall of the upcoming academic year, student will have completed three or more years of graduate studies.: must have an overall average of at least A- (or equivalent) on all graduate courses completed.
 - **Note:** If marks used for calculating an applicant's grade point average (GPA) are not available (e.g., courses were graded on a pass-fail basis), then the next most recent available **undergraduate or graduate** marks should be used to determine eligibility.

INTERNATIONAL STUDENTS

International students who are studying in Ontario with a student study permit under the Immigration and Refugee Protection Act (Canada) are eligible for the allotted OGS international student awards. Both International and Domestic applicants will be ranked in the Faculty-wide competition on the Evaluation Template. **There will be a university-wide competition for**

International students, based on the rank received by the Faculties. Please ensure that the students' citizenship status is indicated on the Evaluation Template.

TENURE OF AWARDS

Each OGS at Ryerson on an annual non-renewable basis. Each year, students must re-apply for any additional scholarship, subject to the maximum support noted below.

Recipients must remain enrolled as a full-time student in an eligible program. Recipients who withdraw, transfer to part-time studies, or fail to complete the term are required to repay the award for incomplete and future terms. A withdrawal in a subsequent term will not require repayment of the award for any completed terms. A recipient who graduates during a term in which they hold an award is permitted to keep the award for that term.

CONCURRENT SUPPORT

Recipients may not concurrently hold an OGS award and/or a tri-council award, including:

- The Social Sciences and Humanities Research Council Program (SSHRC);
- The Natural Sciences and Engineering Research Council Program (NSERC); and
- The Canadian Institute of Health Research (CIHR)

Recipients may hold other graduate awards above \$10,000 per academic year.

Recipients may receive an additional award in the form of a GDA and also accept research assistantships, part-time teaching positions, or other paid employment that does not affect their status as a full-time graduate student.

MAXIMUM SUPPORT

Master's students can receive an award for a maximum of two academic years and doctoral students for a maximum of four academic years.

In addition, students cannot exceed a lifetime maximum of six (6) years of government-funded graduate awards. Awards under the following programs are counted toward this lifetime maximum:

- Ontario Graduate Scholarship Program (OGS)
- Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GSST)
- Ontario Trillium Scholarships (OTS)
- Social Sciences and Humanities Research Council of Canada (SSHRC)
- Natural Sciences and Engineering Research Council (NSERC)

- Canadian Institute of Health Research (CIHR)
- Vanier Canada Graduate Scholarships (Vanier CGS)

OSAP RESTRICTIONS

Recipients cannot receive the award if they are restricted from further scholarships at the time of disbursement.

New* THE COMPETITION, TIMELINES AND DEADLINES

There are currently 3 different OGS applications, depending on the student's status.

YSGS will be providing an Evaluation Template to assist Faculties in their competitions and decisions. This spreadsheet must be completed and provided to YSGS by April 9, 2019.

Faculty OGS decisions should be made by April 9, 2019, prior to the submission of the Evaluation Template to YSGS. ***It is the responsibility of the Faculties to ensure students meet eligibility requirements prior to submission to YSGS.*** YSGS will periodically conduct audits on OGS eligibility. If it is determined by YSGS that an ineligible student has been awarded and OGS and the award is rescinded, it is the responsibility of the Faculty to cover any financial commitment to the student.

The Evaluation Template must include the list of students by rank. This will include those students being offered an OGS plus the ranking of other applicants. This is the list that YSGS will use in the University-wide competition.

COMPOSITION OF PROGRAM/FACULTY ADJUDICATION COMMITTEE

Each graduate program/Faculty adjudication committee must have at least three academic committee members. The internal selection adjudication committee will review and rank applications.

Committee members are not permitted to review files for their own students (e.g., students currently supervised by the committee member) and must recuse themselves from the review process in these specific instances.

EVALUATION CRITERIA

The purpose of the review is to identify applications which will receive an OGS. These awards must be awarded to the highest-ranked eligible student who does not currently hold another external scholarship.

CALCULATING GPAs FOR THE OGS

When assessing eligibility for the OGS, **each** of the last two years of study must meet the minimum requirement of an (A-). We do not include any college/CEGEP grades in the calculations.

New for 2019-2020

When calculating the GPA for **each** of the last two years, we look at the most recently completed courses to determine the approximate equivalent of the last year, then second last year of full-time study. The number of credits used in the calculation may vary depending on whether the applicant was a part-time or full-time student and whether or not they completed spring/summer courses.

Things to Remember

- Use the grading scale provided by the institution. Typically, the grading scale is available on the back of each transcript or in the academic calendar.
- The weight of a course may vary based on the length of the course. Make sure you take this into consideration when calculating the average.
- If the applicant is currently enrolled in or have completed courses after their degree has been conferred, we will not include these courses in the applicant's GPA calculation.
- We only include completed courses where the credit was earned.
- We will evaluate exchanges, terms completed abroad, letters of permission and transfer credits on an individual basis.
- If marks used for calculating an applicant's grade point average (GPA) are not available (e.g., courses were graded on a pass-fail basis), then the next most recent available **undergraduate or graduate** marks should be used to determine eligibility.

SELECTION CRITERIA

There are three criterions evaluated for the OGS:

GPA

The score is assessed based on a standard scale, as represented on the OGS Evaluation Template.

Reference Letters

Reference letters can discuss a candidate's academic excellence, critical thinking, judgement, initiative, originality, independence and research potential. Additional areas that may be addressed by a referee could include community practice and engagement; as well as involvement in student leadership.

SRC

Proposals may be evaluated on the basis of clarity, feasibility, merit, originality, significance, as well as potential contributions to the discipline, profession or field. Proposals would be assessed based on a candidate's level of study (e.g. for a doctoral student, potential contributions of the research may be weighed more heavily).

Publications/ Exhibitions/ Awards and Achievements

This category is demonstrated through quality and quantity of awards, distinctions, publications, exhibitions, artistic/creative activities, presentations, participation in professional and community engagement, portfolios (if applicable).

THE EVALUATION TEMPLATE

Each Faculty will receive an Evaluation Template from YSGS. This template is to be used by Faculties to score and rank students for the OGS. Each Faculty will score based on the number score provided for on the template. ***The weighting of evaluation categories are different for Master's and PhD students so it is critical that evaluators keep in mind students' degree level and score accordingly.*** Please refer to the legend at the bottom of the Evaluation Template.

Please refer to the legend to populate the GPA score for the applicant. There are three GPA columns: one for one of two years, one for the second of two years and one for the total score. For Master's students, GPA counts for a maximum total of 50 points and for PhD students, it is a maximum total of 30 points. In order to obtain the final point score for the two years, please populate each year out of a maximum of 25 points for Master's students and 15 points for PhD students. The calculation of both years will total a final score out of 50 and 30 respectively. Please ensure the FINAL GPA Score column is added to reflect the score of both years.

APPLICATION PROCESS

Application forms can be found online at <https://www.ryerson.ca/graduate/future-students/financing-your-studies/scholarships-awards/ontario-graduate-scholarship-program/>

STEP 1: INITIAL APPLICATION

Students must submit the appropriate application to their Faculties by the deadline outlined by the Program/Faculty. For new incoming students, the admissions application package will be used for their OGS application requirements. **Note:** Academic Assessment Forms are only required for current students who have **not** applied for a tri-council funding with the exception of CIHR Doctoral Applicants (see website for more details).

STEP 2: FACULTY RANKING

Graduate Faculties will review submitted applications and make decisions on all eligible files. Applications that are ranked within the faculty allocation are awarded an OGS and the applicants will be notified by their Program/ Faculty directly.

The Evaluation Template will be sent to YSGS with all ranked applicants for the university-wide completion.

STEP 3: SELECTION COMMITTEES

All OGS applicants will be reviewed and ranked at the Faculty level. Decisions for top ranked Domestic applicants will be made at the Faculty level in accordance with their respective allocations. Decisions for remaining Domestic OGS applicants, as well as, International and Indigenous applicants will be made through YSGS. The YSGS Scholarship Committee is comprised of Associate Deans, Graduate and Program Directors from across all faculties. Successful and unsuccessful applicants will be notified by the respective program.

HOW TO APPLY

- 1. Prospective Students:** The admissions application package will be used as the basis for consideration for the OGS competition. **You must complete and sign the following supplemental form for prospective students.**
- 2. Current Students *who have applied for a tri-council funding*:** Submit a copy of your tri-council award application and complete the following **supplemental form for students who have applied for tri-council funding**. Please provide your Program Administrator (PA) with a copy of your tri-council application, CV and transcripts (certified copies of transcripts and print-outs from RAMSS accepted). Please note: Your **Reference Letters** used for your Tri-Council application will be forwarded to your PA upon request. *CHIR-D applicants, please complete 2 new academic assessments.
- 3. Current students, *who did not apply for tri-council funding*:** Must complete the following **application form for current students who have not applied for tri-council funding**. Applicants are required to have two Academic Assessment Forms completed by referees for consideration (right-click and Save As to download PDF). Please ensure you follow the instructions on the form. Applicants must also provide a **CV** and copies of **all university transcripts** (certified copies of transcripts and print-outs from RAMSS accepted).

REQUIRED DOCUMENTATION CHECKLIST

Incoming Students (All required documentation can be found in Content Seven)	Current Students (Who have not applied for Tri-Council Funding)	Current Students (Tri-Council Applicants)
OGS Consent	OGS Application package	OGS Application Form
Submission Summary Form	Transcripts	Tri-Council Application
CV	CV	CV
Statement of Purpose	Two Academic Assessment Reports (References)	Transcripts
**Two Reference Letters		**Two Reference Letters
Research Statement		
Transcripts		

Note for Students/ PAs: If the student has applied for **Tri-Council funding (i.e. CGS-M, SSHRC-D, NSERC-D) please submit a request to the Scholarship Liaison Officer for the reference used for the aforementioned applications. CIHR – D applicants must have referees complete two Academic Assessment Report.

CONTACT US

Contact	Assistance Available
Natasha Mills Scholarship Liaison Officer natasha.mills@ryerson.ca	Technical questions regarding eligibility and the general process
Graduate Program Directors	Substantive advice on scholarship application

Graduate Program Administrators	Technical questions regarding program specific deadlines, application process, eligibility, process and timelines
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