Office of the Dean
Faculty of Graduate Studies

Guide to Ontario Graduate Scholarships (OGS) and QEII Graduate Scholarships in Science and Technology (QEIIGSST)

2018 - 2019
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INTRODUCTION TO THE GUIDE

This guide is designed to assist graduate students, faculty supervisors, internal program award committees, graduate program directors, and graduate program assistants with the Ontario Graduate Scholarships (OGS) and QEII Graduate Scholarships in Science and Technology (QEIIGSST) applications. The guide describes the steps for completing the application as well as each stage of adjudication of OGS and QEII at York University.

DESCRIPTION OF SCHOLARSHIP

Since 1975, the Government of Ontario, in partnership with Ontario’s publicly-assisted universities, has encouraged excellence in graduate studies at the master’s and doctoral levels through the awarding of Ontario Graduate Scholarships (OGS). OGS awards are merit-based scholarships available to students in all disciplines of academic study. In 1998, the Ontario government introduced the QEII-GSST, a merit-based scholarship program targeted specifically toward graduate students in science and technology.

The OGS and QEII program is jointly funded by the Province of Ontario and Ontario universities. The Province of Ontario contributes two-thirds of the value of the award and the university provides one-third.

At York University, OGS and QEII awards are adjudicated together. OGS applicants in science and engineering programs who are eligible to hold a QEII are automatically considered for a QEII. This means that there is no separate application process for QEII, and other eligibility criteria, application process, timelines and award value are the same for OGS and QEII.

VALUE AND DURATION OF SCHOLARSHIP

$15,000 per year for a one-year maximum

The scholarship value will amount to a maximum of $15,000 annually, or $5,000 per term. Consistent with the 2:1 ratio of government funding to institutional funding for this program, the Ontario government portion of the award to an individual student will amount to a maximum of $10,000 annually. The remaining funds are to be provided by the institution, and will be counted toward the university’s funding commitment to the student.

Awards must be held for a minimum of two sequential terms. This normally means that only students who are in Master’s programs that include five terms or more of full-time study will be eligible to hold an OGS or QEII in their second Master’s year.

QUOTAS

Each University is assigned an OGS and QEII allocations according to its share of eligible full-time domestic graduate enrolments.

Each University may allocate up to 2 OGS awards specifically to Aboriginal graduate students from within the borders of Canada. In the 2017-18 competition, 4 Aboriginal students were awarded an OGS.
ELIGIBILITY CRITERIA

TECHNICAL ELIGIBILITY
In order to be considered for an OGS or QEII, applicants must:

- be a Canadian citizen, Permanent Resident, or Protected Person [under subsection 95(2) of the Immigration and Refugee Protections Act (Canada)] by May 1, 2016.
- be applying for or enrolled in an eligible postsecondary institution in Ontario (one offering graduate programs) at the time of application.
- be enrolled in a full-time program of study.
  - A full time student is one who is in at least 60% of a full course load (40% for students with a permanent disability) as defined by their institution.
  
  NB: Students who are unable to study full-time due to a disability are eligible to apply for and hold an OGS or QEII award as a part-time student.
- PhD students must be in their 3rd year of study or less as of December 2017. PhD students in their 4th year of study or beyond in Fall 2017 are ineligible to apply for OGS or QEII for 2018-19.  
  [1] Refers to 4-year PhD students entering following the completion of a master's degree, not transfer students or direct entry doctoral students.

INTERNATIONAL STUDENTS

International students who are studying in Ontario under a temporary resident visa - student study permit are eligible for an OGS or QEII. York University is allocated a quota of five for international students.

MINIMUM ACADEMIC REQUIREMENTS

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

- If entering the first or second year of graduate studies at the time of the application deadline, the student must have achieved at least A-minus or equivalent first-class standing, in each of the last two completed years of study (full-time equivalent).
- If the student is entering the third year of graduate studies at the time of application the applicant must have an overall average of at least A-minus, or the equivalent, on all graduate courses completed at university.
- Equivalent first-class standing: Students may still be considered for an OGS award if their application or admittance to a graduate program is on the basis of professional accomplishments or experience and not on the basis of their academic record. The nominating program must also include a rationale for nominating the student without an academic background and a statement of the grade equivalent at which they assess the student’s professional accomplishments.
- If degree marks used for calculating an applicant’s GPA are not available (for example, courses were graded on a pass-fail basis), then applicants must provide academic assessments or grade equivalent reports for those courses (e.g. students currently registered in Environmental Studies at York are given pass-fail assessments. These students will need to obtain a grade assessment report for those courses so that a grade equivalent is assigned to their pass-fail assessment.)
AWARD MAXIMUMS

Master’s students can receive the scholarship for a maximum of two years and doctoral students for a maximum of four years, subject to a lifetime maximum of six years per student.

In addition, a lifetime maximum of six (6) years of government-funded student awards must not have been exceeded by the applicant. Awards under the following programs will be counted toward this lifetime maximum:

- the Ontario Graduate Scholarship Program (OGS)
- the Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII GSST)
- the Ontario Trillium Scholarships (OTS)
- Social Sciences and Humanities Research Council of Canada (SSHRC) Joseph-Armand Bombardier Canada Graduate Scholarships (CGS) Doctoral Scholarship or SSHRC Doctoral Fellowship
- Natural Sciences and Engineering Research Council (NSERC) Alexander Graham Bell CGS Doctoral Scholarship or NSERC Postgraduate Scholarship
- Canadian Institute of Health Research (CIHR) Frederick Banting and Charles Best CGS Doctoral Award or Doctoral Foreign Study Award
- Vanier Canada Graduate Scholarships (Vanier CGS)
- Canada Graduate Scholarships, Master’s level (CGS-M)

COMBINING AWARDS

Applicants cannot hold an OGS at the same time as they hold any of the following scholarships:

- Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII GSST)
- Ontario Trillium Scholarships (OTS)
- Social Sciences and Humanities Research Council of Canada (SSHRC) Joseph-Armand Bombardier Canada Graduate Scholarships (CGS) Doctoral Scholarship or SSHRC Doctoral Fellowship
- Natural Sciences and Engineering Research Council (NSERC) Alexander Graham Bell CGS Doctoral Scholarship or NSERC Postgraduate Scholarship
- Canadian Institute of Health Research (CIHR) Frederick Banting and Charles Best CGS Doctoral Award or Doctoral Foreign Study Award
- Vanier Canada Graduate Scholarships (Vanier CGS)
- Canada Graduate Scholarships, Master’s level (CGS-M)

Students are now allowed to concurrently hold other awards or combination of awards in addition to their OGS or QEII.

OSAP RESTRICTIONS

To be awarded an OGS or QEII, any previous Ontario Student Assistance Program (OSAP) loans must be in good standing. Current OSAP standing must be indicated on the OGS application. Before paying the OGS or QEII award to the recipient, the Faculty of Graduate Studies must confirm that the nominee is
not on the Ontario Student Assistance Program (OSAP) restricted list. The regulations of the Ministry of Training, Colleges, and Universities require that students who are on OSAP’s restricted list not receive the OGS until they are removed from the restricted list. This decision may not be appealed.

APPLICATION TIMELINES AND DEADLINES

FOR STUDENTS

As in the past few years, the adjudication of OGS is combined with the Tri-Council awards competitions (CIHR Doctoral, NSERC Doctoral, SSHRC Doctoral, and CGS-Masters awards). This will allow students who are applying to both an OGS and a Tri-council award to submit one application to be considered for both. Accordingly, application deadlines are aligned with the deadlines of the respective Tri-Council awards. Please carefully review the process and timelines for the OGS adjudication as described below.

IMPORTANT INFORMATION FOR ALL OGS APPLICANTS:

* If you are applying to an OGS and one of the Tri-Council awards (CIHR Doctoral, NSERC Doctoral, SSHRC Doctoral, and CGS-Masters awards), submit your Tri-Council application by the deadline and complete Part A (Student Profile) of the OGS application form. FGS will automatically use your Tri-Council award application to consider for an OGS.

** If you are applying only to an OGS and not to any of the Tri-Council awards (CIHR Doctoral, NSERC Doctoral, SSHRC Doctoral, and CGS-Masters awards), complete Part A and Part B of the OGS application form and submit it to your program by the applicable deadline determined by your study level and field of research.

In general, the following deadlines apply to doctoral students: if your research is health related (under CIHR mandate), your deadline is September 29, 2017. If your research falls under the natural sciences and engineering disciplines, follow the NSERC deadline of October 13. For social sciences or humanities related research, follows the SSHRC deadline of October 17.

For a master’s level OGS, the deadline is December 1.

***There is no separate deadline for international students. International students who wish to apply to an OGS must submit an application by the applicable deadline as above.

APPLICATION DEADLINES:

- Applications for the master’s level of study: December 1, 2017
- Applications for the doctoral level of study – CIHR eligible field of research: September 29, 2017
- Applications for the doctoral level of study – NSERC eligible field of research: October 13, 2017
- Applications for the doctoral level of study – SSHRC eligible field of research: October 17, 2017
APPLICATION PROCESS: PROCESS FOR APPLICANTS/STUDENTS

This process is intended to guide you through what needs to be done to submit an Ontario Graduate Scholarship application package.

STEP 1: INITIAL APPLICATION

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Time line</th>
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</thead>
<tbody>
<tr>
<td>1. Determine deadline for submission based on your level and field of study (Please see page 6 of this guide.)</td>
<td>As soon as you receive this guide</td>
</tr>
<tr>
<td>2. Determine whether you are applying for one of the Tri-Council Award (CIHR doctoral, NSERC doctoral, SSHRC doctoral or CGS-Masters). If yes, complete Application Form Part B and submit to the graduate program. Skip 3-7.</td>
<td>Before the deadline</td>
</tr>
<tr>
<td>3. Complete Application Form Part A and B</td>
<td>At least 2-3 weeks before the deadline</td>
</tr>
<tr>
<td>4. Write statements (e.g., Master’s Statement of Interest, Doctorate Plan of Study)</td>
<td>At least 2-3 weeks before the deadline</td>
</tr>
<tr>
<td>5. Solicit Academic Referees</td>
<td>At least 2-3 weeks before the deadline</td>
</tr>
<tr>
<td>6. Arrange transcripts – transcript copies are accepted. If you do not have up to date transcripts, order and send transcripts directly to the graduate program office.</td>
<td>2-3 weeks before the deadline</td>
</tr>
<tr>
<td>7. Deliver a complete application package to the graduate program office.</td>
<td>By the applicable deadline</td>
</tr>
</tbody>
</table>

STEP 2: PROGRAM RANKING

The Graduate Programs will review submitted applications and rank all eligible files. Programs are assigned quotas for program allocations and are able to award the OGS according to the quota. Other eligible applications will be forwarded to the Faculty of Graduate Studies with their ranking information for central adjudication. Incomplete, ineligible applications will not be considered for central adjudication.

STEP 3: FGS OGS SELECTION COMMITTEE REVIEW

The FGS Selection Committee will review and assess all complete, eligible and ranked applications and adjudicate recipients of the awards. All applicants will receive a notification in April.

REQUIRED DOCUMENTATION
## Document

<table>
<thead>
<tr>
<th>Document</th>
<th>To be completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application form Part A (Student Profile)</td>
<td>All</td>
</tr>
<tr>
<td>Application form Part B</td>
<td></td>
</tr>
<tr>
<td>- Applicant information;</td>
<td></td>
</tr>
<tr>
<td>- Proposed plan of research or study;</td>
<td></td>
</tr>
<tr>
<td>- All undergraduate and graduate transcripts (copies are accepted)</td>
<td>Students who are not applying to any of the Tri-Council Awards (CIHR Doctoral, NSERC Doctoral, SSHRC Doctoral, and CGS-Masters awards)</td>
</tr>
<tr>
<td>- Two reference assessment forms</td>
<td></td>
</tr>
</tbody>
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## FOR GRADUATE PROGRAM DIRECTORS AND ASSISTANTS

### INFORMATION FOR GRADUATE PROGRAM DIRECTORS AND ASSISTANTS

### APPLICATION PROCESS AND TIMELINES

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Time line</th>
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<tbody>
<tr>
<td>Distribute this guide to students advertising Ontario Graduate Scholarship application process and timelines</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>Accept application package from applicants</td>
<td>OGS application deadlines</td>
</tr>
<tr>
<td>*FGS will forward CIHR, NSERC, and CGS-Masters applications submitted through online portals to respective programs for ranking. For SSHRC doctoral, as in the past, students will be submitting hard copy applications for both SSHRC and OGS to their programs.</td>
<td>Applications for a doctoral level of study - CIHR eligible field of research: <strong>September 29, 2017</strong></td>
</tr>
<tr>
<td></td>
<td>Applications for a doctoral level of study - NSERC eligible field of research: <strong>October 13, 2017</strong></td>
</tr>
<tr>
<td></td>
<td>Applications for a doctoral level of study - SSHRC eligible field of research: <strong>October 17, 2017</strong></td>
</tr>
<tr>
<td></td>
<td>Applications for a master’s level of study: <strong>December 1, 2017</strong></td>
</tr>
<tr>
<td>Complete the program workbook with applicant’s information</td>
<td>After receipt of applications</td>
</tr>
</tbody>
</table>
Provide Ontario Graduate Scholarship Evaluation Selection Criteria to internal awards committee and applications for adjudication.

After receipt of applications

Ranking of all eligible applications by internal program committees. Student information about incomplete or ineligible applications should be entered into the workbook, and should be marked as ineligible. Save program ranking and applications to Graduate Studies Share Drive

Ranking deadline (for both OGS and Tri-Council awards applications) according to the deadlines below:

- Applications for a doctoral level of study - CIHR eligible field of research: **November 30, 2017**
- Applications for a doctoral level of study - NSERC eligible field of research: **November 1, 2017**
- Applications for a doctoral level of study - SSHRC eligible field of research: **November 15, 2017**
- Applications for a master’s level of study: **January 29, 2018**

**NEW** This year programs must award their allocation to students by **April 30, 2018**. Any awards that are not assigned on this date or declined thereafter will automatically move to the central adjudication list.

FGS to inform programs of the results of central adjudication, and also inform the applicants of the results

Applications for a doctoral level of study: **March 1, 2018**
Applications for a master’s level of study: **April 1, 2018**

Notification ofaward to students

**April 2018**

**COMPOSITION OF PROGRAM ADJUDICATION COMMITTEE**

Each graduate program adjudication committee must have at least three academic committee members. The adjudication committee will simultaneously review and rank OGS and relevant Tri-Council 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.

- All domestic and international students who applied to Tri-Council, OGS or both in one program at the same study level (master’s or doctoral) should be reviewed and ranked together. This will allow the central adjudication committee to finalize ranking for both OGS and SSHRC in one list.
Office of the Dean

SSHRC departmental appraisals, however, are to be completed only for SSHRC applicants who are assessed as A or mid-list. This is a SSHRC requirement.

EVALUATION CRITERIA

Main evaluation criteria for scholarship applications are a candidate’s academic excellence and research potential. Since the evaluation of OGS applications is combined with Tri-Council (doctoral SSHRC, CIHR, NSERC and CGS-Masters) applications, please refer to the evaluation criteria of the Tri-Council program that applies to you.

- CIHR doctoral awards
- NSERC doctoral awards
- SSHRC doctoral awards
- CGS-Master’s awards

APPEALS PROCESS

All academic decisions will be final. Applicants are unable to appeal a decision.

CONTACT US

<table>
<thead>
<tr>
<th>Contact Name or Position</th>
<th>Type of Help Available</th>
</tr>
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<tbody>
<tr>
<td>Yuko Sorano</td>
<td>• Substantive and technical queries from Graduate Program Assistants, Directors and faculty supervisors</td>
</tr>
<tr>
<td>Research Officer</td>
<td></td>
</tr>
<tr>
<td>Ext 44168</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:fgsro@yorku.ca">fgsro@yorku.ca</a></td>
<td></td>
</tr>
<tr>
<td>Richolette Freckleton</td>
<td>• Technical questions regarding eligibility, process and timelines from students and graduate programs</td>
</tr>
<tr>
<td>Scholarship Coordinator</td>
<td></td>
</tr>
<tr>
<td>Ext 33954</td>
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<tr>
<td><a href="mailto:gsawards@yorku.ca">gsawards@yorku.ca</a></td>
<td></td>
</tr>
<tr>
<td>Graduate Program Directors</td>
<td>• Substantive advice on scholarship application</td>
</tr>
<tr>
<td>Graduate Program Assistants</td>
<td>• Technical questions regarding eligibility, process and timelines</td>
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</table>