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## University of Saskatchewan Graduate Scholarship (UGS) Application

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### Eligibility

1. The student must be registered or continuing in a graduate degree program or have been recommended for admission to a graduate degree program in the College of Graduate & Postdoctoral Studies at the University of Saskatchewan.
2. The student must have a minimum of 80% average as a continuing student or entrance average as a prospective student. When determining eligibility, only whole terms (not partial terms) are used to obtain a minimum of 60 credit units on which to compute the student's GPA. Courses with grades of Pass, Credit, etc. are not included when computing the student's GPA  
(<http://www.usask.ca/cgps/admissions/admissions-process.php#Calculatingadmissionaverage>)
3. Master's students are eligible to hold up to a maximum of two years of university graduate scholarship in the first three years of their graduate program. Master's students cannot hold a UGS beyond the 36<sup>th</sup> month of their graduate program.
4. PhD students are eligible to hold up to a maximum of three years of university graduate scholarship funding in the first four years of their program. PhD students cannot hold a UGS beyond the 48<sup>th</sup> month of their graduate program.

Transfer students on a UGS Master's scholarship will not automatically be awarded a UGS Doctoral scholarship when they transfer. They will have to be nominated in the appropriate competition **before** their transfer takes place. Recipients of a Master's scholarship **are not** guaranteed to receive a PhD scholarship.

Student who have received a UGS PhD scholarship and transfer to a Master's program will have their scholarship cancelled.

### Application Process

1. Complete the application. All information must be typed.
2. Include photocopies of official transcripts from all post-secondary institutions that you have attended.
3. You must arrange for two letters of reference from persons familiar with your academic work. The letters must be sealed and submitted directly by the department or referral to the College of Graduate & Postdoctoral Studies. Reference letters from a student's departmental application can be used, as long as they discuss the points given in Part 5.

Letter of Reference are given substantial weight in assessment of research quality and productivity and of performance in classes. Professors that have had sufficient opportunity to assess your potential and who can provide a complete, detailed, and thoughtful analysis of your achievements and scholarly attributes are the most effective referrals.

Letters should support the information in your application, be enthusiastic, focus on your skills, past achievements, and potential. They should stress strengths and personal attributes, comment on the quality of publication venues, and demonstrate why you are of superior caliber and worthy of an award. Extremely brief or cryptic letters put the student at a disadvantage. Referees are strongly encouraged to read and follow *Part 5: Instructions for Referees* attached to this application form.



Part 1: Personal Information

Form fields for Title, Family Name, Given Name, Address, City, Province, Postal Code, E-mail Address, and Student Number.

Citizenship status (indicate only one):

Canadian citizen/Permanent Resident

International

Academic Program

Form fields for Degree program (Master's or PhD), Department or Academic Unit, Name of Supervisor (if known), Program start date (mm/yyyy), Expected completion date (mm/yyyy), and Topic of Research.

Part 2: Academic Record

List the last three institutions attended in reverse chronological order. Provide a GPA only for the most current degree, completed or not. Provide photocopies of official transcripts for all previous universities attended.

Table with 3 columns: University attended, Degree received, Date received. Includes three rows for data entry.

Indicate up to 10 scholarships/awards won, or any government or outside funding held.

Table with 4 columns: Name of Scholarship/Award or Source of Funding, Start Date (mm/yyyy), End Date (mm/yyyy), Value. Includes 10 rows for data entry.



### Part 3: Outline of Proposed Research

Outline your proposed research – maximum 500 words typed. Limit the outline to this page. You may attach one additional page for a bibliography (any other pages will be removed).

Program proposals should demonstrate evidence of solid and wide knowledge of the discipline and **must be written by the student, not the supervisor**. The most effective proposals are clear, concise, and coherent, yet demonstrate a clear, focused approach, explaining how the research would advance the discipline. Write in plain language. Proposals should be understandable not only to people within the field but also to a general audience.



#### Part 4: Contributions to Research and Development

Attach a list of your contributions to research and/or scholarly work for which you are the principle author or a co-author.

Contributions must be organized into categories, possibly including, but not limited to, refereed journal articles, articles in refereed conference proceedings, conference presentations/abstracts, technical/government reports, exhibitions, performances, etc. For refereed publications, please indicate whether the work is published, in press, or accepted. Do not list work that is “in preparation”.

Do not list reports/presentations that were used to satisfy the requirements of a course.

Check if this section is not applicable.

Declaration: I certify that the information furnished in this application is true and complete in all respects and that no relevant information has been withheld.

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Signature

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Date

#### Part 5: Instructions for Referees

Provide a detailed letter of reference for the student. Letters of reference are given substantial weight in the assessment of research quality and productivity and of performance in classes. Reference letters from a student’s departmental application can be used if they address the points below.

Discuss the following points:

- The length of time and capacity in which you have known the student.
- The student’s academic background and preparedness.
- The student’s research productivity and/or potential.
- The quality of the venues in which the student’s works have been published/presented.
- The student’s leadership and interpersonal skills.
- Any other outstanding achievements of the student.

Reference letters can be submitted confidentially by email to [gradstudies.awards@usask.ca](mailto:gradstudies.awards@usask.ca). Reference letters must be on letterhead (if applicable) and signed by the reference.