

**Faculty of Graduate Studies and Research – Awards Services**

Killam Centre for Advanced Studies  
2-29 Triffo Hall, University of Alberta  
Edmonton, Alberta, Canada T6G 2E1

Tel: 780.492.9460  
Fax: 780.492.0692  
grad.awards@ualberta.ca  
gradstudies.ualberta.ca

Date: Wednesday, April 21, 2021

To: Department Chairs, Graduate Coordinators, Graduate Program Administrators

From: Awards Services, Faculty of Graduate Studies and Research

Re: 2021 Departmental Allocations – University of Alberta Graduate Recruitment Scholarship and University of Alberta Completion Scholarship

---

**NEW for 2021:** In an effort to provide increased flexibility, the former UA Doctoral Recruitment Scholarship departmental allocations may now be used for either recruitment or program completion scholarships. Doctoral and master's thesis-based nominees are eligible for either scholarship category, provided that they meet the eligibility requirements as set out below. The Allocation Table has been updated with funding commitments for 2021-22, and is now available on [FGSR's website](#).

## Overview

1. Recruitment and completion scholarships have a minimum value of \$5,000 (one unit) increments; however, departments choose how many of their allocated units they wish to be awarded to eligible nominees. Allocations have been made to individual departments based on an equal weighting of “applicants admitted and registered” and “convocation headcount.”
2. Departments are responsible for the effective deployment of this funding. Putting funds into departments' hands provides maximum flexibility in terms of timing, ease and speed of the process, amounts offered, and combination with the unit's other resources to create attractive recruitment packages, or support students completing their thesis based degrees which have been delayed due to the pandemic. A unit may use its allocation of awards to make small (\$5k or \$10k) top-up offers to several nominees, or to create a few large (e.g. \$20k) awards.
3. Multi-year awards for individual students are **not** available this year given future budget uncertainty. However, there is no limit on the number of units that can be allocated to one student as long as the overall annual commitment doesn't exceed the annual allocation.
4. Note that the Allocation table represents the total number of units available and doesn't account for any units that might have been committed for multi-year awards last year.
5. Units that have not been allocated in the current fiscal year cannot be rolled over for use in a subsequent year.

## **A. UofA Graduate Recruitment Scholarship**

The purpose of the Recruitment Scholarship is to recruit superior graduate students who have the potential to contribute to the University of Alberta's community and research.

## Eligibility:

All doctoral and master's (thesis-based) recruits are eligible provided they have an admission grade point average (AGPA) of at least **3.5**. Current students transferring (fast track) from a master's degree to a doctoral degree are eligible provided that both their AGPA and current program GPA are 3.5 or over, or the average if one mark is less. Graduate Program Administrators may access *GPA Guidelines – Awards.pdf* in eClass for GPA calculation methods. The Dean of FGSR will consider exceptions on a case-by-case basis, *only in cases where a justification is provided*, but the purpose of this funding is to recruit top students.

These awards can be held in conjunction with all other sources of funding regardless of the amount. In particular, they can be used as part of an offer to an applicant who already holds a Tri-Council scholarship. However, departments are reminded that the holders of such scholarships are already eligible to receive a top-up award from the University in the form of the [President's Doctoral Prize of Distinction or Walter H Johns Fellowship](#).

Departments may set additional requirements/eligibility criteria for their internal selection and nomination of newly admitted students, or for fast track master's degree students.

## Deadline:

Admission Term	Nomination Deadline
Spring 2021	May 14, 2021
Summer 2021	May 31, 2021
Fall 2021	July 12, 2021
Winter 2022	November 15, 2021

## Nomination Process:

Submit nominations via email to [grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca) using the [recruitment nomination form](#) available on FGSR's website. The nomination process is outside of GSMS because nominees may not yet be appearing in the Awards Portal during the application for admission process.

- **For newly admitted students:** in GSMS, applications for admission are to be flagged as "Scholarship". This will alert FGSR Admission Services to process them as a priority. Departments are to notify FGSR Award Services when a student declines their admission.
- **For master's students transferring to a doctoral degree:** the [Recommendation for Change of Category](#) form must be sent to FGSR Program Services at the same time of nomination submission, or prior. Identify the student as a UofA Graduate Recruitment Scholarship nominee so that Program Services can process them as a priority. Note that the Change of Category and recruitment nomination form will not be processed until final grades are posted for the term preceding the nomination deadline (ex. master's transfer to doctoral effective Spring term will not be processed if there are winter term grades outstanding).
- Nominations can be submitted on an ongoing basis, but have to be submitted by the applicable Nomination Deadlines table above. *An exception has been made for Spring 2021 due to the timing of this memo*
- Students who have already started their program are ineligible to be nominated. Nominations will not be considered unless the department has officially made the decision to admit, or transfer (fast-track) the student into the doctoral program.

- Students must have a Canadian bank account set up for direct deposit order to receive payment. Students with potential Study Permit issues which may cause travel delays should contact FGSR as soon as possible. To avoid payroll conflicts, or repayment of the award, please do not register students on their behalf, or recommend they register via BearTracks unless you know they will be actively at the University or have a Canadian bank account.
- Students with no registration prior to the start of their admit term will be contacted by FGSR.

### **Nomination Revisions:**

- All changes to the original nomination must be made prior to the same deadline
- A revised nomination form must be completed and submitted by email; requests by email without a revised form will not be accepted.
- Value revisions: Clearly mark the nomination form as “**REVISED**” in justification section. Indicate the new value on the form and a short note of explanation. ie We wish to increase the # of units awarded from 1 unit (\$5,000) to two units (\$10,000)
- Nominee revisions (declined admission of another nominee): when emailing FGSR, provide the name and ID number of the nominee who declined admission. The nomination form for the new/replacement nominee must *not* contain any other nominee names since these forms are uploaded to student records in GSMS.

FGSR strongly encourages departments to limit the number of revisions to the nomination forms as much as possible to allow efficient processing and to avoid confusion. Recruitment scholarship deferrals within the same fiscal year are possible (i.e. from September to January). The new fiscal year begins April 1<sup>st</sup>; therefore, January Recruitment Scholarship winners who wish to defer until May will have to be re-nominated.

Additional information regarding recruitment scholarships is available under the [Frequently Asked Questions](#) section on our website.

## **B. UofA Completion Scholarship**

The purpose of the newly created “University of Alberta Completion Scholarship” is to support students during the completion of thesis based graduate degrees whose programs have been delayed due to the COVID-19 pandemic.

### **Eligibility:**

All doctoral and master’s (thesis-based) students are eligible provided they meet the following eligibility requirements:

- Are doctoral students that have completed their candidacy examination OR are thesis-based master’s students in the final stages of data analysis and thesis writing
- Are/will be registered full-time in a doctoral or thesis-based master’s degree program
- Are in good academic standing
- Are not beyond their 4<sup>th</sup> year of program (master’s) or 7<sup>th</sup> year of program (doctoral) at the time of nomination
- Students may receive the completion scholarship **only once** during their graduate program. The value of such cannot be increased or revised, once awarded

Departments may set additional requirements/eligibility criteria for their internal selection and nomination of thesis based students completing their graduate degree.

**Deadline:**

**February 15, 2022**

Nominations can be submitted on an ongoing basis, but have to be made by the applicable deadline.

**Nomination Process:**

Nominations are to be submitted via the GSMS Awards Portal. Search "Completion Scholarship."

Contact FGSR Award Services at [grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca) for any questions.

Sincerely,

Awards Services